

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street

Colusa, CA 95932

(530) 458-7791 FAX (530) 458-4030

AGENDA

Board of Trustees Regular Meeting DISTRICT OFFICE CONFERENCE ROOM

February 14, 2017

5:15 p.m. Open Session with Closed Session to Follow

**PUBLIC COPY OF BOARD PACKET IS AVAILABLE FOR INSPECTION
AT THE CUSD DISTRICT OFFICE LOCATED AT 745 TENTH ST., COLUSA**

All meetings of the Governing Board are open to the general public, with the exception of the Closed Sessions, which are held to consider those items specifically exempt under the Ralph M. Brown Act. Anyone planning to attend a meeting who has a disability and needs special assistance should call the Superintendent's Office, 458-7791, at least 3 days in advance to make special arrangements.

Spanish translation is available at Regular Session Board Meetings. To arrange for translation services, please call the Superintendent's Office, 458-7791, at least 3 days in advance. [Se ofrece traducción en Español para la junta regular de la mesa directiva. Para solicitar servicios de traducción al español, por favor llame a la Oficina del Superintendente, al 458-7791, con 3 días de anticipación por lo menos.]

5:15 P.M. OPEN SESSION

A. Call to Order/Establish Quorum

B. Pledge of Allegiance

C. Hearing of Public for items on the Agenda

The Board encourages public comment concerning any item of importance and will recognize requests to speak before the item is discussed or voted upon. To assure your right to address any action item, please notify the Superintendent's Office of your desire to speak by noon of the day prior to the Board Meeting. Those requesting to address the Board in advance will be granted up to five minutes to speak. Others will be limited to a total of three minutes.

D. Hearing of Public for items not on the Agenda

The Board encourages public comment concerning any item of importance and will recognize requests to speak on items not appearing on the Agenda. Speakers should be aware that the board may not be prepared to comment on the issues they raise, but may request those items to be properly agendaized for inclusion in the discussions at a future meeting. Those requesting to address the Board in advance will be granted up to five minutes to speak. Others will be limited to a total of three minutes.

E. Reports:

1. Recognitions & Celebrations

2. Student Report – Grace Boeger

3. Principal's Report – BPS, Clair Toth

4. President's Report

a. Board of Trustee Time - *this is the time for individual Trustees to report on their Committee's activities and to specify any items they would like to see on the agenda for the next meeting*

1. CRAF

2. Friends of Music

3. Friends of Ag

4. SELPA

5. District English Language Advisory Committee

5. Superintendent's Report

a. Improving Achievement *(Standing Item)*

1. 2017-2018 LCAP Improvement Discussion

- a. Review Eight State Priorities
 - b. Closing the Achievement Gap Committee Report
 - b. Budget (*Standing Item*)
 - 1. Budget Update
 - a. Review Mid Year Projection
 - b. 2017-18 Budget Development Timeline
- F. CSEA (California School Employee Assn.) Representative's Report
- G. CEA (California Educators Association) Representative's Report
- H. Information/Discussion/Possible Action Items
 - 1. Discussion Regarding CHS Spanish Students to Travel to Spain in June of 2018
 - 2. Discussion Regarding Safe Haven Resolution
 - 3. Consider Approval of Ag Science Portables – Not to exceed \$40,000
 - 4. Consider Approval of Administrative Spending Limit Increase
 - 5. Consider Approval of College Readiness Block Grant
 - 6. Discussion of Benchmark Advance English Language Arts Curriculum - TK-6
 - 7. Discussion Regarding Formal Opposition to City Approval of Marijuana Growing Operation
 - 8. Consider Approval of CSBA Delegate Assembly Election
 - 9. Consider Approval of Prop 39 HVAC at BPS, EMS, & CHS – Requested Budget of \$200,000
 - 10. Consider Approval of District Office Community Theater Repair
 - 11. Consider Approval of Ag Barn Plumbing
 - 12. Consider Approval of AMS.NET Change Order for \$47,446.00
 - 13. Discussion Regarding Colusa County Office of Education/Colusa Unified School District Land & Building Transfer
 - 14. Consider Approval of Phase III Bond Funded Projects
 - 15. Consider Approval of Warrants: Batch #26 – 30
 - 16. Consider Approval of Board Policies & Administrative Regulations:
 - a. First Reading of AR 1340 – Access to District Records
 - b. First Reading of BP 3311 & AR 3311 - Bids
 - c. First Reading of BP 3311.1 & AR 3311.1 – Uniform Public Construction Cost Accounting Procedures
 - d. First Reading of AR 3311.2 – Lease- Leaseback Contracts
 - e. First Reading of AR 3311.3 – Design-Build Contracts
 - f. First Reading of AR 3311.4 – Procurement of Technological Equipment
 - g. First Reading of AR 3543 – Transportation Safety & Emergencies
 - h. First Reading of BP 4030 & AR 4030 – Nondiscrimination in Employment
 - i. First Reading of BP 4119.11/4219.11/4319.11 & AR 4119.11/4219.11/4319.11 – Sexual Harassment
 - j. First Reading of BP 5030 – Student Wellness
 - k. First Reading of AR 5111.1 – District Residency
 - l. First Reading of BP 5116.2 – Involuntary Student Transfers
 - m. First Reading of BP 5141.21 & AR 5141.21– Administering Medication & Monitoring Health Conditions
 - n. First Reading of BP 6146.1 – High School Graduation Requirements
 - o. First Reading of BP 6154 – Homework/Makeup Work
 - p. First Reading of BP 6164.6 & AR 6164.6 – Identification & Education Under Section 504
 - q. First Reading of AR 6173.3 – Education for Juvenile Court School Students
 - r. First Reading of BB 9240 – Board Training
 - s. First Reading of BB 9323 – Meeting Conduct
 - t. First Reading BP 3470 – Debt Issuance & Management

- I. Motion to Approve Items on the Consent Action Agenda:
 - 1. January 10, 2017 Regular Board Meeting Minutes
 - 2. Personnel Assignment Order 2016-2017 #7
 - 4. January Payroll
 - 5. Inland Agreement
 - 6. Fund 01 Budget Revision
 - 7. 2nd Interim Report
 - 8. 2016-17 Consolidated Application for Federal Funds
 - 9. 2015-16 School Accountability Report Card for Colusa High School
 - 10. 2015-16 School Accountability Report Card for Colusa Alternative High School
 - 11. 2015-16 School Accountability Report Card for Colusa Alternative Home School
- J. Hearing of the Public for Matters on Closed Session Agenda
- K. Adjourn to Closed Session to consider and/or take action upon any of the following items:
 - 1. Personnel Matters Pursuant to Government Code 54957
Administration Representatives: Dwayne Newman, Superintendent; Sheryl Parker, Chief Business Official
 - a. Consider Approval of Maternity Leave Request
 - b. Consider Approval of Extended Leave Request
 - c. Discussion of Superintendent Evaluation Process
 - 2. Negotiations Pursuant to Government Code 54957.6
Agency Designated Representatives: Dwayne Newman, Superintendent; Sheryl Parker, Chief Business Official

Employee Organizations: California Teachers Association, California State Employees Association, and Unrepresented Employees (All)

Instruction to District Negotiators (Executive Session of School Board and its designated representatives for the purpose of discussing its position regarding matters within the scope of representation and instructing its designated representatives)
 - 3. Student Matters Pursuant to Government Code 48918
Administration Representative: Dwayne Newman, Superintendent
 - a. Consider Approval of AHP Recommendation Regarding EH #2016-17.01
 - b. Consider Approval of AHP Recommendation Regarding EH #2016-17.02
 - c. Consider Approval of AHP Recommendation Regarding EH #2016-17.03
 - d. Consider Approval of AHP Recommendation Regarding EH #2016-17.04
 - e. Consider Approval of AHP Recommendation Regarding EH #2016-17.05
- L. Reconvene Open Session
 - 1. Announce Possible Action of AHP Recommendation for EH #2016.17.01
 - 2. Announce Possible Action of AHP Recommendation for EH #2016.17.02
 - 3. Announce Possible Action of AHP Recommendation for EH #2016.17.03
 - 4. Announce Possible Action of AHP Recommendation for EH #2016.17.04
 - 5. Announce Possible Action of AHP Recommendation for EH #2016.17.05
 - 6. Announce Possible Action Regarding Maternity Leave Request
 - 7. Announce Possible Action Regarding Extended Leave Request
- M. Schedule Board Planning Meetings
- N. Adjournment of Meeting

Multi-Year Projection Summary - February 14, 2017

INCOME	14/15 ACTUALS	15/16 ACTUALS	16/17 BUDGET	17/18 BUDGET	18/19 BUDGET
8011-8089 TOTAL LCFF	10,874,660	12,397,758	13,093,643	13,267,383	13,769,977
TOTAL FEDERAL REVENUE	514,766	554,244	396,545	393,984	393,984
TOTAL STATE REVENUE	1,015,848	2,109,700	1,727,524	1,226,627	984,325
TOTAL LOCAL REVENUES	387,830	388,312	586,796	137,592	79,076
TOTAL REVENUES	12,793,104	15,450,014	15,804,508	15,025,586	15,227,362
EXPENDITURES					
TOTAL CERTIFICATED	5,939,658	6,468,062	6,281,344	6,345,991	6,385,991
TOTAL CLASSIFIED	1,847,681	2,047,601	2,171,313	2,203,929	2,228,929
TOTAL BENEFITS	<u>2,620,009</u>	<u>2,952,259</u>	<u>3,196,759</u>	<u>3,348,127</u>	<u>3,539,127</u>
SUBTOTAL SALARIES/BENEFITS	10,407,348	11,467,922	11,649,416	11,898,047	12,154,047
TOTAL BOOKS AND SUPPLIES	770,436	1,104,360	1,007,887	694,891	759,268
TOTAL TRAVEL, REPAIRS, UTILITIES, INS, OTHER	1,102,341	1,223,294	1,479,053	1,282,962	1,192,411
TOTAL CAPITAL OUTLAY	56,177	402,140	917,477	242,302	
TOTAL SELPA, COMMUNITY SCH, DEBT PYMT	603,624	765,140	950,420	998,301	987,522
TOTAL EXPENDITURES	12,939,926	14,962,856	16,004,253	15,116,503	15,093,248
TOTAL REVENUES LESS EXPENDITURES	-146,822	487,158	-199,745	-90,917	134,114
		\$441,014 will carryover to be spent 16-17	\$441,014 was prior year income		
GENERAL FUND BEGINNING BALANCE	1,347,994	1,201,172	1,688,330	1,488,585	1,397,668
LESS AMOUNT ABOVE REVENUES LESS EXP	-146,822	487,158	-199,745	-90,917	134,114
Less Reserve for Revolving Cash		-30,350	-30,350	-30,350	-30,350
less Reserves for Van/Bus, Tech, Textbooks		-125,000	-200,000	-275,000	-325,000
UNDISTRIBUTED GENERAL FUND RESERVE	1,201,172	1,532,980	1,258,235	1,092,318	1,176,432
% UNDISTRIBUTED RESERVE	9.28%	10.25%	7.86%	7.23%	7.79%
AMOUNT ABOVE (-BELOW) 5%	554,176	784,837	458,022	336,493	421,770
TOTAL ADA	1386.33	1404.81	1402.72	1402.72	1402.72
multiply x Average Amount per ADA	\$ 7,844	\$ 8,825	\$ 9,334	\$ 9,458	\$ 9,817
Total LCFF Funding Budgeted	\$ 10,874,660	\$ 12,397,756	\$ 13,093,643	\$ 13,267,383	\$ 13,769,977
% Increase over Prior Year	10.77%	14.01%	5.61%	1.33%	3.79%
ASSUMPTIONS:					
Same ADA Same ADA					
No New Staff No New Staff					
1 Retirement Te					
Infinite Campus+30K					
8.88% STRS	10.73% STRS	12.58% STRS	14.43% STRS	16.28% STRS	
11.7% PERS	11.847% PERS	13.888% PERS	15.8% PERS	18.7% PERS	
Impact of Minimum Wage Increase for Classified is not budgeted as it is unknown-must be negotiated					

Colusa Unified School District 2017 – 2018 Budget Development Timeline

Dates	Events / Actions
Feb. – April	Board, staff, site councils, ELACs & DELAC consider needs assessment data and formulate Local Control Accountability Plan Goals. District, site, and department leadership determine staffing needs for upcoming year.
February 15	Zero Based Budget Spreadsheets distributed to staff.
February 15 – March 1	Grades & Departments review needs, formulate and prioritize budget requests.
February	Site Councils make budget recommendations based on needs assessments.
March 1, 2017	Grade & Department Zero-Based Budget requests submitted to Principal / Dept. Head.
March 1 - 17	Principals & Department Heads consolidate budget requests from staff and site councils; meet with staff and develop site/department prioritized budget requests.
March 17, 2017	Site and Department Budgets submitted to District Office
March 17, 2017 – April 11, 2017	Site Budgets Consolidated and an initial budget district – wide budget request developed. Leadership team considers site/department requests and alignment with Local Control Accountability Plan Goals. Leadership team prioritizes budget requests.
April 11, 2017	First Draft of Budget and LCAP distributed to staff and presented for Board Discussion
May 16, 2017	2 nd Draft of Budget and LCAP distributed to staff and presented for Board discussion
June 13, 2017	Final Draft of Budget and LCAP presented for Board consideration and Public Hearing.
June 20, 2017	Final Draft of Budget and LCAP presented for Board adoption.



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

December 21, 2016

Dear County and District Superintendents, Charter School Administrators, and Principals:

PUBLIC SCHOOLS REMAIN SAFE HAVENS FOR CALIFORNIA'S STUDENTS

In this time of uncertainty, anxiety, and fear I strongly encourage you to join me in declaring our public schools "safe havens" for students and their parents and to remind families about existing laws that protect them and their students' records from questions about immigration status.

Unfortunately, since the presidential election, reports of bullying, harassment, and intimidation of K-12 students based on immigration status, religious, or ethnic identification are on the rise.

As State Superintendent of Public Instruction, safety is my top priority. And my strongest commitment to you, your students and their families is that schools remain safe places to learn. California serves more than 6.2 million kindergarten through twelfth grade students with the most diverse population in the nation.

Parents should know they are welcome on our school campuses regardless of their immigration status. We encourage all parents and guardians to participate in their school communities and in the education of their children. Engaged parents play a key role in helping our students succeed. That is one reason encouraging parent engagement is a top priority for California schools and one of the key local indicators of success for our schools and districts.

The California Department of Education will continue to provide local educational agencies (LEAs) with guidelines about existing laws that protect student records, including:

- The 1984 Supreme Court decision *Plyler v. Doe* requires schools to enroll all eligible children regardless of their citizenship or immigration status.
- State and federal laws prohibit educational agencies from disclosing personally identifiable student information to law enforcement, without the consent of a parent or guardian, a court order or lawful subpoena, or in the case of a health emergency.

December 21, 2016

Page 2

- Districts must verify a student's age and residency, but have flexibility in what documents or supporting papers they use. They do not have to use documents pertaining to immigration status.
- To determine age, for example, an LEA can rely on a statement from a local registrar, baptismal records, or an affidavit from a parent guardian or custodian.
- To determine residency, an LEA can rely on property tax receipts, pay stubs, or correspondence from a government agency.

Since LEAs do have wide discretion in what records they use, I strongly recommend that they do not collect or maintain documents related to immigration status.

Some California districts, such as the Los Angeles Unified School District and Sacramento Unified School District, have declared themselves to be "safe havens" to let their communities know they will maintain a welcoming environment for all students and parents. I support this message.

Here is an example of a resolution from the Sacramento City Unified School District http://www.scusd.edu/sites/main/files/file-attachments/safe_haven_reso_final_amended_final.pdf.

Together, we can make it clear we will do our best to make sure the prospect of the deportation of undocumented students and their families will not interfere with helping our students succeed.

Our schools are not and will not become an arm of the U.S. Customs and Immigration Enforcement (ICE). Instead, they will remain safe places for learning and teaching for all students, regardless of immigration status.

Please join me in spreading this message. We can and must support each other as California leads the way forward.

Sincerely,

A handwritten signature in black ink that reads "Tom Torlakson". The signature is written in a cursive, flowing style.

Tom Torlakson

TT:ba

2016-09599

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

RESOLUTION NO. 2915

RECOGNITION OF A SAFE HAVEN SCHOOL DISTRICT

Whereas, The Sacramento City Unified School Board of Education is committed to the success of all students irrespective of their immigration status, ethnicity, race, religion, sexual orientation, ability, sex and gender identity, socio-economic status or beliefs.

Whereas, The Declaration of Independence of the United States of America recognizes every individual's right to life, liberty, and the pursuit of happiness;

Whereas, The United States of America was built by diverse peoples, both native and immigrant alike;

Whereas, Education has played a critical role in furthering tolerance and strengthening our society;

Whereas, On November 8, 2016, voters in California and across the nation participated in the democratic process by casting votes;

Whereas, California voters during the 2016 General election expressed strong support for public schools by embracing bilingual education through Proposition 58, strengthening funding sources through Proposition 55, and modernizing school facilities through Proposition 51, and;

Whereas, The University of California, Los Angeles' Civil Rights Project found Sacramento to be the most racially/ethnically integrated major city in the United States and Sacramento City Unified School District was praised as having the most integrated large public school district in the state.

Whereas, Forty-eight different languages are spoken in Sacramento City Unified School District schools including, Spanish, Hmong, Armenian, Korean, Tagalog, Cantonese, Arabic, Vietnamese, and Russian;

Whereas, 17,104 of 43,082 students in Sacramento City Unified are of Latino/a descent, 34,896 are students of color, and more than 64 percent of students qualify for free and reduced lunch;

Whereas, The national presidential election has resulted in thousands of students and families in Sacramento expressing fear, sadness and concerns for student safety, heightened because of intolerant rhetoric made over the course of the 2016 presidential race;

Whereas, Youth and families across the district have already experienced increased levels of hate speech based on their ethnicity, religion, or sexual orientation since the election; now, therefore, be it,

Resolved, That the Sacramento City Unified School Board of Education directs the Superintendent to support the creation of a safe haven school district. This status shall include:

- Promoting tolerance and acceptance over hate speech;
- Maintaining that, in compliance with Immigration and Customs Enforcement's (ICE) 2011 policy stating that it will not conduct immigration enforcement activity at any sensitive location, which includes all district facilities and equipment, without permission by specific federal law enforcement officials; unless exigent circumstances exist; ICE shall not be allowed to enter school sites or district properties without prior written approval from the Superintendent.
- Restricting the sharing of student files that may be used to ascertain the legal status of students;
- Designating SCUSD school sites, facilities, and equipment as safe havens for students, families and the community;
- Allocating adequate resources necessary to support diversity, inclusion, and the values of a multicultural society;
- Hosting a day of understanding across the District;
- Offering focused professional development opportunities for all levels of staff;
- Endorsing a set of unifying activities determined by the school site;
- Develop and implement a plan, in consultation with stakeholder groups, to fulfill the requirements outlined within this resolution and report back to the Board at the first Board meeting in February.

Resolved further, That the Sacramento City Unified School Board work closely with the City, County and other state and local municipalities and community organizations to ensure our students and families are offered a protected space;

Resolved further, That along with the Los Angeles Unified School District, the Sacramento City Unified School District Board of Education will submit a joint letter to the President-Elect, with the Superintendent, as well as any District students, families, staff, and community partners who would like to be added as signatories, affirming the that American ideals that are celebrated in Sacramento culture contain a number of core ideals and values that include liberty, equality, democracy, individualism, equity, unity, and diversity and we will continue to celebrate them;

Resolved further, That the Board reaffirms its focus on promoting and elevating tolerance, inclusiveness and kindness of all students, families and staff at all district school sites, facilities and material property;

Resolved further, That the Board reaffirm the authority of the Superintendent to protect the data and identities of any student, family member, or school employee who may be adversely

affected by any future policies or executive action that results in the collection of any personally identifiable information to the fullest extent provided by the law; and, be it finally

Resolved further, That the Board shall not allow ICE agents on school sites, facilities or material property without receiving prior written approval from the Superintendent;

Resolved further, That the Board reaffirms Sacramento City Unified School District's unequivocal commitment to ensuring a safe educational environment for all students, serving as a safe haven school district for students and families threatened by immigration enforcement or discrimination, to the fullest extent provided by the law.

BP 3300 Expenditures and Purchases.
Draft AR 3300

Discretionary Administrative Spending

For expenditures out of approved budget line items, it is understood that the responsible staff member need not request prior board approval for any expenditures. Directors and Administrators have discretion in spending that money as long as the expenditures are legal, appropriate, and in the best interest of the district.

Example:

MOT has an approved budget of \$60,000 for repairs. If the MOT director's decision is to spend \$30,000 cutting sidewalk trip hazards, that information shows up on the next monthly warrants list.

However, the board recognizes that circumstances may occur which necessitate deviating from the adopted budget.

1. For changes to the existing department or site budget, the board empowers the superintendent to approve changes not to exceed \$20,000 without receiving prior board approval, as long as the change does not cause the site/department to exceed its yearly budget allocation. The proposed expenditure change must be approved by three members of the District Leadership Team. Typically, the three members approving the expenditure would be the Superintendent, CBO and the department head or principal. As soon as practically possible after authorizing this budget change, the Superintendent will inform the board of the circumstances which necessitated the expenditure. At the next regular meeting, the expenditure change will be a discussion item on the agenda.

Example:

A principal determines that the \$16,000 budgeted for printer paper would be better spent on a set of computer tablets for the students. After discussion with the CBO, Tech Director and Superintendent, the tablets are purchased on sale for \$14,000. The board is informed via email immediately, and the change discussed at the next regular meeting.

2. In exceptional circumstances the board empowers the Superintendent to approve a maximum of \$40,000 to be spent out of reserves without receiving prior board approval. The proposed expenditure must be approved by three members of the District Leadership Team. Typically, the three members approving the expenditure would be the Superintendent, CBO and the department head or principal. As soon as practically possible after authorizing this type of expenditure the Superintendent will inform the board of the circumstances which necessitated the expenditure. The expenditure will be a discussion item on the next regular board meeting agenda.

Example:

The Superintendent is informed a portion the HS gym roof is about to collapse. The repairs will cost \$35,000. The MOT repair budget has already been expended. A contractor can start immediately and be done within a week. It is the middle of a sports season, and in addition to the PE classes, there are practices and games scheduled daily for the next two months. After talking to the CBO and MOT Director, the Superintendent signs a contract to get the repairs started. The board receives an explanatory email, and the expenditure appears on the next regular board meeting agenda.

3. For change orders related to Bond work, the board authorizes the Superintendent to approve amounts up to \$100,000 or an amount not exceeding 15% of the total project cost; whichever is lower. The proposed expenditure must be approved by three members of the District Leadership Team. Typically, the three members approving the expenditure would be the Superintendent, CBO and the department head or principal. As soon as practically possible after authorizing this type of expenditure the Superintendent will inform the board of the circumstances which necessitated the expenditure. The expenditure will be a discussion item on the next regular board meeting agenda.

Example:

During excavation contractors find wet soil. The only way to stay within the construction timeline is to cement treat the soil within the next two days. The cement treatment costs \$80,000 (which is about 7% of the project budget). After talking with the CBO and MOT Director, the Superintendent signs the Change Order, emails the board members, and adds the expenditure as a discussion item on the next regular board meeting agenda.

Adopted:

How Colusa High School plans to use the funds in the College Readiness Grant:

1. AP Training for teachers- starting the summer of 2017
2. AP/SAT/ACT tutoring (after school, two days a week-pay teachers)- starting in 2017
3. Send students to Sac State for summer camps- starting in 2017
4. Take students on college trips- starting in 2017
5. After school intensive math tutorials- starting in 2017
6. Additional college night for ELL families- starting in 2017
7. Additional FAFSA night- starting in 2017
8. Paying for admissions officers from surrounding schools to speak in classes- starting in 2017
9. Dual enrollment WCC- starting in 2017
10. AP exam prep- starting in April/May of 2017
11. Schoolinks-online college readiness program (college match)- starting in March/April of 2017

How will CHS measure the impact of the CRBG funds received?

Colusa High School will measure the impact of the funds by assessing the data that hopefully will show more unduplicated pupils attending college, more pupils exposed to college options, more families qualifying for financial aid, and more students getting opportunities to improve in all academic areas. We will also measure the success of the impact by asking all involved to take a survey so we are ensuring that everything possible is being done for our students as well as compare data from previous years.



TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE Wednesday, March 15, 2017

January 31, 2017

TRANSMITTAL

To: All Board Presidents and Superintendents
 CSBA Member Boards of Education

From: Charlyn Tuter, Program Manager

Re: 2017 CSBA Delegate Assembly Election
 U.S. Postmark Deadline – Wednesday, March 15, 2017

Enclosed in this mailing you will find the following:

- Memo from CSBA President Susan Henry
- Return envelope U.S. Postmark Deadline – Wednesday, March 15, 2017
- Red ballot to be signed by Superintendent or Board Clerk
- List of the current Delegates in your region (reverse side of ballot)
- Copy on white paper of the red ballot for insertion in board packets
- Copies of each candidate's biographical sketch and optional résumé, if provided

Please do not hesitate to contact me at (800) 266-3382 ext. 3281 should you have any questions.

Thank you.

Enclosures



***TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE Wednesday, March 15, 2017***

January 31, 2017

MEMORANDUM

To: All Board Presidents and Superintendents
CSBA Member Boards of Education

From: Susan Henry, President

Re: 2017 CSBA Delegate Assembly Election
U.S. Postmark Deadline – Wednesday, March 15, 2017

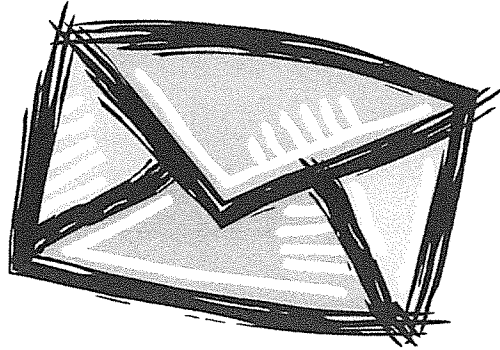
Enclosed is the ballot material for election of a representative to the CSBA Delegate Assembly from your region or subregion. The material consists of the ballot (on red paper), required candidate biographical sketch form, and if submitted, résumé for each candidate. In addition, we are including a “copy” of the ballot on white paper so that it may be included in board agenda packets, if you choose to do so. **Only the ballot on red paper is to be completed and returned.**

The board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s stationery; please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner. **Ballots must be postmarked by the U.S. Post Office on or before Wednesday, March 15, 2017. No exceptions are allowed.**

Election results will be posted on CSBA’s web site no later than Monday, April 3. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2017 – March 31, 2019. The next meeting of the Delegate Assembly is on Saturday, May 20 – Sunday, May 21 at the Hyatt Regency in Sacramento.

Please do not hesitate to the Executive Office at (800) 266-3382 should you have any questions. Thank you.



BALLOTS SHOULD BE RETURNED IN THE
ENCLOSED ENVELOPE; HOWEVER, SHOULD THE
ENVELOPE BECOME MISPLACED, PLEASE USE
YOUR STATIONERY AND RETURN TO:

CSBA
DELEGATE ASSEMBLY ELECTIONS
3251 BEACON BLVD.
WEST SACRAMENTO, CA 95691

ON THE BOTTOM LEFT CORNER OF THE
ENVELOPE, PLEASE FILL IN YOUR REGION OR
SUBREGION NUMBER (THIS NUMBER APPEARS
ON THE BALLOT).

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **WEDNESDAY, MARCH 15, 2017**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2017 DELEGATE ASSEMBLY BALLOT
SUBREGION 4-C
(Colusa, Sutter, Yuba Counties)

Number of vacancies: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning April 1, 2017 – March 31, 2019

**denotes incumbent*



Paul Broughton (Yuba City USD)

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

Region 4 – Paige K. Stauss, Director (Roseville Joint Union HSD)
8 Delegates (8 elected)

Below is a list of all the current Delegates from this Region.

Subregion A

Rod Thompson (Red Bluff Joint Union HSD), term expires 2018

Subregion B

Judith Peters (Paradise USD), term expires 2017

Subregion C

Jim Flurry (Marysville Joint USD), term expires 2018

Sharman Kobayashi (Yuba City USD), term expires 2017

Subregion D

Julann Brown (Auburn Union ESD), term expires 2017

Trish Gerving (Nevada City USD), term expires 2017

Renee Nash (Eureka Union SD), term expires 2018

County Delegate

Suzanne Jones (Placer COE), term expires 2018

<u>Counties</u>

Glenn, Tehama (Subregion A)

Butte (Subregion B)

Colusa, Sutter, Yuba (Subregion C)

Nevada, Placer, Sierra (Subregion D)

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **WEDNESDAY, MARCH 15, 2017**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2017 DELEGATE ASSEMBLY BALLOT
SUBREGION 4-C
(Colusa, Sutter, Yuba Counties)

Number of vacancies: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning April 1, 2017 – March 31, 2019

**denotes incumbent*

☐

Paul Broughton (Yuba City USD)

COPY

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

Region 4 – Paige K. Stauss, Director (Roseville Joint Union HSD)
8 Delegates (8 elected)

Below is a list of all the current Delegates from this Region.

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Rod Thompson (Red Bluff Joint Union HSD), term expires 2018

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Trish Gerving (Nevada City USD), term expires 2017

Renee Nash (Eureka Union SD), term expires 2018

County Delegate

Suzanne Jones (Placer COE), term expires 2018

Counties

Glenn, Tehama (Subregion A)

Butte (Subregion B)

Colusa, Sutter, Yuba (Subregion C)

Nevada, Placer, Sierra (Subregion D)

2017 Delegate Assembly Candidate Biographical Sketch Form

DUE: Saturday, January 7, 2017

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email:

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

Name: <u>Paul Broughton Ed.D</u>	CSBA Region-subregion #: <u>4C</u>
District or COE Name: <u>Yuba City Unified School District</u>	Years on board: <u>2</u>
Profession: <u>Retired High School Principal</u> Contact Number: <u>530-777-3988</u>	E-mail: <u>pfbroughton@ Yahoo.com</u>
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate? _____	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I want to contribute to the continued success of the California School Board in supporting California system of education. I want the opportunity to continue to be conduit of information back to my school district in important information and represent my district's needs to the State organization.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have been on the School Board for two years, with increasing in depth knowledge of the various aspects of Boardmanship. I have attended CSBA conventions in each year. This year our district went through a terrible teacher's strike, where the teacher were out for seven days. We still have not recovered, But it was a learning experience.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

Getting clarity about the States's testing system, reforming and improving the Common Core, and making Union participating more constructive.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Paul Broughton

Date: Jan 6, 2017

Prop 39 Detail Feb 2017

Lighting budget: Original \$ 132,757 (hard and soft costs) **Closed**

- Actual cost: Air Systems, \$308,412.02 + CPM \$52,435 = \$360,847.00
- Added LED lighting by department:
- Soft costs: (CPM \$52,435)
- Amount over budget: \$228,090

Controls budget (Pelican): Original \$38,520 (hard and soft costs) **Closed**

- Actual cost: \$9,483.
- Amount under budget: \$29,037

HVAC budget: Original \$377,167 (hard and soft costs)

- Actual (projected) cost: \$197,000. (+Engineer \$5,400) **Open**
- Amount under budget: \$174,767

Skylight budget: Original \$6,750 (hard and soft costs) **Closed**

- Actual cost: \$6,650
- Amount under budget: \$100

Automatic shutdown software: Original \$6,037 (hard and soft costs) **Closed**

- District installed SCCM (System Center Configuration Manager) software.
- Actual cost: 0
- Amount under budget: \$6,037

PVC strip curtains for walk in refrigeration CHS & EMS: Original \$872. (hard and soft costs) **Open**

- Actual cost: \$476 (ordered 1-30-17)
- Amount under budget: \$396

Occupancy sensors for vending machines: Original \$285. (hard and soft costs)(PG&E Rebate \$100 ea) **Open**

- Actual cost: \$150 (ordered 1-30-17)
- PG&E Rebate: \$100
- Amount under budget: \$135

Total project budget: \$562,481

- Prop 39 original budget: \$562,481 (estimate)(change order can be approved for an additional 15% over = \$646,853.00)
- Actual (projected prop 39 cost): \$580,006.00
- PG&E rebates: \$92,720.00 (checks already approved by PG&E)
- Estimated utility savings per-year off original plan: \$65,592.00

PROP 39 FUNDING

INCOME:

2012-13	\$	112,836.00
2013-14	\$	112,836.00
2014-15	\$	111,253.00
2015-16	\$	112,495.00
2016-17	\$	<u>115,897.00</u>

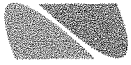
Total Income **\$ 565,317.00**

EXPENDITURES:

FISCAL YR	VENDOR NAME	AMOUNT	TOTALS BY YR
2015-16	AMAZON	\$ 296.38	
	DUR-RED	\$ 3,579.61	
	MESSICKS	\$ 30.01	
	CAPITAL ENGINEERING	<u>\$ 3,400.00</u>	\$ 7,306.00
2016-17	CLIMATE CONTROL	\$ 9,483.16	
	PLATT	\$ 2,517.18	
	CAPITAL ENGINEERING	\$ 2,000.00	
	AIR SYSTEMS	\$ 292,991.43	
	AIR SYSTEMS FINAL estimated	<u>\$ 15,420.60</u>	
	CPM AMOUNTS FROM BOND	<u>\$ 52,435.63</u>	<u>\$ 374,848.00</u>

Total Expenditures **\$ 382,154.00**

Remaining **\$ 183,163.00**



WIKE RESTORATION
 1282 Hassett Ave. #1
 Yuba City, CA 95991 US
 wikerestoration.com

Estimate 000720E

DATE	TOTAL
01/19/2017	\$7,975.00

ADDRESS

Colusa Unified School District
 745 Tenth St.
 Colusa, CA 95932 USA

Please detach top portion and return with your payment.

PROJECT NAME

District Office

DISCRIPTION OF WORK

ceiling rebuild with 1/2 inch

DESCRIPTION	QTY	RATE	AMOUNT
rebuild Cost involved with the rebuild of areas that have been removed. Replace entire ceiling with 1/2 inch plywood painted black. Total of 4 to 5 days to complete the work.	1,100	7.25	7,975.00

Lic: 947957 B, C-22, ASB, DOSH 1040

DIR: 1000013851

Thank you for your business!

TOTAL

\$7,975.00

THANK YOU.

Accepted By

Dayne Newman

Accepted Date

2/6/17



WIKE RESTORATION
1282 Hassett Ave. #1
Yuba City, CA 95991 US
wikerestoration.com

Estimate 000719E

DATE	TOTAL
01/18/2017	\$7,600.00

ADDRESS
Colusa Unified School District
745 Tenth St.
Colusa, CA 95932 USA
Attention: Terry Biladeau

Please detach top portion and return with your payment.

PROJECT NAME

District Office

DISCRIPTION OF WORK

Theatre ceiling abatement

DESCRIPTION	QTY	RATE	AMOUNT
Stucco Demolition demolition of Plaster from the ceiling above the stage at the district office. All costs involved with the demolition of the ceiling above the stage. All costs involved disposal, prevailing wage rates for labor and demolition of ceiling with containment to keep area clean.	1,100	6.00	6,600.00
scaffolding costs All costs involved with the rental, setup and take down of scaffolding.	500	2.00	1,000.00

Lic: 947957 B, C-22, ASB, DOSH 1040

DIR: 1000013851

Thank you for your business!

TOTAL **\$7,600.00**

THANK YOU.

Accepted By

Accepted Date

Deanne K. Kusman

2/6/17

JEFF SAVAGE PLUMBING

1314 Oak Street
P.O. Box 807 • Colusa, California 95932
PHONE: (530) 458-4938
License No. 543736

H.11

QUOTE NUMBER

Nº 1313

QUOTE

NAME <i>Colusa School - Ag Barn</i>			DATE <i>1-24-17</i>
STREET			DATE ORDERED
CITY <i>Colusa</i>	STATE <i>Ca</i>	ZIP <i>95932</i>	DATE SCHEDULE
MAKE	MODEL	SERIAL NUMBER	<input type="checkbox"/> WARRANTY <input type="checkbox"/> CONTRACT <input type="checkbox"/> SERVICE CONTRACT <input type="checkbox"/> NORMAL <input type="checkbox"/> RES. <input type="checkbox"/> COMM

QUANTITY	ITEM OR PART DESCRIPTION	PRICE
	<i>High School Ag Barn</i>	
	<i>Plumber will run 1 1/2 Type M copper main on North side of barn.</i>	
	<i>Plumber will run 3/4 pex lines to hose bibbs and water feeders.</i>	
	<i>Plumber will run 1" Pex on South side of barn with 3/4 Pex going to hose bibbs and water feeders.</i>	
	<i>Plumber will tie both sides together for by pass.</i>	
	<i>Acquiring</i>	
	<i>Change Quote Price</i>	<i>22,000⁰⁰</i>

TERMS: DUE UPON COMPLETION

I HAVE THE AUTHORITY TO ORDER THE ABOVE WORK AND DO SO ORDER AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL FINAL AND COMPLETE PAYMENT IS MADE. AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF.

AUTHORIZED SIGNATURE

THIS IS NOT AN ACTUAL CONTRACT - SUBJECT TO CHANGE WITHOUT NOTICE.

TOTAL OTHER CHARGES

SUBTOTAL

LABOR HRS. @ _____

TAX

TOTAL AMOUNT DUE

Change Order Explanation - Change orders were needed to cover the number of Ethernet cables we needed at each site. This set of Change Orders also covered a change to the wire mold that was initially used. The need was deemed by us to have a wider channel raceway to accommodate both power and Ethernet. The Change Orders were also needed to cover two fiber installs that weren't on the original contract. Lastly, one of the work orders was to fix some phone cabling that got destroyed by one of the other contractors.

^*^*^*^*^*^*^*^*^*^*

Jeremy Miller
Director of Technology
Colusa Unified School District
(530) 458-7793 x14122
^**^^^**^^^**^^^**^^^**^^^



Construction Administrative Procedures Manual

Colusa Unified School District
745 10th Street
Colusa, CA 95932
(530) 458-7791 Office (530) 458-4030 Fax

FORM T

CHANGE ORDER

Change Order No.: 1

PROJECT: District Network Cable Replacement

DSA APPLICATION NO.: n/a

NAME OF CONTRACTOR:

AMS.NET, INC

NAME OF ARCHITECT:

ARCH/NEXUS

You are hereby authorized to make the following changes relative to your work on Project:
DISTRICT NETWORK CABLE REPLACEMENT located at: 745 10th St

For final settlement between AMS.NET, Inc (Contractor) and the Colusa Unified School District of all real claims including but not limited to the following:

Original Contract Sum \$487,235.6

Net change by previously authorized Change Orders \$0

Contract Sum will be increased by this Change Order in the amount of \$47,446.00

Contract Sum including this Change Order \$534,681.67

Contract Time increased by 0 days.

Date of Completion as of the date of this Change Order: 2016-08-16

Acceptance of this Change Order constitutes an agreement between the District and Contractor, and the work is to be performed subject to the same terms and conditions as are contained in the original Contract with Contractor and for work on the above-mentioned project.

Acceptance of this Change Order constitutes acceptance of the Change Order as full and complete satisfaction of any direct or indirect additional costs incurred by Contractor in connection with performance of the change work.

It is understood that the work shall be performed in accordance with the revised Plans and Specifications enumerated above or in accordance with the original Plans and Specifications supplemented by the instructions stated herein.

Not valid until signed by the A/E, Contractor and Owner.

APPROVED

Date: _____

A/E (Company Name)

(Authorized Signature)

(Print Name)

A/E USE ONLY

DSA approval:
☐ Yes ☐ No

____/____/____

ACCEPTED

Date: _____

CONTRACTOR
(Company Name)

(Authorized Signature)

(Print Name)

ACCEPTED

Date: _____

OWNER

(Authorized Signature)

(Print Name)

AGREEMENT

This Agreement (“Agreement”), dated for reference purposes this **13th day of October, 2015** is made by and between the Colusa County Office of Education, a public entity (“Superintendent”) and Colusa Unified School District, a public entity (“District”).

RECITALS

A. The District is the owner of certain real property commonly known as the James M. Burchfield Primary School, Colusa Unified Kindergarten Block; containing the Superintendent’s Children’s Center/Head Start Buildings (the “Kindergarten Block”).

B. The Superintendent has control of certain real property located at the James M. Burchfield Primary School identified as the Special Education Annex (the “Special Ed Annex”).

C. The parties previously entered into a lease agreement dated August 19, 2003 (the “Lease”) whereby the District leased a portion of the Kindergarten Block to Superintendent for the purpose of constructing and maintaining a child development center on the site. In exchange, Superintendent granted to District the right to use the Special Ed Annex.

D. The District continues to occupy the Special Ed Annex as outlined in the Lease, and the Superintendent continues to occupy a portion of the Kindergarten Block as outlined in the Lease.

E. The parties recognize that it is in the best interest of each party to initiate proceedings to reconcile their respective interests in each of the buildings with the District’s ownership of the real property.

F. The parties desire to establish a provisional lease to allow for each party’s continued use of the respective buildings, pending the parties efforts to negotiate a transfer of clear title to the Superintendent of all or a portion of the Kindergarten Block, and to the District all of the Special Ed Annex.

AGREEMENT

NOW, THEREFORE, in consideration of the above Recitals and the mutual covenants and conditions contained herein, the parties hereto agree as follows:

1. Lease.

Superintendent shall lease to District and District shall lease the Special Ed Annex from Superintendent, and District shall lease to Superintendent and Superintendent shall lease a portion of the Kindergarten Block identified as the Superintendent’s Children’s Center/Head Start Buildings from District, on the terms, covenants, agreements, and conditions as hereinafter set forth.

2. Term.

The term of this lease commence October 13, 2015 (“Commencement Date”) and terminate on June 30, 2017 (the “Term”), unless terminated sooner as outlined herein.

3. Rent.

Neither party shall be required to pay rent or any other fees for the lease/use of the designated premises.

4. Use.

The parties shall use their respective premises for educational programs, services and related programs and services under the jurisdiction of each party.

5. Maintenance and Costs.

Each party shall be responsible for all maintenance and repairs to their respective leased premises. Each party shall pay its own utility costs. Upon written approval from the other Party, each party may make improvements to each of their premises, both temporary and permanent, including but not limited to utilities, sidewalks, fencing, landscaping, electrical, data processing, fire life safety and other improvements, and in doing so shall comply with all applicable federal, state and local regulations pertaining to such improvements in conjunction with the current and intended use of the premises.

6. Insurance and Indemnification.

Each party shall maintain self-insurance and/or insurance through the established insurance consortium or other insurance company serving a party or the parties. Each party shall indemnify and save harmless the other from all claims, damages, or liabilities due to property damage or personal injury arising from each party’s use or occupation of their respective building, unless the proximate cause of such claim, damage or liability is the sole negligence of the other party.

7. Transfer of Real Property.

7.1. Surplus. The parties understand and agree that, subject to potential rezoning, the current use of all of the real property and facilities creates a limited market value. The parties further understand and agree that maximizing the market value of the District’s real property, including improvements constructed thereon by Superintendent, requires the parties to declare the property as surplus, comply with surplus real property disposal provisions set forth in Education Code Section 17455 et seq., and that the current and long term projected uses of the designated facilities and real property that support those facilities, and costs associated with abandoning or repurposing the facilities and/or moving each parties current operation to other

locations, makes it impractical and not feasible for the foreseeable future to declare the property surplus and dispose of the property accordingly.

7.2. Duty to Negotiate. The parties hereby agree to negotiate in good faith to establish a real property and improvement transfer agreement whereby Superintendent acquires title to that portion of the Kindergarten Block currently supporting Superintendent's Children's Center/Head Start Building, and District acquires clean title to the Special Ed Annex, thereby resolving all issues and conflicts that exist as a result of the District's ownership of the underlying real property and the Superintendent's control of the physical structures.

The parties shall commence negotiations within 60 days of the execution of this Agreement, and shall equally share all costs associated with title reports, surveys, applications, and any costs or fees associated with the prospective transfer. The parties agree to make all reasonable efforts to complete any prospective transfer on or before June 30, 2017.

8. Early Termination. In the event the parties successfully reach an agreement on mutually beneficial transfers and on completion of the process whereby title is transferred and recorded accordingly, this lease shall automatically terminate. In the event of such termination, each party's obligation to indemnify the other in accordance herein, for claims that arise as a result of activities that occurred during the Lease and before transfer of title shall survive termination of this Agreement, but such obligation shall expire three (3) years from the date of the termination of this Agreement.

9. General Provisions.

9.1. Waiver. The waiver by either party of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach of the same or any other term, covenant or condition herein contained.

9.2. Successors and Assigns. The covenants and conditions herein contained, subject to the provisions as to assignment, apply to and bind heirs, successors, executors, administrators and assigns of the parties hereto.

9.3. Attorneys' Fees. In any litigation or arbitration of disputes arising under this Lease the prevailing party shall recover reasonable costs, including attorneys' fees.

9.4. Notices. Wherever this Lease requires or permits notice or demand to be given by either party to the other, such notice or demand shall be in writing and given or served either personally or in writing forwarded by certified mail, return receipt requested, postage prepaid to the following addresses, or at such other address as either party may hereafter specify in writing.

- Superintendent - Colusa County Office of Education
345 5th Street
Colusa, CA 95932
Attn: Mike West, Superintendent

- District - Colusa Unified School District
Address: 745 Tenth Street
Colusa, CA 95932
Attn: Dwayne Newman

Delivery of notice to an employee of District at said address shall constitute personal service to District.

9.5. Amendment. This Lease may be amended, modified, or supplemented only by a writing signed by all parties.

9.6. Authority of District. District represents and warrants it is fully authorized to enter into this Agreement and comply with the terms and conditions expressed herein.

IN WITNESS WHEREOF, we have hereunto set our hands the day and year first above written.

SUPERINTENDENT:

Colusa County Office of Education

By: Michael P. West
Michael P. West, Colusa County
Superintendent of Schools

DISTRICT:

Colusa Unified School District

By: Dwayne K Newman
Title: Superintendent

Mike West

From: Debbie Hinely
Sent: Tuesday, September 08, 2015 9:34 AM
To: Mike West
Cc: Karen Moriconi
Subject: FW: Lease property Owned Buildings

Hi Mike,

Here is the response I received from our liability insurance company regarding the owned buildings on leased property. I have some additional information Karen found that you might find interesting.

Thank you.

Debra Hinely
Director Business Services
Colusa County Office of Education
(530)458-0350 x10362

New address:
345 5th Street, Suite A
Colusa, CA 95932

From: Gail Blagg [mailto:gblagg@wsandco.com]
Sent: Tuesday, September 08, 2015 7:53 AM
To: Debbie Hinely <dhinely@ccoe.net>
Subject: RE: Lease property Owned Buildings

Hi Debbie:

If you own a building and need to have it insured we must have all the information about the building such as square footage, construction, and replacement cost value. If you do not own the property the building is built on then you must have a lease agreement for the property and we should probably take a look at the insurance conditions. I suspect the property owner will want some type of evidence of liability coverage at the very least.

I have attached a form should you need to add a building. We recently received information from Karen to delete the location at 7th Street in Colusa (you had contents coverage only) and add the 5th Street location (we are providing contents coverage only).

Let me know if you need further clarification.

Thanks

Gail

Public meeting scheduled to address water quality See Story A3

Colusa
County

Sun-Herald

Friday, February 4, 2005

"Helping to promote a growing

Vol. 142 No. 10

75 cent



Sun-Herald Photo/Kathy Craig

Top photo: Representatives from the city of Colusa, the Colusa Unified School District, project designers McCandless and Associates, Mercy Housing of California, and some of the parents and children who will benefit from the new Child Care Center in Colusa joined Colusa County Office of Education Superintendent of Schools Kay Spurgeon (standing at center) in turning the first shovels of dirt for the new facility. Bottom Photo: Several of the children attending the groundbreaking ceremony for the new Child care Center are pictured continuing to "turn the soil" once the official first shovels of dirt were turned.

Construction begins on new child care facility

BY KATHY CRAIGO

Staff Reporter

An official groundbreaking ceremony held this week was the beginning of a highly anticipated and much needed project for families of children 0-5 in Colusa.

The symbolic first shovels of dirt were turned during a ceremony held on Feb. 1, at the site of the long-awaited child care facility being developed by the Colusa County Office of Education for its Head Start and state preschool programs.

The 5,500 square foot building, designed by McCandless and Associates of Woodland, will appear modern in design, but will blend with the historic neighborhood in which the facility will sit. The building is being built at 5th and Webster Streets, across from City Hall.

The facility will have three classrooms serving infants, toddlers and preschool children, a kitchen, staff offices and outside play space. A parking lot will be built on the site, which is being provided by the Colusa Unified School District.

"We are very happy to be working with all the partners in this project including Dean Albright, project manager and designer for McCandless and Associates," said Colusa County Office of Education Superintendent of Schools Kay Spurgeon. "Dean has a good grasp on the needs to meet the strict requirements on child care licensing, as well as providing a stimulating and attractive environment for learning."

She added, "The result is going to be a bright and cheerful facility that meets the social, physical and emotional needs of



the children."

Broward Bros. Construction of Woodland, will construct the approximately \$1.3 million project.

A major portion of the funding is being furnished by the city

of Colusa from its Community Development Block Grant Program [CDBG]. CDBG funds are awarded competitively to small cities and counties by the

See CENTER, Page A2

CENTER

From Page 1

state of California for projects that will assist low-income families.

In addition to the state CDBG funding, the Colusa City Council granted \$250,000 in local CDBG funds as a demonstration of its

support for additional child care options for low income working parents. Funding is also being contributed by the federal Head Start.

"This project is a fine example of how several public agencies

successfully collaborated to make a significant investment in children by developing an educational facility that will have along-lasting positive impact in the community," said David Wilkinson, director of Community Development at Mercy Housing California, the city's CDBG consultant. "CCOE, the city, and the Colusa Unified School District all contributed significant resources and were all committed to the same goal. That is why major grant monies were successfully procured for the project."

Wilkinson also noted the challenges and delays posed by escalating construction costs.

Significant re-design was necessary to craft a building that fit the budget.

"All agencies have stuck with the project and their patience will now be rewarded," said Wilkinson.

Joan Phillipe, city manger for the city of Colusa explained "...The city of Colusa is pleased to be a participant in what will be a modern facility to meet the needs of many of our community's children. This is a perfect use of the city's CDBG funds and an opportunity to partner with other public agencies to maximize our resources."

Colusa Unified School District Superintendent [CSUD] Larry Yeghoian, remarked that the District is pleased to be a part of this effort to bring expanded service to the communities families.

"The CUSD Board of Trustees recognized the advantages of a centralize child care center when it entered into the agreement for the land use," he said.

"As shared by other participants, the District looks forward to the difference a facility like this can make in our community," he added.

Parents and children anticipating utilizing the new building watched as representatives from the participating agencies, and a few of the children who would benefit from the center, joined Spurgeon in turning the first shovels of dirt for the construction project.

For more information non CCOE child care programs,

AGREEMENT

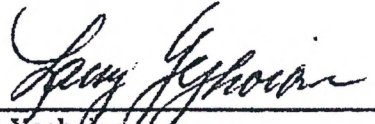
This Agreement is entered into this 19th day of August 2003, between the **Colusa Unified School District** (hereinafter referred to as "District") and the **Colusa County Superintendent of Schools** (hereinafter referred to as "Superintendent"). In consideration of the mutual obligations set forth herein, the parties agree as follows:

1. Lease. District leases to Superintendent a parcel of land located on what is commonly known as the James M. Burchfield Primary School, Colusa Unified Kindergarten block, Colusa, California. Site to be approved by District Board.
2. Term. The term of said lease shall be for ten (10) years from the effective date of this Agreement.
3. Purpose. This lease is made in order to provide Superintendent suitable real property upon which to place a Child Development Center to serve a variety of county operated children's services.
4. Rental. Superintendent shall not be required to pay rent for the lease of the premises.
5. Use of Premises. Superintendent shall use the premises exclusively and continuously for Head Start, educational and child/family services purposes.
6. Maintenance. Superintendent shall be responsible for all maintenance and repairs to the premises and Child Development Center facility.
7. Improvements. Superintendent may make improvements to the premises of both temporary and permanent nature, including utility installation, site preparation, side walks and fencing as needed. All such improvements shall revert to District upon expiration of this lease. Superintendent may not make any improvements without the prior written approval of the District.

8. Liability. Superintendent shall assume all risks associated with leasing the premises, and shall indemnify and save harmless District from all claims, damages, or liabilities due to property damage or personal injury arising from lessee's use or occupation of the premises, unless the proximate cause of such claim damage or liability is the sole negligence of District. Superintendent and District shall maintain adequate liability insurance to protect them from such liability.
9. Permits. Superintendent shall comply with all applicable federal, state and local regulations pertaining to the intended use of the premises and the installation of any buildings and the making of improvements.
10. Facility Exchange. In exchange for the use of district land for the building of the Child Development Center, the Superintendent will grant use of the Special Education Annex to the District for the life of this agreement. The use of the Annex will not be made available until the Child Development Center is completed, unless an earlier occupation is agreed to by both parties.
11. Cooperation With District. In the event that any improvements to the premises to be made by the Superintendent require the use of District roads or facilities located on adjacent premises retained by District's use of such retained premises, Superintendent and District shall meet and agree on a mutually acceptable method for accommodating such improvements.
12. Assignment. Superintendent shall not sublet or assign this lease without written approval of District.

13. Title. Title to the building will remain in the name of Superintendent until the term of lease (10 years) expires, at which time, title may be negotiated between the County Superintendent of Schools and the District.

Colusa Unified School District

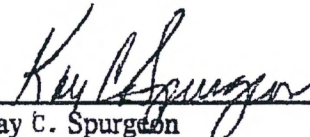


Larry Yeghohan
District Superintendent

8-19-03

Date

Colusa County Superintendent of Schools



Kay C. Spurgeon
County Superintendent

2/12/04

Date

Colusa Unified School District
745 Tenth Street
Colusa, CA 95932
(530) 458-7791 and FAX (530) 458-4030

FAX COVER SHEET

Please deliver this fax message to:

To: Kay Spurgeon Fax Number: 530 458-8054

Sent by: Mary Lyttle for Larry Yeghoian, District Superintendent

Date: February 2, 2006

Message: Attached is the signed Agreement between CUSD and CCOE for the Child Development Center.

A copy of this material will be sent by mail: yes ☐ no ☒

Number of Pages, including this cover sheet: 4

2.15.2001
Board of Ed

Mr. Cain closed the Inter-District Attendance Appeal at 7:15 p.m.

Board Members Present: George Cain, Michael Cunningham, Brenda Miller, Dave Scroggins, and William Sommerville

Staff/Visitors Present: Dr. Sheila Edwards, Charles Glover, Paul Hendrix, Bonjie Immoos, Vickie Moody, Maria Pérez-Mendiola and Kay Spurgeon.

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

George Cain called the meeting to order at 7:16 p.m. at the Morse Conference Room. The Pledge of Allegiance followed.

2.0 ORDERING OF AGENDA

Mrs. Spurgeon requested to move 9.2 to the top of the agenda.

9.2 County Office Fiscal Independence

Mrs. Spurgeon reviewed a memo for the benefit of the new members from Pinnell & Kingsley dated February 25, 1999 regarding this matter. She said that currently fifty-five of the fifty-eight county offices have become fiscally independent. She stated that most of the functions and duties that must or may be transferred to the County Board of Education are currently being handled by staff at the County Office.

Mr. Hendrix said that several years ago the County Office of Education received approval from Office of the State Architect for three complete building plans for Special Education, one of which is the building in Arbuckle. In 1998 a new law was passed, SB 50, that requires CCOE to either own the land or have a forty-year lease for the land where the building will be situated in order to obtain State funds. He stated that he has contacted a Phase One consultant and was told that CCOE is eligible for \$2,838,889.00 for six buildings for Special Education. He estimated that six pre-manufactured buildings would cost approximately \$720,000.00 and leave a balance of \$2,118,889.00 for other County needs.

Discussion was held regarding the use of the buildings by the local school district sites to help the districts address class-size reduction; the timeframe for set-up or construction of the buildings; a cost comparison between permanent and portable buildings; and the steps necessary for fiscal independence.

2 15 2001

Installation Grant for Special Education

Bill Sommerville/Moved, Dave Scroggins/Seconded, and the motion passed unanimously to approve Board Certification of Digital High School Technology Installation Grant for Special Education.

- 10.10 Approve Board Resolution No. 00/01-18 Resolution Authorizing Lease Agreement, Signatures And Notice Of Intent To Be Reimbursed Bill Sommerville/Moved, Mike Cunningham/Seconded, and the motion passed unanimously to approve Board Resolution No. 00/01-18 Resolution Authorizing Lease Agreement, Signatures And Notice Of Intent To Be Reimbursed.

11.0 ADVANCED PLANNING

11.1 Next Regular Board Meeting

Morse Conference Room

The next regular meeting will be held on March 14, 2001 in the Morse Conference Room from 7:00 p.m. to 9:00 p.m.

11.2 Tentative Dates for Board Retreat

Mrs. Spurgeon requested that this matter be reagendized for next month.

12.0 ADJOURNMENT

The meeting adjourned at 9:35 p.m.

Adopted and Entered

Respectfully Submitted

George Cain, President
Colusa County Board of Education

Kay C. Spurgeon, County Superintendent
and Secretary
Colusa County Board of Education

- 11.3 Approve Minutes of the August 8, 2001 Regular Board Meeting Brenda Miller/Moved, David Scroggins/Seconded, and the motion carried unanimously to approve the July 26, 2001 Special Board Meeting Minutes, the August 8, 2001 Closed Session Minutes, the August 8, 2001 Regular Board Meeting Minutes with the following correction to the first paragraph of the July 26, 2001 Special Board Meeting Minutes:

Brenda Miller asked if there was an attorney present for Colusa County Office of Education to assist in the process. Mrs. Spurgeon answered that there was no attorney present for the County Office.

12.0 OLD BUSINESS

- 12.1 Legal Review of Inter-District Attendance Appeal
Mrs. Spurgeon stated that Mr. Girard will be reviewing the Board's policy on this matter. She will bring suggestions back to the Board for their consideration.
- 12.2 Realignment of County Board of Education Trustee Areas
Mrs. Spurgeon stated that Ed Code doesn't have anything specific to County Boards. Ms. Moran, County Clerk, said that the Board has the right to realign its boundaries if it so chooses. We would need to notify Ms. Moran on how the ballots would be distributed for the next election. At this time, the boundaries are aligned with the Board of Supervisors. Discussion was held regarding representation for the Grimes area.

Mrs. Spurgeon stated that she will work with Jerry Schantz on various options. The Board could then decide which proposals to present to the public.

- 12.3 Fiscal Independence
Mrs. Spurgeon stated that she has compiled a binder with information regarding fiscal independence, facilities inventory and new facilities. **The lease for the Special Education Annex** is included in the facilities inventory section. It shows land on which the building rests is leased from Colusa Unified. The building belongs to the County Office not to Colusa Unified. She has forwarded a copy of the lease to Larry Yeghoian, Superintendent for Colusa Unified.
- 12.4 Facilities Update
Mrs. Spurgeon stated that Paul Hendricks has toured the site on Wescott Road in Colusa. Mr. Hendricks stated that the building

- 9.3 Approval of Board Resolution No. 03/04-21 Regarding Options For Regaining Higher Education Services in Colusa County.

Kay Spurgeon stated that the changes requested by the Board have been incorporated. Discussion was held and more corrections were made to the resolution.

David Scroggins/Moved, Brenda Miller/Seconded, and the motion carried unanimously to approve Board Resolution No. 03/04-21 Regarding Options For Regaining Higher Education Services in Colusa County with corrections as noted and acknowledging that there is a taskforce meeting tomorrow.

- 9.4 Second Reading of Board Bylaws (BB 9270.00) Conflict of Interest

Brenda Miller/Moved, Addie Maupin/Seconded, and the motion carried unanimously to approve Second Reading of Board Bylaws (BB 9270.00) Conflict of Interest.

10.0 NEW BUSINESS

- 10.1 2004 CSBA Delegate Assembly Election

Brenda Miller/Moved, Addie Maupin/Seconded, and the motion carried unanimously to approve Bessie R. Hironimus as the 2004 CSBA Delegate Assembly Election.

- 10.2 First Reading of Board Policy (BP 6146.1) High School Graduation Requirements/Standards of Proficiency

Judy Rossi provided background information on this matter. Discussion was held.

Kay Spurgeon reminded the Board that this item is only for discussion at this time. It will be reagendaized at the March 2004 for their consideration.

- 10.3 **Agreement Between Colusa County Office of Education and Colusa Unified School District Regarding Child Development Center**

Kay Spurgeon stated that the new Child Development Center in Colusa, which is funded through CDBG funds, is being built on land owned by Colusa USD. In exchange for usage of the land, Colusa USD will utilize the Special Education Annex for classroom space. The Special Education office and the Adult Transition program will be housed at Colusa Unified School District building. The title for the Special Annex building will remain with the County Office. She stated that she wanted the Board to be aware of the agreement prior to her signing it.

The Board agreed that Kay should proceed with signing the agreement.

11.0 ADVANCED PLANNING

- 11.1 Next Regular Board Meeting

2001-02
10-31-2001

Supots Co.

districts in the county. She stated that the County Office will pay for the services. The superintendents agreed to the County Office hiring a firm to assist with the asset identification.

7.0 Interdistrict Attendance

Ed Changus thanked the superintendents for their support on this item. He stated that at this time Williams is approving some interdistrict transfers but only for one year if the students are currently attending another district.

8.0 Lease Agreement for Special Education Facilities

N/A

Kay Spurgeon stated that each district's board's approval of a lease agreement is needed for the State to proceed with the approval of the six special education facilities. The agreement states that the district agrees to lease a plot of land to Colusa County Office of Education for the purpose of locating a Special Education classroom. She stated that the County Office will be forwarding a request to each district to put the item on their agenda for approval.

5.0 Reliant Energy – Kevin Eckery

Kay Spurgeon introduced Brian Walker to the superintendents. She stated that Kevin Eckery was not able to attend today's meeting.

Brian Walker did a presentation on the proposed power plant project which is to be located near Delevan. He provided a history on the company and discussed the proposed location of the project and the status of the project's approval by the Energy Commission. He spoke to the benefits that the County will receive from the construction of the power plant.

Chris Allen stated that Reliant can assist the education field with programs to train students for some of the jobs that will be available at the power plant. Discussion was held.

The group thanked Brian Walker and Chris Allen for their presentation.

9.0 P.I.E. Forum (Reschedule)

Kay Spurgeon stated that she had to reschedule P.I.E. which was originally scheduled for this morning because of a lack of community participation. Discussion was held regarding another possible date and it was agreed to hold P.I.E. on February 27 prior to the Superintendents Council meeting.

2001-02
11.28.2001

Supps. Co.

9.0 Interdistrict Attendance Appeals

Kay Spurgeon asked the Superintendents to re-confirm their position on Interdistrict Attendance Appeals. After each Superintendent highlighted their position, Jim Lutz wanted a clarification on the County Office's role in the process. Kay confirmed that the County Office Board's role was to ensure that the individual boards had followed correct procedure in denying appeals. Kay's emphasis was on proper school-site communication to parents early in the process.

10.0 Standing Items:

10.1 Status of Negotiations

The superintendents shared information on this matter.

10.2 Community School

Vickie Moody presented the Memorandum of Understanding for both Community School and Opportunity Class to the districts. After highlighting the changes from prior MOU's, Vickie requested the signed documents be returned to her by January so that she may present them in the February meeting of the County Board of Education.

10.3 ACSA Update

Kay Spurgeon discussed the proposed attendance of elementary administrators at the ACSA training in San Diego. Kay offered to have the County Office pay the fees for elementary school principals to attend. Larry Yeghoian expressed a need for additional information, which Ed Changus volunteered to provide to the Council members.

11.0 Additions to the Agenda

N/A

Special Education Annex Use Clarification – Jim Lutz

Jim Lutz requested clarification on use of the Special Education Annex. Jim inquired if it was possible to use the building for E.D. classes. He stated that the precedence was set by Head Start using classrooms in that building, and requested that research be done to see if that was possible. Larry Yeghoian answered that he has done preliminary research, but needs to research the issue further.

Safety Plan Issues – Kay Spurgeon

Kay spoke about including pre-school programs at school sites in the District Safety Plans, all members agreed.

2003-04
09.30.2003

Supts. Council

11.3 ACSA Update
No updates.

12.0 Advanced Planning

12.1 The next scheduled meeting is set for October 22, 2003 at 2:00 p.m. at the Colusa Golf Course.

12.2 Partners In Education will be held on October 22, 2003 from 8:00 a.m. to 1:30 p.m. at the Colusa Golf Course.

13.0 Adjournment

The meeting adjourned at 3:47 p.m.

Additions to the Agenda:

Recent Court Decision – Kay Spurgeon:

Kay Spurgeon distributed information regarding a recent decision from the California Supreme Court regarding a broader potential for school district liability in the area of sports injuries to students. She stated that this would impact the local school districts.

Special Education Facility Exchange – Kay Spurgeon:

WRITTEN AGREEMENT?

Kay Spurgeon stated that an agreement has been reached between the County Office and Colusa Unified School District. The Special Education office and staff will be moved to the old offices and classrooms once occupied by Yuba Community College – Colusa Center. This will allow more room for Special Education and also accommodate the need for more classroom space for Colusa USD.

Maintenance of Effort – Linda Wallace:

Linda Wallace stated that Bonjie Immoos had completed the forms.

In answer to the question regarding district input to the MOE form, Bonjie Immoos explained that since we are a one SELPA county operated by the Colusa County Office of Education there was no district input needed. Colusa County Office of Education has all the information. Colusa County SELPA met the maintenance of effort on the first level test.

Mental Health Contracts – Linda Wallace:

Linda Wallace stated the State has agreed to pass through \$65 million to County Offices of Education for mental health services. County Offices of Education will be required to contract with County Mental Health to provide services required under AB3632. Colusa County will receive between \$13,000 to \$37,000 to contract with the Colusa County Mental Health Department. The funds will be allocated for services for the current year.

Kay Spurgeon stated that she has already spoken with Tom Pinizzotto, Director of Colusa County Mental Health Department, and they are ready to start working the students.

7.0 AB 75

Discussion was held regarding funds still available in AB 75 and the possibility of a second cohort being planned.

Kay Spurgeon stated that there is talk of additional funds for a new round of trainings. She suggested that the districts send as many of the administrators as possible since AB 75 training is required for SAIT.

8.0 **Facilities Exchange:** Special Education Move to Colusa USD Building
Discussion was held regarding the agreement to house the Special Education staff at the old Colusa High School building in exchange for a ten-year land lease to build the new child development center. The Annex would be used for classrooms.

Kay Spurgeon stated that the Adult Transition Program and ROP would also be housed at the old Colusa High School building. She stated that some of the costs for phone and computer wiring would be reimbursed through e-rate.

Jim Lutz stated that he would like the agreement to be in writing stating that Special Education will not be charged rent in exchange for Colusa USD utilizing the Annex for classroom space.

Ed Changus stated that they are having space issues at Williams USD. He stated that for this year they will have to combine the elementary and middle school special education students into one program. He stated that next year the District will probably need the classroom and is not sure where they will house the special education classroom. He stated that they need to start combining resources so that no additional teachers and space is needed. He stated that he is sure the other districts are also facing similar problems.

Kay Spurgeon stated that the County Office has submitted applications for construction funds, including Special Education, and are scheduled for the December meeting of the State Allocation Board. She stated that they are working with a consultant on this matter.

Bonjie Immoos distributed a copy of the updated SELPA budget which reflects changes in revenue and expenses. She stated that the updated budget is less than the adopted budget.

9.0 Elementary Administrative Forum

Judy Rossi provided an update on the forum and stated that everything went well. She discussed topics to be covered including curriculum and instruction.

Larry Yeghoian stated that the high school administrators need to also hold a forum.

Nov. 19, 2003

Supt Co.

Further discussion was held and it was agreed to pay for the local fingerprint clearance fees for any new substitutes during the months of December 2003 and January 2004 in hopes of drawing new candidates. The cost of the clearance fees will be split between the four school districts and the county office. It was also requested to advertise in the surrounding newspapers, CSU Chico and Sacramento campuses, and Chapman University of the rate increase and no fees for local fingerprint clearance.

7.0 AB 75 Agreement

Judy Rossi distributed copies of the tri-county consortium agreement with Sacrament COE which will act as the LEA. She stated that the county will have its own team of local trainers. She stated that they Tier II training has begun and a new group has started training for Tier I.

8.0 SAIT Update

Judy Rossi stated that after some discussion at the Capital Service Region meeting they have decided to change the name to Academic Audit Team. The reason for this is that currently there are no schools in this area that fall under Program Improvement Year 3. Each county will receive \$10,000 to help cover the cost of release time for team members. The teams will be trained starting January 2004 to assist schools to avoid corrective action by the State. Each school site can structure the visits to fit their needs.

9.0 Curriculum and Instruction News

Judy Rossi spoke to AB 1485 and stated that the requirements are not very clear and as soon as she receives more information on the bill she will let the superintendents know.

She stated that she had distributed to each district a brochure providing information on the No Child Left Behind Act.

She spoke to the Teaching Reading in Content Areas summit which will be held in Sacramento in March 2004. She strongly recommended the conference and stated that it provides a lot of useful resources.

10.0 Special Education Facilities

Jim Lutz expressed his concerns regarding costs that will be incurred with moving the Special Education administrative office to the Colusa USD building. He stated that he wants assurances that SELPA will not have to pay for the costs and that in the future, should needs change, that Special Education has rights to move back to the Annex.

Kay Spurgeon stated that SELPA will not have to pay for any of the costs associated with the move. She stated that the County Office will be paying for the expenses and submitting the costs for phone lines with their e-rate application.

Larry Yeghoian distributed a copy of a cost analysis that he did on moving the Special Education office, the young adult program and ROP to the Colusa USD Center. The analysis shows that there will be substantial cost savings for SELPA.

Jim Lutz requested an analysis of the actual costs associated with the move and the projected annual costs at the new site at the end of next year. Kay Spurgeon stated that that information will be provided.

Additions to the Agenda:

CEWAN Budget Update:

Bonjie Immoos distributed an updated budget which reflects that for 2003-04 Colusa USD is allocated 2 days of the technician's cost and no time is allocated to Children's Services.

Inservice Days:

Ed Changus stated that during negotiations with the Special Education teachers it was brought to the negotiating team's attention that there is miscommunication regarding Special Education teachers and inservice days. Some site administrators do not understand that the Special Education teachers are allocated one inservice day at the district level. If a teacher is requested to attend additional inservice days by a district administrator than the teacher is to get paid for that day by the district.

After some discussion it was agreed that a form will be created that will be used by Special Education teachers. The teachers must get prior approval from the site administrator, district superintendent and SELPA Director before attending a district inservice day. The teachers are to be told that if they don't get prior approval then they will not get paid. The site administrators will also be told that if they request a teacher to attend then they are obligated to pay the teacher for the day.

11.0 Standing Items:

11.1 Status of Negotiations
Discussion was held.

11.2 Community School

Judy Rossi stated that they will be scheduling parent/teacher conferences with those students who will be transferring back to the school districts in the second semester. The superintendents

MOT Board Update Feb 2017

DSA Bond Projects:

1. **We have 6 DSA bond projects.** Update as of 11-30-2016. The district has all the DSA 168 forms turned in to DSA for final billing. Project numbers 02-114561, 02-114558 and 02-114560, (the three fire alarm projects) have been completely closed with DSA, Certification of Compliance letters sent to us dated Oct 26, 2016 on file. The CHS HVAC/Rest Room (#02-114760) is completely closed with DSA, Certification of Compliance letter dated November 17th has been received. **Closed**
2. BPS & EMS (02-114730, 02-114731) Both Egling and Burchfield have completely closed out with DSA. Final payment from the District to DSA was made and Certification of Compliance letter for Egling was received in December. The final payment from the District to DSA was made and Certification of Compliance letter for Burchfield was received in January. **Closed**
3. There are a few things related to DSA projects but not related to DSA closeout still floating; the architect has to provide as-built drawings for all 6 projects (part of their contract). **Open**

DSA Bond Projects:

1. **DSA App# 02-114561. Burchfield Fire Alarm.** Job is completed, it has been completely closed with DSA, Certification of Compliance letters sent to us dated Oct 26, 2016 on file. NOC was filed with the County. Retention payment was made. **Closed**
2. **DSA App# 02-114560. Colusa High School Fire Alarm.** It has been completely closed with DSA, Certification of Compliance letters sent to us dated Oct 26, 2016 on file. NOC was filed with the County. Retention payment was made. **Closed**
3. **DSA App# 02-114558. Egling Fire Alarm.** Job is completed, it has been completely closed with DSA, Certification of Compliance letters sent to us dated Oct 26, 2016 on file. NOC was filed with the County. Retention payment was made. **Closed**
4. **DSA App# 02-114760. Colusa High School Gym HVAC and restroom ADA upgrades.** All construction work has been completed. Punch list corrections are all done. Final payment request has been approved. The NOC was approved by the Board 11-08-16 and sent to the County. Retention payment was made. **Closed**
5. **DSA App# 02-114730. Egling Blacktop, Portables and Restroom ADA upgrades.** This job is completed and the two new portables are installed. Final payment from the District to DSA was made and Certification of Compliance letter for Egling was received in December 2016. NOC has been filed with the County, and we released the retention payment January 18, 2017. **Closed**
6. **DSA App# 02-114731. Burchfield Blacktop, Portable and Restroom ADA upgrade.** This job is completed and the new portable installed. Final payment was made on the portable and the project itself. NOC has been filed with the County, and we have released the retention payment January 18, 2017. Final payment from the District to DSA was made for Burchfield. Certification of Compliance letter was received. **Closed**

Non-DSA Bond Projects:

1. **BPS Fencing North side.** 100% complete. Final payment made. **Closed**
2. **BPS fencing behind new portable (P-28).** 100% complete. Final Payment made. **Closed**
3. **EMS Music Room Windows.** 100% complete. Final payment made. **Closed**
4. **EMS Music Room Floor.** 100% complete. Final payment made. **Closed**
5. **EMS Street fencing behind new portable (P-4).** 100% complete. Final payment made. **Closed**
6. **EMS Fencing around new portable (P-11).** 100% complete. Final payment made. **Closed**
7. **EMS Music Room HVAC Replacement.** 100% complete. Final payment made. **Closed**
8. **EMS 200 Wing HVAC Replacement.** 100% complete. Final payment made. **Closed**
9. **EMS seal East asphalt.** Final payment made. **Closed**
10. **EMS / District Auditorium Doors.** 100% complete. Final payment made. **Closed**
11. **CHS Ag Barn Building construction.** 100% complete. Final payment is made. **Closed**
12. **CHS Fence around barn leaching pond.** 100% complete. Final payment made. **Closed**
13. **CHS Ag Barn utilities.** 100% complete. Final payment made. **Closed**
14. **District Network Cable Replacement (Jeremy).** 95% complete. Progress payments made but final payment has not been approved. (\$47,500) Change order waiting on Board approval Feb. 2017. We are waiting on security camera package to be approved and installed (\$50,000). Master keys still need to be returned. **Open**
15. **District Intercom / Safety / Bell system (Jeremy).** Progress and final payments. **Closed**
16. **District Safety Window Tinting.** 100% complete. Final payment made. **Closed**
17. **District Hazmat Abatement.** 100% complete for all DSA projects related to the Measure A bond. Payment has been made. **Closed**
18. **District Crosswalk Safety Signs & Lights.** 100% complete. \$1,000 safety grant was used to help offset the cost. Final payment was made. **Closed**
19. **Remove 2ea CHS boilers and replace with energy efficient water heaters.** 100% complete. Final payment made. **Closed**
20. **We have field restoration and irrigation repairs related to construction CHS** **Closed**
21. **Abate 2250sf asbestos flooring and replace with new VCT 500 wing CHS.** **Closed**
22. **Pour walkways EMS Portable #1 and CHS band room.** **Closed**
23. **Cut out \$7,500 worth of remaining trip hazards in our sidewalks (around \$2,500 a site).** **Closed**
24. **Install heaters in Boy's and Girl's locker rooms CHS.** (Waiting on gas venting parts to be installed) **Open**
25. **Install cabinets in P-4, P-11 EMS & P-28 BPS.** **Closed**
26. **Install sinks in the 3 new portables (Estimate \$3,000)** **Open**
27. **Install new doors on Ag shop & Classrooms 400 building CHS.** (On order) **Open**
28. **Install safety handrail at EMS ADA ramp north side of multipurpose room.** **Closed**

Possible Future Bond Projects

We are looking at how to best spend the remaining bond money (@\$650,000), some requests and recommendations from staff are: **Open**

1. (Priority 1) Roof replacement on Gym, cafeteria and Kitchen CHS. (My guess \$12sf, 3 sections \$275K?)
2. (Priority 1) Roof “repairs” at Egling and Burchfield. (My guess \$50,000?)
3. (Priority 2) I have proposals for the asphalt pulled from the bond scope at BPS (\$14,182.00).
4. (Priority 2) Asphalt area between P-28 and playground. (All hand work, \$7K?)
5. (Priority 3) Replace Multi Zone HVAC unit 100 wing EMS with split systems. (\$75K?)
6. (Priority 3) Replace bleachers in CHS gym with ADA compliant bleachers. (\$70K?)
7. (Priority 3) Remove old hog barn in CHS Ag area. (My guess \$20,000?)
8. (Priority 4) Replace carpeting EMS 100 building.
9. (Priority 4) Abate asbestos VCT floor tile from classrooms and replace.
10. (Priority 4) Abate and replace VCT BPS cafeteria.
11. (Priority 4) Replace flooring (carpet and VCT) in Annex hallway BPS.
12. (Priority 5) Build bathroom in CHS girls coach’s office (old one removed by 2016 remodel).
13. (Priority 5) Abate asbestos TSI pipe from CHS. (1,000 feet at a time?)
14. (Priority 5) Paint the interior and exterior of BPS. (\$175K?)
15. (Priority 5) Build bleacher storage area and remove cage in old locker area in the 200 wing EMS.

Prop 39 Projects (not bond related)

1. The lighting is installed. Because switch wiring in classrooms has many different configurations some lighting controls were not installed. We met this month to insure lighting control credits and change order charges are correct, progress payment was Ok’d. The lighting portion of Prop 39 finished the end of the December 2016. The final punch list was completed by the contractor. **Closed**. We submitted the rebate paperwork to PG&E for inside T-LED change-outs. PG&E rebate checks totaling \$92,720.00 have already been approved for inside lighting. PG&E exterior lighting rebates still need to be submitted for an estimated \$4,000.00. **Open**
2. Other completed parts of our Prop 39 plan include: install 19 Skylights at CHS, automatic computer shutdown software (all sites), and HVAC controls on 88 package units (all sites). **Closed**
3. Open items set to close this month include: Installing PVC curtains in EMS & CHS walk-ins, and occupancy sensor on a CHS vending machine. **Open**
4. The HVAC replacement project is in planning and ready for Board approval to start. We will start by replacing units previously identified as needing repairs. We will then continue prioritizing based on breakdowns, age and condition for the 29 HVAC units already identified as eligible. To minimize impact to sites, these units will be replaced in groups of two or three at a time. (Estimated budget \$200,000.) **Open**

Ag Grant Projects (not bond related):

We are in planning to **install two adjoining portable classrooms** with a restroom and prep room (60'X40'). One room being an Ag Science room, the other a standard classroom. I would like to set contracts with a Portable manufacture, a DSA inspector and an Architect to get the project started. The portables will be installed in the lawn area South of the 500 wing at Colusa High school. We have met with AMS and a DSA inspector in preparation to start. If approved and started right away I expect this project to be completed September/October 2017. **Open**

After Board approval, next steps to proceed are:

1. Apply for an OPSC/DSA project tracking number. (Terry or Sheryl)
2. Procure as-builts for summer projects from AOR (architect of record). (Terry)
3. Choose portable configuration and builder. (Ag Department & CUSD Leadership)
4. Enter into contracts with Architect (who will hire electrical and mechanical engineers). (CUSD Leadership)
5. Forward 2016 surveys and CHS as-builts to Architect. (Terry or Jeremy)
6. Determine project cost, scope and construction timeline. (Architect and CUSD Leadership)
7. Request over the counter approval at DSA and submit project forms. (Architect and CUSD Leadership)
8. Site prep, utilities and pad. Enter into contract with DSA inspector. (CUSD Leadership)
9. Install portables.
10. Punch list and DSA close out.

Install inside plumbing in Ag barn. (Needs Board approval and awarded to contractor, scheduled Feb 2017) **Open**

Pour wash off pad South West corner of the Ag barn. (Board approved and awarded to contractor, scheduled Feb 2017) **Open**

Add Awning on South side of Ag barn. (Board approved and awarded to contractor, scheduled Feb 2017) **Open**

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED JANUARY 13, 2017			BATCH 26
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
662	ABS BUILDERS	\$ 8,983.00	21	BOND	CONCRETE WORK
639	ADAM LABS	\$ 900.00	21	BOND	TESTING ASBESTOS TILE REMOVAL
638	AIR SYSTEMS	\$ 61,593.47	01	PROP39	LIGHTING PROJECT PROGRESS PAYMENT
634	AMERICAN FIDELITY	\$ 347.65	01	DO	DISABILITY INS. PREMIUMS
648	BEELER TRACTOR	\$ 1,928.89	01	MOT	GATOR/MOWER REPAIR
644	CA BOARD OF EQUALIZATION	\$ 11.61	01	MOT	DIESEL FUEL TAX
665	CA BOARD OF EQUALIZATION	\$ 624.00	95	CHS	SALES TAX ON FUNDRAISERS
657	CA DEPT OF JUSTICE	\$ 98.00	01	DO	FINGERPRINT FEE
664	CA BOARD OF EQUALIZATION	\$ 720.00	13	CAFET	SALES TAX ON ADULT MEALS
666	CA BOARD OF EQUALIZATION	\$ 15,972.00	01	ALL	SALES TAX ON OUT OF STATE PURCHASES 2016
667	CASCADE ATHLETIC	\$ 146.54	01	SPORTS	SUPPLIES
641	CITY OF COLUSA	\$ 7,361.43	01	ALL	WATER, SEWER BILLING
640	CCOE	\$ 419,473.00	01	DO	PROGRESS PAYMENT ON SELPA DEFICIT
661	CUSD CAFETERIA FUND	\$ 645.00	01	EMS	ASES PIZZA PARTY
633	BRIAN COPPIN	\$ 160.38	01	DO	REIMBURSE MILEAGE
655	CRYSTAL DAIRY	\$ 3,482.69	13	CAFET	FOOD
663	DANIELSEN CO	\$ 3,840.04	13	CAFET	FOOD
652	DAVIES OIL	\$ 1,082.90	01	MOT	FUEL FOR VEHICLES
632	LUPE ESPINDOLA	\$ 140.94	01	DO	REIMBURSE MILEAGE
645	FRANZ FAMILY BAKERIES	\$ 404.81	13	CAFET	FOOD
658	FRONTIER	\$ 11,623.63	01	ALL	PHONE AND DATA LINE MONTHLY BILLING
660	GAGER	\$ 119.65	13	CAFET	SUPPLIES
636	GENERAL PRODUCE	\$ 2,486.85	13	CAFET	FOOD
635	GOLD STAR FOODS	\$ 11,091.57	13	CAFET	FOOD
651	GRAY'S ELECTRIC	\$ 1,600.00	01	CHS	AG BARN ELECTRICAL
646	GRIFF'S	\$ 9.65	01	MOT	SUPPLIES
637	HAWKINS FENCE	\$ 300.00	01	MOT	FENCE REPAIRS
642	INFINITE CAMPUS	\$ 150.00	01	DO	TRAINING
668	ASHLEY MARTINEZ	\$ 254.90	01	BPS	REIMBURSE FOR AIRFARE TO TRAINING
650	MERIDIAN DIESEL	\$ 198.40	01	MOT	BUS REPAIR
656	MITEL LEASING	\$ 1,792.38	01	ALL	PHONE SYSTEM LEASE
647	MJB WELDING	\$ 100.10	01	CHS	AG SHOP SUPPLIES
653	NORCAL FLOORING	\$ 7,675.00	21	BOND	CHS REPLACE TILE FLOOR
643	RECOLOGY	\$ 2,748.85	01	ALL	GARBAGE SERVICE
649	SORENSEN PEST CONTROL	\$ 993.00	01	ALL	PEST CONTROL SERVICE
659	SYSCO	\$ 553.12	13	CAFET	FOOD
631	ANDREA UHLENKOTT	\$ 136.08	01	DO	REIMBURSE MILEAGE
RC35	US BANK CALCARD VISA	\$ 8,221.85	ALL	ALL	SEE ATTACHED
654	YUBA SAFE AND LOCK	\$ 283.91	01	MOT	LOCK REPAIR/REPLACE
TOTAL ALL FUNDS		\$ 578,255.29			

US BANK CALCARD VISA

Jeremy Miller

FUND DESCRIPTION

6-Jan	AMAZON.COM AMZN.COM/BILL	\$80.35	01	TECH SUPPLIES
6-Jan	STAPLES DIRECT	\$54.46	01	TECH SUPPLIES
4-Jan	AMAZON.COM	\$24.69	01	TECH SUPPLIES
4-Jan	AMAZON MKTPLACE PMTS	\$24.99	01	TECH SUPPLIES
26-Dec	AMAZON MKTPLACE PMTS	\$26.99	01	TECH SUPPLIES
26-Dec	CDW GOVERNMENT	\$2,760.46	01	CHS CHROME BOOKS

Terry Biladeau

6-Jan	AMAZON MKTPLACE PMTS	\$283.52	01	MAINTENANCE SUPPLIES
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Rosemary Hicks

28-Dec	AMAZON.COM	\$58.11	01	BPS SUPPLIES
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Sheryl Parker

2-Jan	MESSICK ACE HDWE	\$2,564.37	01	MAINTENANCE SUPPLIES
30-Dec	RLI*RENAISSANCE LEARN	\$1,145.00	01	OLL READING SOFTWARE
26-Dec	FLORA FRESH	\$133.95	01	CHS FLORAL DESIGN CLASS SUPPLIES
	USPS.COM CLICKNSHIP	\$22.95	01	DO POSTAGE

Nick Schantz

9-Jan	THE HOME DEPOT #1019	\$355.39	01	MAINTENANCE SUPPLIES
23-Dec	THE HOME DEPOT #1019	\$130.44	01	MAINTENANCE SUPPLIES
23-Dec	LOWES #01933*	(\$90.67)	01	MAINTENANCE SUPPLIES RETURN

Darren Brown

6-Jan	J W PEPPER AND SON INC	\$42.86	01	CHS MUSIC SUPPLIES
29-Dec	J W PEPPER AND SON INC	\$24.71	01	CHS MUSIC SUPPLIES
26-Dec	J W PEPPER AND SON INC	\$9.66	01	CHS MUSIC SUPPLIES
26-Dec	CUSTOMINK LLC	\$459.45	95	CHS FFA SHIRTS
23-Dec	QUILL CORPORATION	\$9.65	01	CHS SUPPLIES
23-Dec	QUILL CORPORATION	\$68.52	01	CHS SUPPLIES

Ron Rogers

2-Jan	RITE AID STORE - 6088	\$7.50	01	MOT SUPPLIES
23-Dec	AMAZON MKTPLACE PMTS	\$18.50	01	MOT SUPPLIES

Zeba Hone

23-Dec	USPS PO 0517280932	\$6.00	01	DO POSTAGE
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\$8,221.85

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED JANUARY 20, 2017			BATCH 27
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
670	ADVENTIST HEALTH	\$ 135.00	01	MOT	BUS DRIVER PHYSICAL
675	ALHAMBRA WATER	\$ 88.60	01	DO/MOT	WATER
RC36	COLUSA USD EMER FD-US BANKCALCARD VISA	\$ 1,507.51	01	ALL	SEE ATTACHED
677	JEFF SAVAGE PLUMBING	\$ 2,100.90	01	MOT	PLUMBING REPAIRS
671	LAMON CONSTRUCTION	\$ 3,400.00	21	BOND	CONCRETE WORK
673	JAMIE MYERS	\$ 62.55	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
678	NATOMAS TOWING	\$ 625.00	01	MOT	TOWING
679	PLATT	\$ 571.53	21	BOND	HEATERS FOR LOCKER ROOM WIRING PARTS
669	RECOLOGY BUTTE COLUSA	\$ 290.99	01	ALL	DROP BOX FOR REFUSE
672	SPURR	\$ 5,750.50	01	MOT	NATURAL GAS BILLING
674	VALLEY TRUCK AND TRACTOR	\$ 3,733.00	01	MOT	GATOR FOR MOT
TOTAL ALL FUNDS		\$ 18,265.58			

COLUSA USD EMER FUND - US BANK CALCARD VISA - CK5414

Rosemary Hicks

FUND DESCRIPTION

22-Dec	AMAZON.COM	\$119.25	01	BPS SUPPLIES
20-Dec	AMAZON MKTPLACE PMTS	\$50.32	01	BPS SUPPLIES

Darren Brown

19-Dec	EASTBAY INC	\$979.25	95	CHS ASB SHIRTS
19-Dec	FBLAPBL	\$11.00	95	CHS ASB FBLA FEE

Ron Rogers

22-Dec	AMAZON MKTPLACE PMTS	\$18.69	01	MOT SUPPLIES
22-Dec	CARROT TOP INDUSTRIES INC	\$329.00	01	MOT SUPPLIES

\$1,507.51

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED JANUARY 27, 2017			BATCH 28
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
685	ADAM LABS	\$ 40.00	01	MOT	WATER TESTING
703	KAREN BENNING	\$ 133.78	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
695	CA FBLA	\$ 1,130.00	95	CHS	FBLA REGISTRATION
693	CVT	\$ 115,425.18	01	DO	FEBRUARY HEALTH INSURANCE PREMIUMS
697	CASCADE ATHLETIC	\$ 1,257.41	01	SPORTS	SUPPLIES
708	CBDA	\$ 190.00	01	EMS	WORKSHOP REGISTRATION
698	MARY COLLIGAN	\$ 464.00	01	CHS	ADVANCE FOR MEALS FOR CARNEGIE TRIP
691	CCOE	\$ 16,167.00	01	DO	FEBRUARY WORKERS COMP PREMIUMS
692	CUSD CAFETERIA FUND	\$ 255.44	01	EMS	SNACKS FOR TUTORING
RC39	CUSD EMER FD-VOID CHECK	\$ (255.02)	01	CHS	CANCELLED WORKSHOP
RC39	CUSD EMER FD-EDD	\$ 19.67	01	DO	SDI PAYMENT
RC39	CUSD EMER FD-CMES-NS	\$ 108.00	01	CHS	MUSIC WORKSHOP REGISTRATION
RC39	CUSD EMER FD-AUBREY MILLER	\$ 24.80	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC39	CUSD EMER FD-SYCAMORE MIDDLE SCHOOL	\$ 150.00	01	SPORTS	EMS BASKETBALL ENTRY FEE
RC39	CUSD EMER FD-DANIELLE YERXA	\$ 104.19	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC39	CUSD EMER FD-ANNIE JARRETT	\$ 21.44	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC39	CUSD EMER FD-SHANNON SCOFIELD	\$ 32.08	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC39	CUSD EMER FD-CHS PETTY CASH LORIE MEYERS	\$ 100.10	01	CHS	POSTAGE AND SUPPLIES
RC39	CUSD EMER FD-CHS PETTY CASH LORIE MEYERS	\$ 200.51	01	CHS	POSTAGE AND SUPPLIES
RC39	CUSD EMER FD-CHS PETTY CASH LORIE MEYERS	\$ 40.11	01	CHS	POSTAGE AND SUPPLIES
RC39	CUSD EMER FD-CHS PETTY CASH LORIE MEYERS	\$ 25.84	01	CHS	POSTAGE AND SUPPLIES
688	ENTERPRISE ELEMENARY SCHOOL	\$ 498.00	01	DO	TECH WORKSHOP REGISTRATION
687	FIRST SERVICE	\$ 4,552.55	01	MOT	REPLACE BASKETBALL HOOPS CHS GYM
699	TRISH HAUGH	\$ 64.20	01	BPS	REIMBURSE MILEAGE
700	SANDY HUFF	\$ 64.20	01	BPS	REIMBURSE MILEAGE
689	INLAND	\$ 698.21	01	DO	PRINTER MGMT PROGRAM QUARTERLY FEE
683	INTERQUEST DETECTION CANINES	\$ 350.00	01	CHS	DRUG DOG VISIT
705	RASAN KNOX	\$ 91.94	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
709	LAS PLUMAS HIGH	\$ 130.00	01	SPORTS	GOLF ENTRY FEE
694	JAMIE MYERS	\$ 32.50	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
706	PG&E	\$ 14,757.40	01	ALL	ELECTRIC BILLING
686	PRECISION CONCRETE CUTING	\$ 5,163.75	21	ALL	CUT UNEVEN SURFACES
712	LILIA ROBLES	\$ 128.66	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
707	SAN FRANCISCO SYMPHONY	\$ 375.00	01	CHS	SYMPHONY TICKETS FOR STUDENTS
710	SUPERIOR REGION CATA	\$ 100.00	01	CHS	FFA WORKSHOP REGISTRATION
711	MAITE TESTERMAN	\$ 58.72	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
682	THREE B'S TOILET RENTALS	\$ 215.00	01	ALL	PORTABLE TOILET RENTALS
701	RYAN TIETZ	\$ 62.60	01	BPS	REIMBURSE MILEAGE
RC38	US BANK CALCARD VISA	\$ 15,029.06	ALL	ALL	SEE ATTACHED
684	US BANK EQUIPMENT FINANCE	\$ 1,300.00	01	ALL	COPIER LEASES
RC37	US BANK CALCARD VISA	\$ 18,022.07	ALL	ALL	SEE ATTACHED
702	SOCORRO VARGAS	\$ 80.37	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
690	ANTONIO VAZQUEZ	\$ 1,147.50	13	CAFET	POWDERCOAT METAL SHELVES FOR KITCHEN
TOTAL ALL FUNDS		\$ 194,056.26			

US BANK CALCARD VISA

Leasa Hill

FD DESCRIPTION

13-Jan	SAV-MOR FOODS#31	COLUSA, CA	\$20.21	13	CAFET FOOD
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Jeremy Miller

19-Jan	SOUTHWES 5262480073954	800-435-9792, TX	\$254.90	01	TRAVEL TO ILLUMINATE WORKSHOP
19-Jan	HOTELS.COM	HOTELS.COM, WA	\$1,011.36	01	MOTEL FOR ILLUMINATE WORKSHOP
19-Jan	AMAZON.COM	AMZN.COM/BILL, WA	\$31.49	01	MOTEL FOR ILLUMINATE WORKSHOP
18-Jan	HOTELS.COM	HOTELS.COM, WA	\$395.08	01	MOTEL FOR ILLUMINATE WORKSHOP
16-Jan	SOUTHWES 5262478541304	800-435-9792, TX	\$117.88	01	MOTEL FOR ILLUMINATE WORKSHOP
12-Jan	HOTELS.COM	HOTELS.COM, WA	\$494.32	01	MOTEL FOR ILLUMINATE WORKSHOP
12-Jan	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	\$29.99	01	TECH SUPPLIES
9-Jan	SOUTHWES 5262476817401	800-435-9792, TX	\$117.88	01	MOTEL FOR ILLUMINATE WORKSHOP
9-Jan	SOUTHWES 5262476780622	800-435-9792, TX	\$226.88	01	MOTEL FOR ILLUMINATE WORKSHOP
6-Jan	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	(\$63.81)	01	CREDIT FOR RETURN

Rosemary Hicks

19-Jan	WPLY*WILLIAMS PIONEER REVI	855-469-3729, CA	\$228.00	01	BPS AD FOR KINDER REGISTRATION
16-Jan	GBC*ECOMMERCE	800-723-4000, IL	\$209.93	01	BPS SUPPLIES
13-Jan	HORNBLOWER CRUISES & EVEN	HORNBLOWER.CO, CA	\$750.00	01	BPS FIELD TRIP DEPOSIT
12-Jan	CALIF ASSOC OF BILINGUAL	626-814-4441, CA	\$225.00	01	BPS WORKSHOP REGISTRATION
26-Dec	DONUT WHEEL	COLUSA, CA	\$38.35	01	BPS SUPPLIES

Sheryl Parker

13-Jan	IXL	650-3724040, CA	\$349.00	01	HMS ONLINE TEXTBOOK SUBSCRIPTION
12-Jan	CLOSE LUMBER	SUTTER, CA	\$1,061.99	01	MOT MAINTENANCE SUPPLIES
11-Jan	CA EDD PAYROLL TAX	916-6537327, CA	\$1,195.41	01	DO UNEMPLOY INSURANCE PREMIUMS
11-Jan	OPC CA EDD PAYROLL TAX	800-4874567, GA	\$27.49	01	VISA SURCHARGE
11-Jan	IN *CLIMATE CONTROL, INC.	916-5661135, CA	\$2,120.12	01	MOT HVAC REPAIRS

Nick Schantz

12-Jan	USPS PO 0517280932	COLUSA, CA	\$4.90	01	MOT POSTAGE
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Jody Johnston

16-Jan	SQ *INDIGENOUS WARRIOR EN	COLUSA, CA	\$174.15	01	EMS SHIRTS
11-Jan	CA ASSOC OF BILINGUAL	626-814-4441, CA	\$1,000.00	01	EMS WORKSHOP REGISTRATION
11-Jan	CA ASSOC OF BILINGUAL	626-814-4441, CA	\$200.00	01	EMS WORKSHOP REGISTRATION
11-Jan	QUILL CORPORATION	800-982-3400, SC	\$1,286.57	01	EMS SUPPLIES
26-Dec	USPS PO 0517280932	COLUSA, CA	\$8.37	01	EMS POSTAGE

Darren Brown

19-Jan	TEACH TCI	916-3663686, CA	\$235.73	01	CHS TEXTBOOKS
18-Jan	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	\$127.54	01	CHS SUPPLIES
16-Jan	BYU CONTINUING ED2	801-422-8925, UT	\$148.00	01	CHS ONLINE CLASS
16-Jan	BYU CONTINUING ED2	801-422-8925, UT	\$30.00	01	CHS ONLINE CLASS
16-Jan	HOMEDEPOT.COM	800-430-3376, GA	\$214.68	01	CHS MUSIC SUPPLIES
16-Jan	AMADOR STAGE LINES	916-444-7880, CA	\$2,477.73	01	BUS FOR FBLA
16-Jan	COCA-COLA REFRESHMENTS	BLANK, FL	\$186.58	01	CHS DRINK MACHINE
13-Jan	CAROLINA BIOLOGIC SUPPLY	336-586-6301, NC	\$73.68	01	CHS SUPPLIES
12-Jan	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	\$25.98	01	CHS SUPPLIES
11-Jan	J W PEPPER AND SON INC	800-3456296, PA	\$10.73	01	CHS MUSIC SUPPLIES
11-Jan	USPS PO 0517280932	COLUSA, CA	\$1,413.04	01	CHS POSTAGE
9-Jan	FOLLETT SCHOOL SOLUTIONS	800-621-4272, IL	\$414.10	01	CHS BOOKS
2-Jan	FOLLETT SCHOOL SOLUTIONS	800-621-4272, IL	\$465.70	01	CHS BOOKS

Zeba Hone

16-Jan	USPS PO 0517280932	COLUSA, CA	\$9.46	01	DO POSTAGE
16-Jan	USPS PO 0517280932	COLUSA, CA	\$17.66	01	DO POSTAGE
12-Jan	USPS PO 0517280932	COLUSA, CA	\$6.00	01	DO POSTAGE
13-Jan	SAC STATE SACRAMENTO C	800-3398131, CT	\$400.00	01	DO RECRUITING FAIR
11-Jan	GRADLEADERS INC.	855-330-1157, TX	\$250.00	01	DO RECRUITING FAIR

\$18,022.07

US BANK CALCARD VISA

Jeremy Miller			FD DESCRIPTION	
23-Jan	EB ILLUMINATE EDUCATI	\$798.00	01	CONFERENCE REGISTRATION FOR 2
23-Jan	EB ILLUMINATE EDUCATI	\$1,995.00	01	CONFERENCE REGISTRATION FOR 5
20-Jan	SOUTHWES 5262480227211	\$226.88	01	PLANE TICKET TO ILLUMINATE CONF
20-Jan	SOUTHWES 5262480227212	\$226.88	01	PLANE TICKET TO ILLUMINATE CONF
Rosemary Hicks				
23-Jan	SAV-MOR FOODS#31	\$10.36	01	BPS SUPPLIES
13-Jan	LOVE AND LOGIC INSTITUTE	\$1,980.00	01	BPS WORKSHOP REGISTRATIONS
Terry Biladeau				
10-Jan	AMAZON MKTPLACE PMTS	\$123.96	01	MOT SUPPLIES
Sheryl Parker				
20-Jan	FLORA FRESH	\$152.65	01	CHS FLORAL DESIGN SUPPLIES
20-Jan	VZWRLSS*MY VZ VB P	\$697.92	01	ALL CELL PHONE CHARGES
Nick Schantz				
23-Jan	AUTOZONE #3710	\$26.80	01	MOT SUPPLIES
Darren Brown				
20-Jan	CAFFEINATED	\$86.39	01	CHS SUPPLIES
20-Jan	MY PERSONALIZED RIBBONS	\$253.33	95	CHS ASB SUPPLIES
18-Jan	GBC*ECOMMERCE	\$230.82	01	LAMINATING FILM
17-Jan	GBC*ECOMMERCE	\$1,766.41	01	PURCHASE LAMINATOR
16-Jan	J W PEPPER AND SON INC	\$13.89	01	MUSIC SUPPLIES
16-Jan	J W PEPPER AND SON INC	\$177.66	01	MUSIC SUPPLIES
16-Jan	TCT*ANDERSON'S	\$235.98	95	CHS ASB SUPPLIES
12-Jan	SPORTS FLAGS AND PRODUCT	\$65.00	01	COUNSELING OFFICE SUPPLIES
12-Jan	SFSU BOOKSTORE #1304	\$18.17	01	BOOKS
12-Jan	MIDWESTHVACPARTS.COM	\$286.00	01	FRAUD CHARGES TO BE CREDITED
16-Jan	THE SOLAR BIZ, INC.	\$469.97	01	FRAUD CHARGES TO BE CREDITED
11-Jan	SP * XAMNS.COM	\$199.99	01	FRAUD CHARGES TO BE CREDITED
2-Jan	CRATE & BARREL #914	\$487.00	01	FRAUD CHARGES TO BE CREDITED

\$10,529.06

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED FEBRUARY 3, 2017			BATCH 29
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
714	JENNIFER BARBEE	\$ 171.53	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
726	BAXTER AUTO PARTS	\$ 131.13	01	MOT	VEHICLE MAINTENANCE SUPPLIES
713	COLUSA COUNTY CHAMBER OF COMMERCE	\$ 100.00	01	DO	MEMBERSHIP FEE
728	COLUSA MOTOR SALES	\$ 45.88	01	MOT	VEHICLE MAINTENANCE SUPPLIES
RC40	COLUSA USD EMER FD-US BANK CALCARD VISA	\$ 1,441.20	01	ALL	SEE ATTACHED
723	CUSD GENERAL FUND	\$ 49,901.47	13	CAFET	CLEAR PRIOR YEAR DUE TO AMOUNT
724	JILL CONROY	\$ 102.75	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
742	BRIAN COPPIN	\$ 148.05	01	DO	MEAL AND MILEAGE FOR TECH WORKSHOP
719	CREATIVE BUS SALES	\$ 123,471.06	01	MOT	NEW BUS
737	CRYSTAL DAIRY	\$ 43.14	13	CAFET	FOOD
738	DAVISON DRUGS	\$ 4.77	01	DO	SUPPLIES
732	DSA	\$ 1,955.36	21	BOND	NEW PORTABLES DSA FEES
730	ANDY HERZOG	\$ 250.00	95	CHS	PHOTO BOOTH FOR SNOWBALL
734	INLAND	\$ 697.10	01	ALL	PRINTER MGMT PROGRAM QUARTERLY FEE
721	KELLEHER PAINT	\$ 79.47	01	MOT	MAINTENANCE SUPPLIES
735	LCMS AWARDS	\$ 21.45	01	DO	SUPPLIES
741	ANDREW LEMENAGER	\$ 25.00	01	DO	REIMBURSE MEAL AT WORKSHOP
744	CHLOE MACCULOUGH	\$ 113.64	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
720	MERIDIAN DIESEL	\$ 294.00	01	MOT	BUS REPAIR/SERVICE
736	NATURE BRIDGE	\$ 8,385.00	01	CHS	ESA TRIP
740	OUR LADY OF LOURDES SCHOOL	\$ 458.00	01	OLL	REIMBURSE FOR WORKSHOP REGISTRATIONS
727	PRECISION CONCRETE CUTTING	\$ 2,110.00	21	BOND	REPAIR UNEVEN CONCRETE AREAS
722	PROQUEST LLC	\$ 751.00	01	CHS	ONLINE BOOK SUBSCRIPTION
716	PSAT/NMSQT	\$ 1,215.00	01	CHS	PSAT TESTS
725	READING OIL	\$ 349.18	01	MOT	FUEL FOR VEHICLES
733	STANDARD INSURANCE	\$ 1,702.95	01	DO	INCOME PROTECTION PREMIUMS
717	SUTTER UNION HIGH SCHOOL	\$ 450.00	01	SPORTS	BASEBALL ENTRY FEE
718	SUTTER UNION HIGH SCHOOL	\$ 250.00	01	SPORTS	BASEBALL ENTRY FEE
RC41	US BANK CALCARD VISA	\$ 13,353.18	ALL	ALL	SEE ATTACHED
731	WHEATLAND HIGH SCHOOL	\$ 150.00	01	SPORTS	GOLF ENTRY FEE
715	YSSRA	\$ 187.00	01	SPORTS	BOYS SOCCER OFFICIALS
TOTAL ALL FUNDS		\$ 208,358.31			

COLUSA USD EMER FD-USBANK CALCARD VISA-CHECK 5424

FD Description

18-Jan	ALL METALS SUPPLY	\$47.27	01	CHS AG SHOP SUPPLIES
12-Jan	ALL METALS SUPPLY	\$248.26	01	CHS AG SHOP SUPPLIES

Nick Schantz

20-Jan	AMAZON MKTPLACE PMTS	\$307.14	01	MOT MAINTENANCE SUPPLIES
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Darren Brown

19-Jan	AMAZON MKTPLACE PMTS	\$101.33	01	CHS SUPPLIES
13-Jan	SULLIVAN SUPPLY INC	\$737.20	01	CHS AG SUPPLIES

\$1,441.20

US BANK CALCARD VISA

Rosemary Hicks

RC41

FD DESCRIPTION

24-Jan	SAV-MOR FOODS#31	\$30.14	01	BPS SUPPLIES
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Terry Biladeau

25-Jan	VALDEZ EASY TOW TRAILERS	\$107.25	01	MOT MAINTENANCE SUPPLIES
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Sheryl Parker

30-Jan	ADVANCED DOCUMENT CONCEPT	\$1,988.47	01	ALL MAINTENANCE ON COPIERS
30-Jan	SCHOOL SERVICES OF CALIFO	\$410.00	01	DO WORKSHOP REGISTRATION
30-Jan	USPS.COM CLICKNSHIP	\$23.75	01	DO POSTAGE
30-Jan	QUILL CORPORATION	\$4,280.57	01	BPS SUPPLIES
27-Jan	PARADISE POINT RESORT AND	\$235.97	01	HOTEL FOR NURSING CONFERENCE
26-Jan	SOUTHWES 5262481980059	\$317.90	01	AIRFARE FOR NURSING CONFERENCE
26-Jan	BYU CONTINUING ED2	\$148.00	01	CHS ONLINE CLASS FEE
26-Jan	LES SCHWAB TIRES #0621	\$885.09	01	MOT MAINTENANCE SUPPLIES

Nick Schantz

27-Jan	AMAZON MKTPLACE PMTS	\$1,080.96	01	MOT LIGHTS
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Jody Johnston

27-Jan	ROUND TABLE PIZZA - 0674	\$27.87	01	EMS SUPPLIES
25-Jan	GOPHER SPORT	\$373.88	01	EMS PE SUPPLIES
25-Jan	EAI EDUCATION	\$56.90	01	EMS SUPPLIES

Zeba Hone

30-Jan	USPS PO 0517280932	\$17.73	01	DO POSTAGE
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Darren Brown

30-Jan	REGISTRATIONS FOR YOU	\$385.00	01	CHS WORKSHOP REGISTRATION
30-Jan	SOUTHWES 5262483086854	\$212.45	01	AIRFARE FOR MATH CONFERENCE
30-Jan	SOUTHWES 5262483084724	\$464.38	01	AIRFARE FOR MATH CONFERENCE
30-Jan	SOUTHWES 5262483084725	\$464.38	01	AIRFARE FOR MATH CONFERENCE
30-Jan	SOUTHWES 5262483084726	\$464.38	01	AIRFARE FOR MATH CONFERENCE
30-Jan	AMAZON MKTPLACE PMTS	\$43.32	01	CHS SUPPLIES
30-Jan	AMAZON.COM	\$82.95	01	CHS SUPPLIES
30-Jan	COLLEGEBOARD*PRODUCTS	\$275.00	01	CHS SUPPLIES
30-Jan	QUILL CORPORATION	\$182.13	01	CHS SUPPLIES
27-Jan	COLLEGEBOARDWORKSHOPS	\$275.00	01	CHS WORKSHOP REGISTRATION
25-Jan	GCI* WOODWIND	\$128.65	01	CHS MUSIC SUPPLIES
24-Jan	BEST WESTERN HERITAGE	\$205.61	01	CHS MUSIC COMPETITION HOTEL
24-Jan	BEST WESTERN HERITAGE	\$185.45	01	CHS MUSIC COMPETITION HOTEL

\$13,353.18

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED FEBRUARY 10, 2017			BATCH 30
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
768	JENNIFER ALANIZ	\$ 92.78	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
750	AMERICAN FIDELITY	\$ 347.65	01	DO	DISABILITY PREMIUMS
752	VERNON BADALUCO	\$ 31.73	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
769	BEELER TRACTOR	\$ 37.36	01	MOT	MOWER MAINTENANCE SUPPLIES
778	CA DEPT OF JUSTICE	\$ 147.00	01	DO	FINGERPRINT FEE
756	CITY OF COLUSA	\$ 7,296.99	01	ALL	WATER, SEWER FEE
RC43	CUSD EMER FD-WILLIAMS USD	\$ 150.00	01	SPORTS	BASKETBALL ENTRY FEE
RC43	CUSD EMER FD-CMEA NS	\$ 416.00	01	EMS	MUSIC ENTRY FEE
RC43	CUSD EMER FD-KAREN RICO	\$ 21.16	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC43	CUSD EMER FD-EDUARDO DOMINGUEZ	\$ 200.00	95	CHS	DJ FEE
RC43	CUSD EMER FD-ESTELA RAMIREZ	\$ 256.68	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC43	CUSD EMER FD-HAILY TRAYNHAM	\$ 205.43	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC43	CUSD EMER FD-ELLEN VAN NOY	\$ 150.00	01	CHS	FFA FIELD DAY
RC43	CUSD EMER FD-COURTNEY JACOBSEN	\$ 150.00	01	CHS	FFA FIELD DAY
RC43	CUSD EMER FD-KELSIE JONES	\$ 239.40	01	CHS	FFA FIELD DAY
RC43	CUSD EMER FD-DAMIAN ARCEO	\$ 220.72	01	CHS	FFA FIELD DAY
767	CRYSTAL DAIRY	\$ 3,140.89	13	CAFET	FOOD
758	DAVIES OIL	\$ 1,367.34	01	MOT	FUEL FOR VEHICLES
779	EPS	\$ 98.51	01	HMS	BOOKS
761	FRANZ FAMILY BAKERIES	\$ 570.20	13	CAFET	FOOD
759	FRONTLINE TECHNOLOGIES	\$ 4,361.50	01	DO	ANNUAL SUBSTITUTE/ABSENCES SOFTWARE
760	GOLD STAR FOODS	\$ 907.75	13	CAFET	FOOD
770	GRIFF'S	\$ 143.64	01	MOT	GROUNDS SUPPLIES
745	KELLI GRIFFITH-GARCIA	\$ 178.31	01	DO	REIMBURSE MILEAGE/PARKING
774	MARIBEL HUGHES	\$ 24.36	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
765	JAMES MARTA	\$ 3,165.00	01	DO	AUDIT FEES
753	LARA KELLEHER	\$ 223.11	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
773	JENNY LAY	\$ 104.00	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
757	LINDHURST HIGH SCHOOL	\$ 400.00	01	SPORTS	SOFTBALL ENTRY FEE
746	MATH LEARNING CENTER	\$ 2,400.00	01	BPS	PROFESSIONAL DEV SPEAKER
748	MERIDIAN DIESEL	\$ 561.59	01	MOT	BUS REPAIR
780	MITEL LEASING	\$ 1,792.38	01	ALL	PHONE SYSTEM LEASE
762	MJB WELDING	\$ 38.00	01	CHS	SHOP SUPPLIES
770	NCBOA	\$ 320.00	01	SPORTS	BASKETBALL ASSIGNING FEE
749	PLATT	\$ 25.11	01	MOT	MAINTENANCE SUPPLIES
747	PRECISION CUTTING	\$ 474.69	21	BOND	SIDEWALK LEVELING
777	REALLY GOOD STUFF	\$ 1,108.70	01	BPS	BOOKS
763	RECOLOGY	\$ 91.08	01	MOT	DUMP FEES
764	RECOLOGY	\$ 2,772.48	01	ALL	GARBAGE SERVICE
755	SIERRA FLOWERS	\$ 36.77	95	CHS	SUPPLIES
772	MELISSA SMITH	\$ 36.77	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
766	SORENSEN PEST CONTROL	\$ 258.00	01	ALL	PEST CONTROL SERVICE
751	STEPHANIE STEVER	\$ 46.13	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
775	SYSCO	\$ 2,860.37	13	CAFET	FOOD
RC42	US BANK CALCARD VISA	\$ 7,322.82	ALL	ALL	SEE ATTACHED
781	VALLEY TRUCK AND TRACTOR	\$ 23.04	01	MOT	MAINTENANCE SUPPLIES
754	BOBBI WEIGLEIN	\$ 101.00	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
776	YUBA SAFE AND LOCK	\$ 2,738.84	01	MOT	LOCK/DOOR HARDWARE REPLACEMENT
TOTAL ALL FUNDS		\$ 47,683.01			

US BANK CALCARD VISA

Leasa Hill

FD DESCRIPTION

2-Feb	SAV-MOR FOODS#31	\$38.68	13	CAFET FOOD
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Jeremy Miller

3-Feb	AMAZON MKTPLACE PMTS	\$32.29	01	TECH SUPPLIES
3-Feb	RLI*RENAISSANCE LEARN	\$54.00	01	TECH SUPPLIES
2-Feb	AMAZON MKTPLACE PMTS	\$19.62	01	TECH SUPPLIES
2-Feb	AMAZON MKTPLACE PMTS	\$58.45	01	TECH SUPPLIES

Rosemary Hicks

3-Feb	LOVE AND LOGIC INSTITUTE	\$818.64	01	BPS PROFESSIONAL DEV SUPPLIES
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Clair Toth

31-Jan	AMAZON MKTPLACE PMTS	\$35.12	01	BPS SUPPLIES
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Darren Brown

1-Feb	CRATE & BARREL #914	(\$487.00)	01	CREDIT FOR FRAUDULENT CHARGE
27-Jan	WWWSUSPENSIONCONNECTIO	\$261.77	01	FRADULENT CHARGE WILL BE CREDITED
1-Feb	SP * XAMNS.COM	(\$199.99)	01	CREDIT FOR FRAUDULENT CHARGE
31-Jan	AMAZON MKTPLACE PMTS	\$23.03	01	CHS SUPPLIES
31-Jan	AMADOR STAGE LINES	\$497.79	01	FBLA CHARTER BUS REMAINDER OF FEE

Terry Biladeau

1-Feb	LOWES #01933*	\$106.18	01	MAINTENANCE SUPPLIES
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Sheryl Parker

3-Feb	MESSICK ACE HDWE	\$2,454.46	01	MAINTENANCE SUPPLIES
1-Feb	CLOSE LUMBER	\$679.92	01	MAINTENANCE SUPPLIES
31-Jan	CDW GOVERNMENT	\$578.08	01	CHS TECH SUPPLIES

Nick Schantz

1-Feb	AMAZON MKTPLACE PMTS	\$1,351.20	01	MAINTENANCE SUPPLIES
1-Feb	GLOBAL TEST SUPPL	\$149.57	01	MAINTENANCE SUPPLIES
31-Jan	AMAZON MKTPLACE PMTS	\$476.19	01	MAINTENANCE SUPPLIES

Bo Salazar

2-Feb	THE HOME DEPOT #1019	\$149.82	01	MAINTENANCE SUPPLIES
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Zeba Hone

31-Jan	CALIF ASSOC OF BILINGUAL	\$225.00	01	WORKSHOP FEE
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\$7,322.82

Community Relations

AR 1340(a)

ACCESS TO DISTRICT RECORDS

Definitions

Note: Pursuant to Government Code 6252, a "public record" includes any writing that relates to district business as defined below.

Emails discussing district business are considered public records. However, the law is unclear as to whether emails discussing district business sent from an employee's or Governing Board member's home computer or personal digital assistant would be considered a public record that is "retained in the normal course of business" and thus subject to disclosure. **Although an appellate court ruled that the California Public Records Act does not require public access to communications by public officials using exclusively private cell phones or email accounts, the case has been appealed to the California Supreme Court.** If a district receives a request for such records, legal counsel should be consulted, as appropriate. See BB 9012 - Board Member Electronic Communications.

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

(cf. 3580 - District Records)

(cf. 9012 - Board Member Electronic Communications)

Writing means any handwriting, typewriting, printing, photostating, photographing, **photocopying**, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of his/her membership, agency, office, or employment. **(Government Code 6252)**

Public Records

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

2. Statistical compilations

3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)
(cf. 9324 - Minutes and Recordings)
6. Meeting agendas (Government Code 54957.5)
(cf. 9322 - Agenda/Meeting Materials)
7. Official communications between the district and other government agencies
8. School-based program plans (Education Code 52850)
(cf. 0420 - School Plans/Site Councils)
9. Information and data relevant to the evaluation and modification of district plans
(cf. 0440 - District Technology Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
10. Initial proposals of exclusive employee representatives and of the district
(Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

11. Records pertaining to claims and litigation against the district which have been adjudicated or settled

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

12. Statements of economic interests required by the Conflict of Interest Code
(Government Code 81008)

(cf. 9270 - Conflict of Interest)

13. Documents containing names, salaries, and pension benefits of district employees

- 1314.** Employment contracts and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

(cf. 4141/4241 - Collective Bargaining Agreement)

- 15.** Instructional materials including, but not limited to, textbooks (**Education Code 49091.10** 64 Ops. Cal. Atty. Gen. 186 (1981))

(cf. 5020 - Parent Rights and Responsibilities)

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

Governing Board members shall have the ability to access public records permitted by law in the administration of their duties or open to inspection by members of the public. Access to public records of the district shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 6252.5, 6252.7)

The Superintendent or designee shall ensure that any public record containing personal information is redacted to ensure that such information is not disclosed to the public. When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, or social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record is not disclosed to the public. (Government Code 6254.29, 6254.3)

Confidential Public Records

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

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

AR 1340(e)

ACCESS TO DISTRICT RECORDS (continued)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254, 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))
3. Personnel records, medical records, student records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

(cf. 4112.5/4212.5/4312.5) - Criminal Record Check)

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The home addresses, home telephone numbers, personal cell phone numbers, or birthdate of employees may only be disclosed as follows: (Government Code 6254.3)

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, **except that the home address and any telephone number for an** ~~unless the~~ employee **who** performs law enforcement-related functions, **or the birth date of any employee, or requests in writing that the information shall** not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, or birth date, and the district shall remove this information from any mailing list of the district except a list used exclusively to contact the employee.

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

- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

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

4. Student records, except directory information and other records to the extent permitted under the law, when disclosure is authorized by law

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.3 - Challenging Student Records)

5. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction

contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)

- 7.** Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information (Government Code 6254)
- 8.** Library circulation and patron use records of a borrower or patron including, but not limited to, his/her name, address, telephone number, email address, borrowing information, or use of library information resources, **except when disclosure is to a person acting within the scope of his/her duties in the administration of the library, to a person authorized in writing by the individual to whom the records pertain, or by court order** (Government Code 6254, 6267)

(cf. 6163.1 - Library Media Centers)

- 9.** Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

(cf. 9124 - Attorney)

- 10.** Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)

(cf. 0450 - Comprehensive Safety Plan)

- 11.** Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 6253.5)

(cf. 9223 - Filling Vacancies)

- 12.** Minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session Purposes and Agendas)

- 13.** Computer software developed by the district (Government Code 6254.9)

- 14.** Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system (Government Code 6254.19)

- 15.** Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

(cf. 5141.6 - School Health Services)

- 16.** Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes
16. **Any other records** Records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Any person may request a copy or inspection of any district record that is open to the public and not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist

3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

(11/08 11/11) 12/16

Business and Noninstructional Operations

BP 3311(a)

BIDS

H.16.b.

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

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

(cf. 3000 - Concepts and Roles)

(cf. 3230 - Federal Grant Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)

(cf. 3311.2 - Lease-Leaseback Contracts)

(cf. 3311.3 - Design-Build Contracts)

(cf. 3311.4 - Procurement of Technological Equipment)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements **regarding contracting after for** competitive bidding. (Public Contract Code 20116, **22033**)

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

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders **and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20104 on the basis of a completed questionnaire and financial statements.**

(cf. 9270 - Conflict of Interest)

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

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

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

~~For use in contracting for public works projects, the Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the required cost accounting procedures and the informal bidding procedures when allowed by law. The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures. [MOVED TO BP 3111.1 - UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES]~~

Legal Reference:

EDUCATION CODE

17070.10-17079.30 *Leroy F. Greene School Facilities Act*

17250.10-17250.55 *Design-build contracts*

17406 *Lease-leaseback contracts*

17595 *Purchase of supplies through Department of General Services*

17602 *Purchase of surplus property from federal agencies*

38083 *Purchase of perishable foodstuffs and seasonable commodities*

38110-38120 *Apparatus and supplies*

39802 *Transportation services*

BUSINESS AND PROFESSIONS CODE

7056 General engineering contractor

7057 General building contractor

CODE OF CIVIL PROCEDURE

446 *Verification of pleadings*

GOVERNMENT CODE

4217.10-4217.18 *Energy conservation contracts*

4330-4334 *Preference for California-made materials*

6252 *Definition of public record*

53060 *Special services and advice*

54201-54205 *Purchase of supplies and equipment by local agencies*

PUBLIC CONTRACT CODE

1102 *Emergencies*

1103 Definition, responsible bidder

2000-2002 *Responsive bidders*

3000-3010 *Roofing projects*

3400 *Bids, specifications by brand or trade name not permitted*

3410 *United States produce and processed foods*

4113 Prime contractor; subcontractor

6610 Bid visits

12200 Definitions, recycled goods, materials and supplies

20101-20103.7 Public construction projects, requirements for bidding

20103.8 Award of contracts

~~20107 Bidder's security~~

20110-20118.4 ~~Contracting by school districts~~ **Local Agency Public Construction Act; school districts**

20189 Bidder's security, earthquake relief

~~22002 Definition of public project~~

~~2203022000-22045~~ Alternative procedures for public projects (UPCCAA)

~~22050 Alternative emergency procedures~~

22152 Recycled product procurement

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

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

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS

Cost Accounting Policies and Procedures Manual

Frequently Asked Questions

WEB SITES

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

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

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

California Department of General Services: <https://www.dgs.ca.gov>

California Uniform Construction Cost Accounting Commission:

http://www.sco.ca.gov/ard_cuccac.html

Business and Noninstructional Operations

AR 3311(a)

BIDS

Note: Pursuant to Government Code 54202, districts are **mandated** to establish bidding procedures governing the purchase of equipment and supplies, as specified in ~~4~~. The following administrative regulation reflects the competitive bidding procedures applicable to these purchases, as well as contracts for certain services, public works projects, and repairs and maintenance, when the contract exceeds the amount specified in law.

An alternative procedure for public works projects is provided pursuant to the Uniform Public Construction Cost Accounting Act (UPCCAA) (Public Contract Code 22000-22045), which allows public projects of \$45,000 or less to be performed by district employees and public projects of \$175,000 or less to be awarded through an informal bidding process. See BP/AR 3311.1 - Uniform Public Construction Cost Accounting Procedures. Districts that have adopted the UPCCAA procedures should modify the following regulation to delete or revise conflicting provisions related to contracts for public works. Also see AR 3311.2 - Lease-Leaseback Contracts, AR 3311.3 - Design-Build Contracts, and AR 3311.4 - Procurement of Technological Equipment for procedures applicable to those contracts.

Advertised/Competitive Bids

The district shall advertise for competitive bids any of the following: (Public Contract Code 20111)

1. ~~when any A~~ public project contract ~~that~~ involves an expenditure of \$15,000 or more, including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, or repair work involving a district owned, leased, or operated facility

~~Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)~~

(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)

(cf. 3311.2 - Lease-Leaseback Contracts)

(cf. 3311.3 - Design-Build Contracts)

2. ~~The district shall also advertise for competitive bids when a~~ A contract ~~that~~ exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111)

- 1.a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district

(cf. 3230 - Federal Grant Funds)

(cf. 3311.4 - Procurement of Technological Equipment)

- 2.b. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters

3.c. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. *Maintenance* includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

Instructions and Procedures for Advertised Bids

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

(cf. 1113 - District and School Web Sites)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code 6610)

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

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

(cf. 3510 - Green School Operations)

2. All bids for construction work shall be presented under sealed cover. **The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20111, 20112)**

The bid and shall be accompanied by one of the following a forms of bidder's security, including either cash, a cashier's check payable to the district, a certified check made payable to the district, or a bidder's bond executed by an admitted surety insurer and made payable to the district.÷ The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no

event later than 60 days after the bid is awarded. (Public Contract Code ~~20107,~~ 20111, 20112)

a. ~~Cash~~

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

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

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

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

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #6a below shall be used. (Public Contract Code 20103.8)
 - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being

revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. **In determining the lowest bid, the district shall consider only responsive bids that conform to bid specifications and are submitted by from responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract. in determining the lowest bid.**

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

b. **When the lowest bidder is determined to be nonresponsive, the Superintendent or designee shall notify the bidder of his/her right to present evidence of his/her responsibility at a hearing before the Board.**

8. **Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.**

- 9.8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

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

Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized **proposal form prequalification questionnaire and financial record** which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: **(Education Code 17406, 17407; Public Contract Code 20111.6)**

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in **Public Contract Code 4113 or the** Business and Professions Code **4113**, 7056, or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.
2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

Award of Contract

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

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of **a** students who **are is** to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406

(cf. 3311.2 - Lease-Leaseback Contracts)

- 4.5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with the section "Design-Build Contracts" below Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)

(cf. 3311.3 - Design-Build Contracts)

Protests by Bidders

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

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

~~Alternative Bid Procedures for Technological Supplies and Equipment~~ [SECTION MOVED TO NEW AR 3311.4]

~~Design-Build Contracts~~ [SECTION MOVED TO NEW AR 3311.3]

Limitation on Use of Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3002, 3400)

1. Does not directly or indirectly limit bidding to any one specific concern
2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

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

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

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

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

(cf. 9323.2 - Actions by the Board)

Bids Not Required

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

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

make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

(cf. 3300 - Expenditures and Purchases)
(cf. 3512 - Equipment)

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

(cf. 3511 - Energy and Water Management)
(cf. 9320 - Meetings and Notices)

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

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

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

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

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

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

(cf. 3517 - Facilities Inspection)

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

(10/15 5/16) 12/16

Business and Noninstructional Operations

BP 3311.1(a)

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. ~~For use in contracting for public works projects, t~~The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including **the required cost accounting procedures and** the informal bidding procedures when allowed by law.

*(cf. 3311 - Bids)**(cf. 7110 - Facilities Master Plan)*

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

~~In cases of emergency w~~When **formal bids are required by law but an emergency necessitates immediate** repair or replacements ~~are necessary~~, the Board may, **upon a four-fifths vote of the Board**, proceed ~~at once~~ to replace or repair a facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts, ~~in accordance with the contracting procedures in Public Contract Code 22050~~. The work may be done by day labor under the direction of the Board and/or contractor. **The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)**

*(cf. 9323.2 - Actions by the Board)**Legal Reference:*PUBLIC CONTRACT CODE*1102 Definition of emergency***20110-20118.4 Local Agency Public Construction Act; school districts***22000-22020 California Uniform Construction Cost Accounting Commission**22030-22045 Alternative procedures for public projects (UPCCAA), especially:*

22032 *Applicability of procedures based on amount of project*
22034 *Informal bidding procedure*
22035 *Emergency need for repairs or replacement*
22037-22038 *Formal bidding procedures for projects exceeding \$175,000*
22050 *Alternative emergency procedures*

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS
Cost Accounting Policies and Procedures Manual
Frequently Asked Questions
WEB SITES

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

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

California Uniform Construction Cost Accounting Commission:

http://www.sco.ca.gov/ard_cuccac.html

12/16

Business and Noninstructional Operations

AR 3311.1(a)

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$45,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$175,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
 - a. The Superintendent or designee shall maintain a list of qualified contractors, identified according to categories of work.
 - b. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain more information about the project, and states the time and place for submission of bids. The notice shall be disseminated by mail, fax, or email to ~~one or both of the following: (1) to~~ all contractors on the district's list for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due. **In addition, the Superintendent or designee may mail, fax, or email a notice inviting informal bids (2) To** all construction trade journals identified pursuant to Public Contract Code 22036.
 - c. The district shall review the informal bids and award the contract, except that:
 - (1) If all bids received through the informal process are in excess of \$175,000, the contract may be awarded to the lowest responsible bidder, provided that the **Governing** Board adopts a resolution with a

four-fifths vote to award the contract at \$187,500 or less and the Board determines the district's cost estimate ~~was~~ **is** reasonable.

- (2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than \$175,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)
 - a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:
 - (1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.
 - (2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

- b. The district shall award the contract as follows:
 - (1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.
 - (2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.
 - (3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

(cf. 3311 - Bids)

12/16

Business and Noninstructional Operations

AR 3311.2(a)

LEASE-LEASEBACK CONTRACTS

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

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

(cf. 3312 - Contracts)

Any lease-leaseback contract shall be awarded through a competitive "best value" procurement process whereby a person, firm, or corporation is selected on the basis of objective criteria for evaluating the qualifications of proposers, with the resulting selection representing the best combination of price and qualifications. To make this determination, the district shall use the following procedures: (Education Code 17400, 17406)

- 1. Request for Sealed Proposals: The Superintendent or designee shall prepare a request for sealed proposals which shall include:**
 - a. An estimate of the project's price**
 - b. A clear, precise description of any preconstruction services that may be required and the facilities to be constructed**
 - c. The key elements of the contract to be awarded**
 - d. A description of the format that proposals shall follow and the elements they shall contain**
 - e. The standards the district will use in evaluating proposals**
 - f. The date on which proposals are due**
 - g. The timetable the district will follow in reviewing and evaluating proposals**
- 2. Notice: At least 10 days before the date for receipt of the proposals, the Superintendent or designee shall give notice of the request for sealed proposals using both of the following methods:**
 - a. Providing notice at least once a week for two weeks in a local newspaper of general circulation pursuant to Public Contract Code 20112**

Upon issuance of a contract award, the district shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the contract award and the contract file shall provide sufficient information to satisfy an external audit.

7. Rejection of Proposals: At its discretion, the Board may reject all proposals and request new proposals.

Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code ~~17406~~, 17407.5)

Any lease-leaseback agreement shall be reviewed by the district's legal counsel to ensure that all required terms, including a lease term that provides for the district's occupancy of the building or improved property during the lease and an appropriate financing component, are included in the agreement.

(cf. 9124 - Attorney)

Legal Reference:

EDUCATION CODE

17400 Definitions

17406 Lease-leaseback contract

17407.5 Use of a skilled and trained workforce

PUBLIC CONTRACT CODE

20111.6 Prequalification procedures

20112 Notices

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261

Management Resources:

WEB SITES

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

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

12/16

Business and Noninstructional Operations

AR 3311.3(a)

DESIGN-BUILD CONTRACTS

~~When it is in the best interest of the district, t~~The Governing Board may approve a contract with a single entity for both design and construction of any school facility in excess of \$1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria. (Education Code 17250.20)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

(cf. 7110 - Facilities Master Plan)

(cf. 7140 - Architectural and Engineering Services)

Design-build documents shall not include provisions for long-term project operations, but ~~The documents may include operations during a training or transition period, but shall not include long-term operations for a project.~~ **(Education Code 17250.25)**

The procurement process for design-build projects shall be as follows: (Education Code 17250.25, **17250.35**)

1. The district shall prepare a set of documents setting forth the scope and estimated price of the project. The documents may include, but are not limited to:
 - a. ~~t~~The size, type, and desired design character of the project;
 - b. ~~p~~Performance specifications **that** covering the quality of materials, equipment, **and** workmanship
 - c. Preliminary plans or building layouts
 - d. ~~a~~Any other information deemed necessary to describe adequately the district's needs;

~~The documents may include operations during a training or transition period, but shall not include long-term operations for a project.~~ The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

2. The district shall prepare and issue a request for qualifications in order to prequalify, or develop a short list of, the design-build entities whose proposals shall be evaluated for final selection. The request for qualifications shall include, but is not limited to, all of the following elements:
 - a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity
 - b. Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction **experience-expertise**, acceptable safety record, and all other non-price-related factors

- c. A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25

The district also may identify specific types of subcontractors that must be included in the statement of qualifications and proposal.

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce, as defined in Education Code 17250.25, to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract. ~~(Education Code 17250.25)~~

3. The district shall prepare a request for proposals **(RFP)** that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the district. The ~~request for proposals~~ **RFP** shall include the information identified in items #2a and 2b above and the relative importance or weight assigned to each of the factors. If the district uses a best value selection method **for a project**, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the request for proposals and shall publish separately or incorporate into the request for proposals applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.
4. For those projects utilizing low bid as the final selection method, the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder.
5. For those projects utilizing best value as a selection method, the following procedures shall be used:
 - a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the request for proposals. Criteria shall be weighted as deemed appropriate by the district and shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years.
 - b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked.
 - c. The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public.

- d. The district shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award. This statement and the contract file shall provide sufficient information to satisfy an external audit.

Legal Reference:

EDUCATION CODE

17250.10-17250.55 Design-build contracts

Management Resources:

WEB SITES

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

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

California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa>

12/16

H.16.f.

Business and Noninstructional Operations

AR 3311.4(a)

PROCUREMENT OF TECHNOLOGICAL EQUIPMENT

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

(cf. 0440 - District Technology Plan)

(cf. 3230 - Federal Grant Funds)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

~~The competitive negotiation process shall include, but not be limited to, the following requirements:~~ Whenever the competitive negotiation process is determined to be appropriate for such procurements, the district shall use the following procedures: (Public Contract Code 20118.2)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.

3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources, and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. The **Governing** Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district, **with considering** price and all other factors **considered**.
7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award to another bidder.
8. The Board, at its discretion, may reject all proposals and request new RFPs.
- 9.** Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer. (Public Contract Code 20118.2)

Legal Reference:

PUBLIC CONTRACT CODE

20118.2 Contracting by school districts; technological equipment

12/16

H.16.g.

Business and Noninstructional Operations

AR 3543(a)

TRANSPORTATION SAFETY AND EMERGENCIES

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of **2015 (AB 93, Ch. 10, Statutes of 2015) 2016 (SB 826, Ch. 23, Statutes of 2016)** extends the suspension of these requirements through the **2015-16 2016-17** fiscal year. As a result, certain provisions of the following administrative regulation related to transportation safety plans and safety instruction for students may be suspended.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is

in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment **listed specified** in 13 CCR 1215, **including The report shall indicate** any defect or deficiency discovered by or reported to **him/her the driver** which would affect safe operation or result in mechanical breakdown of the bus, or, **indicating that if** no defect or deficiency was discovered or reported, **shall so indicate**. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

~~In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and, if the bus is operated under contract, the driver's employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219) [MOVED DOWN]~~

~~The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures. [MOVED DOWN]~~

~~(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)~~

Passenger Restraint Systems

Note: Pursuant to Vehicle Code 27316 and 27316.5, any school bus or student activity bus purchased or leased for use in California must be equipped with a passenger restraint system if the bus was manufactured on or after the dates specified in law, as described below. Although it is the manufacturer's responsibility to

ensure installation of appropriate passenger restraint systems, the district should be aware that buses manufactured or purchased from outside California may need to be modified to comply with the state's requirements. In addition, according to the California Department of Education's (CDE) Passenger Restraints Frequently Asked Questions, districts may, but are not required to, retrofit older school buses with passenger restraint systems **with the original equipment manufacturer's approval**. In determining whether to retrofit buses, the CDE recommends that districts consider the age of the bus, the total cost of the retrofit, and the required reinspection of the bus by the California Highway Patrol.

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus manufactured on or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver
2. Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:
 - a. Is designed for carrying 16 or fewer passengers and the driver

- b. Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Electronic Communications Devices

A bus driver ~~shall not drive~~ **is prohibited from driving** a school bus or student activity bus while using a wireless telephone ~~except under the following conditions: (Vehicle Code 23123, 23125)~~ **or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)**

1. ~~When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving~~
2. ~~For emergency purposes, including, but not limited to, a call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity~~
3. ~~For work-related purposes~~

(cf. 3513.1 - Cellular Phone Reimbursement)

Note: Vehicle Code 23123.5 generally prohibits any person from driving a motor vehicle while using an electronic wireless communications device for text based communication. AB 1536 (Ch. 92, Statutes of 2012) amended Vehicle Code 23123.5 to add an exception for the use of voice operated and hands free operation of an electronic wireless communications device. At its discretion, the district may establish conditions that are more restrictive than law and should revise the following paragraph accordingly.

~~A bus driver shall not drive while using an electronic wireless communications device to write, send, or read a text based communication, including, but not limited to, text messages, instant messages, and email, unless the device is specifically designed and configured to allow voice operated and hands free operation and is used in that manner. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)~~

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall **include address** all of the following: (Education Code 39831.3)

1. **Procedures for d**Determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112

2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops

3. ~~Procedures for b~~Boarding and exiting a school bus at a school or other trip destination

4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or youth bus

Such procedures shall include, on or before the beginning of the 2018-19 school year, the installation of a child safety alert system at the interior rear of each bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting. A student activity bus may be exempt from this requirement under the conditions specified in Vehicle Code 28160.

5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol **(CHP)**. (Education Code 39831.3)

Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a **district** school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions ~~for safety while~~ **safely** walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.

2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. How to safely cross the street, highway, or private road
 - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
 - d. Proper passenger conduct
 - e. Bus evacuation procedures
 - f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the **California Highway Patrol-CHP**.

(cf. 3580 - District Records)

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP; **and** the Superintendent or designee, ~~and, if the bus is operated under contract, the driver's employer.~~ The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

Legal Reference:

EDUCATION CODE

39830-398423 **Transportation, school buses**

39860 Contract for transportation; requirement that student not be left unattended

51202 *Instruction in personal and public health and safety*

PENAL CODE

241.3 *Assault against school bus driver*

243.3 *Battery against school bus driver*

VEHICLE CODE

415 *Definition of motor vehicle*

545-546 *Definition of school bus and student activity bus*

22112 *Loading and unloading passengers*

~~23123 Use of wireless telephone prohibited while driving motor vehicle~~

~~23123.5 Text communications prohibited while driving motor vehicle~~ **Use of wireless telephone or communications device while driving; exceptions**

23125 *Use of wireless telephone prohibited while driving school bus*

27316-27316.5 *Passenger restraint systems*

28160 Child safety alert system

34500 *California Highway Patrol responsibility to regulate safe operation of school buses*

34501.5 *California Highway Patrol responsibility to adopt rules re: safe operation of school buses*

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and bus operations of school buses

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety

2480 Airborne toxic control measure; limitation on bus idling

CODE OF REGULATIONS, TITLE 19

574-575.3 Inspection and maintenance of fire extinguishers

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Passenger Restraints Frequently Asked Questions

WEB SITES

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

American School Bus Council: <http://www.americanschoolbuscouncil.org>

California Association of School Transportation Officials: <http://www.castoways.org>

California Department of Education, Office of School Transportation: <http://www.cde.ca.gov/ls/tn>

California Highway Patrol: <http://www.chp.ca.gov>

National Coalition for School Bus Safety: <http://www.ncsbs.org>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration:
<http://www.nhtsa.dot.gov>

(11/08 11/12) 12/16

All Personnel

BP 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

The Governing Board is determined to provide district employees, **interns, volunteers,** and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. **This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.**

(cf. 1240 - Volunteer Assistance)
(cf. 4111/4211/4311 - Recruitment and Selection)

~~The Board prohibits~~ **No** district employees ~~from discriminating~~ **shall be discriminated** against or ~~harassing~~ **harassed by** any **coworker, supervisor, manager, or other district employee or job applicant** **person with whom the employee comes in contact in the course of employment,** on the basis of the ~~person's~~ **employee's** actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, or **his/her** association with a person or group with one or more of these actual or perceived characteristics.

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

~~The Board also prohibits discrimination against any employee or job applicant~~ **Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:**

- 1. Discrimination** in hiring, compensation, terms, conditions, and other privileges of employment
- ~~and the taking of any~~ **an** adverse employment action, ~~including, but not limited to,~~ **such as** termination or the denial of employment, promotion, job assignment, or training, ~~against an employee or job applicant based on any of the categories listed above.~~

(cf. 4151/4251/4351 - Employee Compensation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

- ~~Harassment consists of a~~ **Unwelcome conduct, whether** verbal, physical, or visual, ~~conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it~~ **as to** adversely affects an individual's **employee's** employment opportunities, **or that** has the purpose or effect of unreasonably interfering with the individual's work performance, or ~~creating an~~ **intimidating, hostile, or offensive work environment**
- 4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:**

- a. ~~Prohibited~~ Sex discrimination includes discrimination based on an employee's ~~or job applicant's~~ pregnancy, childbirth, breastfeeding, or any related medical condition **or on an employee's gender, gender expression, or gender identity, including transgender status**

(cf. 4033 - Lactation Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

- b. ~~Prohibited discrimination on the basis of religious creed includes~~ **Religious creed** discrimination based on an employee's ~~or job applicant's~~ religious belief or observance, including his/her religious dress or grooming practices, ~~In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes or based on the district's failure or refusal to use reasonable means to accommodate an employee's or job applicant's religious belief, observance, or practice which conflicts with an employment requirement. However, the district shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.~~

- c. **Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity**

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

- d. **Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition**

(cf. 4032 - Reasonable Accommodation)

The Board also prohibits retaliation against any district employee ~~or job applicant~~ who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint ~~procedures~~ **process** pursuant to this policy. No employee ~~or job applicant~~ who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who ~~does~~ reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment, ~~and~~ discrimination, **or other related conduct**, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

In addition, the Superintendent or designee shall post in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age discrimination in federally assisted programs
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act

Legal Reference: (continued)

CODE OF FEDERAL REGULATIONS, TITLE 34
100.6 Compliance information
104.7 Designation of responsible employee for Section 504
104.8 Notice
106.8 Designation of responsible employee and adoption of grievance procedures
106.9 Dissemination of policy
110.1-110.39 Nondiscrimination on the basis of age
COURT DECISIONS
Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863
Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS
California Law Prohibits Workplace Discrimination and Harassment, December 2014
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Notice of Non-Discrimination, August 2010
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Questions and Answers: Religious Discrimination in the Workplace, 2008
New Compliance Manual Section 15: Race and Color Discrimination, April 2006
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999
WEB SITES
California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>
U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

(12/15 5/16) 12/16

All Personnel

AR 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

All allegations of discrimination in employment, including those involving an intern, volunteer, or job applicant, shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Superintendent

745 Tenth Street
Colusa, CA 95932

530.458.7791

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation ~~against district employees, volunteers, interns, and job applicants~~ **in district employment**, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, ~~to employees, volunteers, interns, job applicants, and the general public~~ by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

2. Disseminate the district's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)

- a. **Printing and providing a copy of the policy to all employees with an acknowledgment form for each employee to sign and return**
- b. **Sending the policy via email with an acknowledgment return form**
- c. **Posting the policy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies**
- d. **Discussing district policy with employees upon hire and/or during a new hire orientation session**
- e. **Any other way that ensures employees receive and understand the policy**

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

- 23.** Provide to employees a handbook that contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources

available to anyone who feels that he/she has been the victim of any discriminatory or harassing behavior

34. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

Training for supervisors shall include the requirement to report any complaint of misconduct to a designated representative, such as the coordinator, human resources manager, or Superintendent or designee as a topic in the sexual harassment prevention training required pursuant to 2 CCR 11024 (2 CCR 11023)

(cf. 1240 - Volunteer Assistance)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

45. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

6. **For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce**

Complaint Procedure

Any complaint ~~by an employee or job applicant~~ alleging **unlawful** discrimination or harassment shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** A complainant ~~who is an employee shall~~ **may** inform his/her **direct** supervisor. ~~However, if the supervisor is the person against whom the employee is complaining, the employee shall inform, another supervisor, the coordinator, or the Superintendent; or, if available, a complaint hotline or an ombudsman. A job applicant shall inform the coordinator or the Superintendent or designee.~~

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant

information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

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

(cf. 4032 - Reasonable Accommodation)

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the **alleged discriminatory or harassing** behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the **allegations investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. He/she shall also inform the parties that the investigation** will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

(cf. 3580 - District Records)

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

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

If the coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out his/her investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents **do not occur are prevented**. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the **complainant parties** and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made

that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, ~~correct the effect on~~ **provide appropriate options for remedial actions and resolutions for** the complainant, and ensure that retaliation or further discrimination or harassment ~~does not occur~~ **is prevented**.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session Purposes and Agendas)

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

(12/15) 12/16

H.16.i.

All Personnel

BP 4119.11(a)

4219.11

SEXUAL HARASSMENT

4319.11

The Governing Board prohibits sexual harassment of district employees ~~and job applicants~~. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in the complaint process established

pursuant to this policy and **accompanying** administrative regulation. **This policy shall apply to all district employees and, when applicable, to interns, volunteers, and job applicants.**

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

(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

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

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. **(5 CCR 4964.2 CCR 11023)**

Any district employee **or job applicant** who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, **a job applicant or a student**, shall immediately report the incident to his/her supervisor, the principal, district administrator, or Superintendent.

A supervisor, principal, or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment **against a district employee, job applicant, or student** is in violation of this policy **and** is subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

11009 Employment discrimination

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

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-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

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

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

(7/05 12/15) 12/16

All Personnel

AR 4119.11(a)

4219.11

SEXUAL HARASSMENT

4319.11

This administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Definitions

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 work or educational setting when: (Education Code 212.5; Government Code 12940; ~~5 CCR 4916 2~~ **CCR 11034**)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of ~~such the~~ conduct ~~by the individual~~ is used as the basis for an employment decision affecting ~~him/her~~ **the individual**.
- 4.3.** Submission to or rejection of the conduct ~~by the other individual~~ is used as the basis for any decision affecting ~~him/her~~ **the individual** regarding benefits, services, honors, programs, or activities available at or through the district.
- ~~3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Regardless of whether or not the alleged harasser was motivated by sexual desire, the conduct is sufficiently severe, persistent, pervasive, or objectively offensive as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity. *Prohibited sexual harassment* also includes conduct which, regardless of whether or not it is motivated by sexual desire, is so severe or pervasive as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive work environment.~~

~~Other~~ **e**Examples of actions that might constitute sexual harassment **in the work or educational setting**, whether committed by a supervisor, a co-worker, or a non-employee, ~~in the work or educational setting~~ include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. ~~Such~~ **The** training shall include the procedures for reporting and/or filing complaints involving an

employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 5145.7 - Sexual Harassment)

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A *supervisory employee* is any employee ~~with~~ **having** the authority, **in the interest of the district**, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, **or the responsibility to direct them, adjust their grievances, or to effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment.** (Government Code 12926)

(cf. 4300 - Administrative and Supervisory Personnel)

The district's sexual harassment training and education program for supervisory employees shall ~~include the provision of~~ **be aimed at assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following:** (Government Code 12950.1; 2 CCR ~~110231~~ **11024**)

1. Information and practical guidance regarding federal and state laws on the prohibition, ~~against and the~~ prevention, and correction of sexual harassment, and the remedies available to the victims of sexual harassment **victims in employment-civil actions, and potential district and/or individual exposure or liability**
2. ~~Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation~~ **The types of conduct that constitute sexual harassment and practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources**
3. ~~A component on the prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance~~
3. **A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment**

4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint

5. The essential elements of the district's anti-harassment policy, including the limited confidentiality of the complaint process and resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment, and how to use the policy if a harassment complaint is filed

4.6. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received

3.7. ~~A component on the~~ The **definition and** prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance

~~5. All other contents of mandated training specified in 2 CCR 11023~~

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR ~~11023~~ **11024**)

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

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

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples

4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

(3/08 10/15) 12/16

H.16.j.

Students

BP 5030(a)

STUDENT WELLNESS

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

(cf. 1020 - Youth Services)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3514 - Environmental Safety)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
(cf. 6164.2 - Guidance/Counseling Services)

School Health Wellness Council/Committee

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR 210.30)

To fulfill this requirement, the Superintendent or designee may appoint a school **wellness health** council or other district committee, ~~whose membership shall include representatives of these groups~~ **and a wellness council coordinator. The council may include representatives of the groups listed above, as well as** ~~He/she also may invite participation of other groups or individuals, such as~~ health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The ~~school health~~ **wellness** council/~~committee~~ shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council/~~committee~~ may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt **specific** goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. **In developing such goals, the Board shall review and consider evidence-based strategies and techniques.** (42 USC 1758b; 7 CFR 210.30)

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden

programs.

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

~~To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.~~

~~(cf. 1325 - Advertising and Promotion)~~

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

(cf. 5142.2 - Safe Routes to School Program)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

(cf. 1330.1 - Joint Use Agreements)

Professional development ~~shall may~~ be regularly offered to **the nutrition program director, managers, and staff, as well as** health education **teachers, and** physical education teachers, coaches, activity supervisors, ~~food services staff,~~ and other staff as appropriate to enhance their **health** knowledge and skills **related to student health and wellness.**

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

~~The Superintendent or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.~~

~~(cf. 1100 - Communication with the Public)~~

~~(cf. 1112 - Media Relations)~~

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

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

~~(cf. 6020 - Parent Involvement)~~

In order to ensure that students have access to comprehensive health services, the district

may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutritional Guidelines for All Foods Available at School

For all foods **and beverages** available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC **1758, 1766**, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

The Superintendent or designee shall provide access to free, potable water **during meal times** in the food service area **during meal times** in accordance with Education Code 38086 and 42

USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and **by** serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's **reimbursable** food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts)

(cf. 3554 - Other Food Sales)

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (7 CFR 210.30)

(cf. 1325 - Advertising and Promotion)

Program Implementation and Evaluation

The Superintendent shall designate **the individual(s) identified below as the individual(s) responsible for ensuring** ~~one or more district or school employees, as appropriate, to ensure~~ that each school site complies with **this the district's wellness** policy. (42 USC 1758b; **7 CFR 210.30**)

**Director of Nutrition Services
745 Tenth Street
Colusa, CA 95932**

530.458.7791

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every ~~two~~ **three** years. **(42 USC 1758b; 7 CFR 210.30)**

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

BP 5030(h)

STUDENT WELLNESS (continued)

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the school health wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student

wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods **and beverages** sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards
- 5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards**
- 5.6.** Results of the state's physical fitness test at applicable grade levels
- 6.7.** Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
- 7.8.** A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
- 8.9.** A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

~~The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before and after school program staff, and/or other appropriate persons.~~**[MOVED UP]**

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

~~The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b)~~**[MOVED TO "NOTIFICATIONS" SECTION]**

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's

wellness policy conducted by the California Department of Education (CDE) every three years.

~~In addition, the~~ assessment results **of both the district and state evaluations** shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Posting Requirements

~~Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)~~

Notifications

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.30)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee ~~may disseminate health information and/or the district's student wellness policy to parents/guardians through~~ **shall distribute this information through the most effective methods of communication, including** district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health **and wellness** and academic performance.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

Each school ~~shall also~~ **may** post a summary of nutrition and physical activity laws and regulations prepared by the ~~California Department of Education~~ **CDE**.

Records

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.30, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.30)

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education

38086 Free fresh drinking water

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49564.2 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51210 Course of study, grades 1-6

51210.1-51210.2 Physical education, grades 1-6

51210.4 Nutrition education

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51795-51796.58 School instructional gardens

51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j National School Lunch Program, especially:

1758b Local wellness policy

1771-1794.3 Child Nutrition Act, especially:

1773 School Breakfast Program

1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.34.3 National School Lunch Program, **especially:**

210.30 Wellness policy

220.1-220.22 National School Breakfast Program

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

CSBA PUBLICATIONS

Integrating Physical Activity into the School Day, Governance Brief, April 2016

Increasing Access to Drinking Water in Schools, Policy Brief, ~~March~~**April** 2013

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012

Physical Activity and Physical Education in California Schools, Research Brief, April 2010

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Management Resources: (continued)

CSBA PUBLICATIONS (continued)

Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009

Physical Education and California Schools, Policy Brief, rev. October 2007

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Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve,

2009

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Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

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CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, ~~2005~~ rev. 2012

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Fit, Healthy and Ready to Learn, ~~2000~~ rev. 2012

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, ~~2005~~ 2016

Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

WEB SITES

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

Action for Healthy Kids: <http://www.actionforhealthykids.org>

Alliance for a Healthier Generation: <http://www.healthiergeneration.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

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

California Project LEAN (Leaders Encouraging Activity and Nutrition):
<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Center for Collaborative Solutions: <http://www.ccscenter.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Dairy Council of California: <http://www.dairycouncilofca.org>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

School Nutrition Association: <http://www.schoolnutrition.org>

Society for Nutrition Education: <http://www.sne.org>

U.S. Department of Agriculture, Food Nutrition Service, wellness policy:
<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>

U.S. Department of Agriculture, Healthy Meals Resource System: <http://healthymeals.fns.usda.gov>

Policy Reference UPDATE Service

Students

AR 5111.1(a)

DISTRICT RESIDENCY**Criteria for Residency**

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
3. The student ~~has been~~ **is** admitted through an interdistrict attendance option, such as an interdistrict attendance agreement, "school district of choice" transfer, or Open Enrollment Act transfer. (Education Code 46600, 48204, 48301, 48356)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
5. The student lives with a caregiving adult within district boundaries and the caregiving adult submits an affidavit to that effect. (Education Code 48204)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48204, 48207)

(cf. 6183 - Home and Hospital Instruction)

8. The student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week. (Education Code 48204)
9. **The student's parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within district boundaries. (Education Code 48204.3)**

(cf. 6173.2 - Education of Children of Military Families)

Residency Based on Parent/Guardian Employment (Allen Bill Transfers)

District residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. No student seeking residency on this basis shall be denied enrollment based on race, ethnicity, sex, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220. However, the Superintendent or designee may deny enrollment into the district if any of the following circumstances is present: (Education Code 48204)

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer.
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan as determined by the Governing Board.
3. Other circumstances exist that are not arbitrary.

Such circumstances may include, but are not limited to, overcrowding of school facilities at the relevant grade level.

Once a student establishes residency on this basis, he/she shall not be required to reapply for enrollment in subsequent years. The student may continue to attend school in the district through the highest grade level offered by the district if the parent/guardian so chooses and if at least one parent/guardian of the student continues to be physically employed by an employer situated within district boundaries, subject to the exceptions in items #1-3 above. (Education Code 48204)

The Superintendent or designee may deny a transfer out of the district by a student whose parent/guardian is employed within the boundaries of another district if the difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. (Education Code 48204)

Proof of Residency

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement, or payment receipt
4. Pay stub
5. Voter registration
6. Correspondence from a government agency

7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student
9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

(cf. 5141 - Health Care and Emergencies)

A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries. Such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.

A parent/guardian who is transferred or pending transfer into a military installation within district boundaries shall provide proof of residence within 10 days after the published arrival date provided on official documentation. For this purpose, he/she may use as his/her address a temporary on-base billeting facility, a purchased or leased home or apartment, or federal government or public-private venture off-base military housing. (Education Code 48204.3)

~~The Superintendent or designee shall make a reasonable effort to secure evidence that a homeless or foster youth resides within the district, including, but not limited to, a utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student's parent/guardian or other qualified adult relative.~~

~~However, a~~Any homeless or foster youth or student who has had contact with the juvenile justice system shall not be required immediately enrolled in school even if he/she is unable to provide proof of residency as a condition of enrollment in district schools. (Education Code **48645.5**, 48852.7, 48853.5; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.3 - Education for Juvenile Court School Students)

~~A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries. Such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.~~[MOVED UP]

Safe at Home/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing

residency within district boundaries but shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. (Government Code 6206, 6207)

(cf. 3580 - District Records)

(11/11 12/15) 12/16

H.16.I.

Students

BP 5116.2(a)

INVOLUNTARY STUDENT TRANSFERS

The Governing Board desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5116.1 - Intradistrict Open Enrollment)

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

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

(cf. 6173.3 - Education for Juvenile Court School Students)

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification 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.

Students Convicted of Violent Felony or Misdemeanor

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (Education Code 48929)

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (Education Code 48929)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 6164.2 - Guidance and Counseling Services)

Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

(cf. 9321 - Closed Session Purposes and Agendas)

The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.

The Superintendent or designee shall annually notify parents/guardians of the district's policy authorizing the transfer of a student pursuant to Education Code 48929. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Other Involuntary Transfers

Students may be involuntarily transferred under either of the following circumstances:

1. If a high school student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance, he/she may be transferred to a continuation school. (Education Code 48432.5)

(cf. 6184 - Continuation Education)

2. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. (Education Code 48662)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6185 - Community Day School)

Legal Reference:

EDUCATION CODE

35146 Closed sessions; student matters

48430-48438 Continuation classes, especially:

48432.5 Involuntary transfer to continuation school

48660-48666 Community day schools, especially:

48662 *Involuntary transfer to community day school*
48900 *Grounds for suspension and expulsion*
48929 *Transfer of student convicted of violent felony or misdemeanor*
48980 *Notice at beginning of term*
PENAL CODE
667.5 *Violent felony, definition*
29805 *Misdemeanors involving firearms*
WELFARE AND INSTITUTIONS CODE
300 *Minors subject to jurisdiction*
602 *Minors violating laws defining crime; ward of court*

Management Resources:

WEB SITES

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

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

H.16.m.

12/16

Students

BP 5141.21(a)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

(cf. 5113 - *Absences and Excuses*)

(cf. 5113.1 - *Chronic Absence and Truancy*)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

(cf. 5141.24 - *Specialized Health Care Services*)

(cf. 6159 - *Individualized Education Program*)

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

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 - *Visitors/Outsiders*)

(cf. 5141 - *Health Care and Emergencies*)

(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 6116 - Classroom Interruptions)

The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Board authorizes the Superintendent or designee to make available naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

~~In addition, t~~The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Administration of Medication by School Personnel

~~Any medication prescribed by an authorized health care provider, including, but not limited to, emergency antiseizure medication for a student who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49414.7, 49423; 5 CCR 600)~~

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, and administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. and Such personnel shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

~~When medically unlicensed school personnel are authorized by law to administer any medication to students, such as emergency antiseizure medication, auto-injectable epinephrine, insulin, or glucagon, t~~The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained,

unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, **49414.3**, 49414.5, **49414.7**, 49423, 49423.1)

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.3 Emergency medical assistance; administration of medication for opioid overdose

49414.5 Providing school personnel with voluntary emergency training

~~49414.7 Emergency medical assistance; administration of epilepsy medication~~

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

4119.2 Acquisition of epinephrine auto-injectors

4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

~~620-627 Administration of emergency antiseizure medication by trained volunteer nonmedical school personnel~~

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. Torlakson, (2013) 57 Cal.App.4th 570

Management Resources:

CSBA PUBLICATIONS

Pandemic Influenza, Fact Sheet, September 2007

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

Training Standards for the Administration of Epinephrine Auto-Injectors, **December 2004 rev. 2015**

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

Program Advisory on Medication Administration, 2005

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEB SITES

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

American Diabetes Association: <http://www.diabetes.org>

California Department of Education, Health Services and School Nursing:

<http://www.cde.ca.gov/ls/he/hn>

National Diabetes Education Program: <http://www.ndep.nih.gov>

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

(11/11 12/13) 12/16

Students

AR 5141.21(a)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

~~*Emergency medical assistance for a student suffering an epileptic seizure* means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7; 5 CCR 621)~~

~~*Epinephrine auto-injector* means a disposable drug-delivery system with a spring-activated needle that is designed for emergency administration of epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)~~

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Providing parent/guardian and authorized health care provider written statements each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of

administration, or reason for administration changes. (Education Code 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600, 626)

2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician and updating the information when needed. (Education Code 49480)
- ~~3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within the past four hours on a school day. (Education Code 49414.7)~~
- 4.3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands that he/she may terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine

or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer ~~auto-injectable epinephrine or~~ prescribed ~~diabetes or asthma~~ medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code ~~49414.7~~, 49423, 49423.1; 5 CCR 602, ~~626~~)
2. The name of the medication (Education Code ~~49414.7~~, 49423, 49423.1; 5 CCR 602, ~~626~~)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code ~~49414.7~~, 49423, 49423.1; 5 CCR 602, ~~626~~)
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code ~~49414.5~~, 49423, 49423.1; 5 CCR 602)
- 5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)**
- 5.6.** For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
- 6.7.** Possible side effects of the medication

- 7.8.** Name, address, telephone number, and signature of the student's authorized health care provider

~~When authorizing a district employee to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7; 5 CCR 626)~~

- ~~1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary~~
- ~~2. Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services~~
- ~~3. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class and the length of time he/she should be under direct observation~~
- ~~4. A statement that, following a seizure, a school administrator or other staff member shall contact the school nurse and the student's parent/guardian to continue the observation plan~~

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information

- b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
- 5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
- 6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

- 7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

- 8. Report to a student's parent/guardian and the site administrator any refusal by the student to take his/her medication
- 9. Keep all medication to be administered by the district in a locked drawer or cabinet
- 10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
- 11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
- 12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances

13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance

14. ~~Provide immediate medical assistance if needed, r~~Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Additional Requirements for Management of Epileptic Seizures [SECTION DELETED]

Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

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

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414, and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414)

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

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

(cf. 3580 - District Records)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind his/her offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on his/her offer to volunteer and that there will be no retaliation against any employee for rescinding his/her offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during his/her regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an

authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

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H.16.n.

Instruction

BP 6146.1(a)

HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I.

Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

(cf. 6142.92 - *Mathematics Instruction*)

(cf. 6152.1 - *Placement in Mathematics Courses*)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - *Science Instruction*)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - *Civic Education*)

(cf. 6142.94 - *History-Social Science Instruction*)

5. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (CTE) (Education Code 51225.3)

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

(cf. 6142.2 - *World/Foreign Language Instruction*)

(cf. 6142.6 - *Visual and Performing Arts Education*)

(cf. 6178 - *Career Technical Education*)

(cf. 6178.2 - *Regional Occupational Center/Program*)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - *Physical Education and Activity*)

Note: Pursuant to Education Code 51225.3, the Board may prescribe additional coursework (e.g., health education, service learning) or other requirements (e.g., portfolios or senior projects) that district students must complete in order to obtain a diploma. If the Board does so, such courses or projects should be listed below.

If the district requires a course in health education for graduation, Education Code 51225.36, ~~as added by SB 695 (Ch. 424, Statutes of 2015)~~, requires that the district include instruction in sexual harassment and

violence, including, but not limited to, information on the affirmative consent standard pursuant to Education Code 67386. Also see AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.

In addition, pursuant to Education Code 51225.6, as added by AB 1719 (Ch. 556, Statutes of 2016), a district that requires a course in health education for graduation is required to include instruction in compression-only cardiopulmonary resuscitation beginning in the 2018-19 school year. See AR 6143 - Courses of Study.

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

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

(cf. 6142.8 - Comprehensive Health Education)

Note: Education Code 51225.3 requires the Board to adopt alternative means for students to complete the prescribed course of study; see BP/AR 6146.11 - Alternative Credits Toward Graduation.

BP 6146.1(d)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

Exemptions and Waivers

Note: Education Code 51225.1 requires the district to exempt from any district-adopted graduation requirements a foster youth **or homeless student** who transfers into the district or between district high schools any time after completing his/her second year of high school, unless the Superintendent or designee makes a finding that the youth is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school; see ~~BP/AR 6173.1 - Education for Foster Youth; and As amended by AB 1806 (Ch. 767, Statutes of 2014), Education Code 51225.1 provides that a homeless student who transfers any time after completing his/her second year of high school is exempted from locally established high school graduation requirements in the same manner as a foster youth who transfers in the same grades; see BP/AR 6173 - Education for Homeless Children.~~ **AB 2306 (Ch. 464, Statutes of 2016) amends Education Code 51225.1 to extend this exemption and related requirements to a student transferring from a juvenile court school any time after his/her second year of high school; see AR 6173.3 - Education for Juvenile Court School Students.**

Pursuant to Education Code 51225.1, within 30 calendar days of the transfer of a foster youth, or homeless student, or former juvenile court school student, the district is required to provide notice to

the student of the availability of the exemption and whether the student qualifies for it. ~~As amended by AB 1166 (Ch. 171, Statutes of 2015), Education Code 51225.1 provides that, if the district fails to provide that notification, the student will be eligible for the exemption once notified, even if the notification is received after the termination of the court's jurisdiction over the foster youth or former juvenile court school student or after the homeless student ceases to be homeless.~~

Education Code 51225.1 also provides that, if an exempted student completes the statewide coursework requirements before the end of his/her fourth year of high school, the district or a district school must not require or request that he/she graduate before the end of his/her fourth year of high school.

Any complaint alleging the district's failure to comply with the requirements of Education Code 51225.1 may be filed using the district's uniform complaint procedures pursuant to 5 CCR 4600-4687; see BP/AR 1312.3 - Uniform Complaint Procedures.

~~The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless students, and children of military families in accordance with Education Code 51225.1 and 49701. A foster youth, homeless student, or former juvenile court school student who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified in Education Code 51225.3 but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that~~

BP 6146.1(e)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.3 - Education for Juvenile Court School Students)

Note: Education Code 49701 requires district officials to help facilitate the on-time graduation of children of military families by waiving specific course requirements for graduation if the student has satisfactorily completed similar coursework in another district. If the district does not grant such a waiver, then "best efforts" must be used to provide the student with alternative means to acquire the required coursework so that he/she can graduate on time. See BP/AR 6173.2 - Education of Children of Military Families for additional language implementing this requirement.

In addition, the Superintendent or designee shall facilitate the on-time graduation of children of military families by waiving specific course requirements for graduation if the student has satisfactorily completed similar coursework in another district. (Education Code 49701)

(cf. 6173.2 - Education for Children of Military Families)

Retroactive Diplomas

Note: Education Code 60851.6, as added by SB 172 (Ch. 572, Statutes of 2015), requires districts, until July 31, 2018, to grant a diploma to any student who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination.

Until July 31, 2018, any student who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 60851.6)

Note: The remainder of this section is **optional**.

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to

BP 6146.1(f)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

the internment or military service. A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school

48200 Compulsory attendance

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

48980 Required notification at beginning of term

49701 Interstate Compact on Educational Opportunity for Military Children

51224 Skills and knowledge required for adult life

51224.5 Algebra instruction

51225.1 Exemption from district graduation requirements

51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course

51225.3 High school graduation

51225.35 Mathematics course requirements; computer science

51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation

51225.5 Honorary diplomas; foreign exchange students
51225.6 Compression-only cardiopulmonary resuscitation
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51412 Diplomas
51420-51427 High school equivalency certificates
51430 Retroactive high school diplomas
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
60851.5 Suspension of high school exit examination
60851.6 Retroactive diploma; completion of all graduation requirements except high school exit examination
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard
CODE OF REGULATIONS, TITLE 5
1600-1651 Graduation of students from grade 12 and credit toward graduation
4600-4687 Uniform complaint procedures
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources: (see next page)

BP 6146.1(g)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Management Resources:

WEB SITES

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

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Instruction

BP 6154(a)

HOMEWORK/MAKEUP WORK

H.16.o.

Note: In its policy statement on homework, the State Board of Education encourages every Board to establish a strong homework policy to serve as the foundation for school based homework plans. The SBE's parent involvement policy further urges schools to give parents/guardians techniques for assisting children in learning at home. The following **optional** policy and regulation may be revised as desired to reflect **district practice**.

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline, and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives. **The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.**

(cf. 6011 - Academic Standards)

The ~~principal and staff at each school~~ **Superintendent or designee** shall **collaborate with school administrators and teachers** to develop and regularly review a school-site homework plan which includes guidelines for the assignment of homework and describes the **related** responsibilities of students, staff, and parents/guardians.

Note: The following optional paragraph may be revised to specify the average number of minutes of homework that may be expected per day at each grade level, or the district may adopt an administrative regulation that contains such guidelines.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall ensure that administrators and teachers develop and implement an effective homework plan at each school site. As needed, teachers may receive training in designing relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Teachers' expectations related to homework may be addressed in their evaluations.

BP 6154(b)

HOMEWORK/MAKEUP WORK (continued)

(cf. 4115 - Evaluation/Supervision)

(cf. 4131 - Staff Development)

Note: The following optional paragraph may be revised to reflect district practice.

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines also shall be included in student and/or parent handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to ~~do most~~ undertake assignments independently, the Board expects teachers at all grade levels to use parents/guardians as a contributing resource. parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a students repeatedly fails to ~~do~~ their complete his/her homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards. shall be notified and asked to contact the teacher.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

Note: The following paragraph should be revised to reflect local district practice. ~~In some communities, the city or county helps to fund after school centers that provide diverse activities for students, including homework assistance. Districts should also be aware that by implementing an after school tutoring and homework assistance program pursuant to Education Code 58700-58702, they may credit program hours of homework and tutorial assistance towards their summer school apportionments. Pursuant to Education Code 8482.3, before-school and after-school programs operated under the After School Education and Safety Program (Education Code 8482-8484.65) and/or the federal 21st Century Community Learning Center program (Education Code 8484.7-8484.9; 20 USC 7171-7176) are required to include an educational and literacy component in which tutoring or homework assistance is provided in language arts, mathematics, history-social science, computer training, and/or science. If the district offers a before-school or after-school program under the 21st Century High School After School Safety and Enrichment for Teens program for grades 9-12 (Education Code 8420-8428; 20 USC 7171-7176), the program must include an academic assistance program, which may include homework assistance. See AR 5148.2 - Before/After School Programs. In addition, some districts offer a supervised study hall elective which high school students can take instead of other electives.~~

BP 6154(c)

HOMEWORK/MAKEUP WORK (continued)

To further support students' homework efforts, the Superintendent or designee may establish and maintain telephone help lines, **provide access to school library media centers and technological resources**, and/or **provide before-school and after-school centers programs** where students can receive ~~encouragement and clarification about~~ homework assignments **assistance** from teachers, volunteers, and/or **student tutors**~~more advanced students who are performing community service~~. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services.

(cf. 1240 - Volunteer Assistance)

(cf. 1700 - Relations between Private Industry and the Schools)

(cf. 3541 - Transportation Routes and Services)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6112 - School Day)

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

(cf. 6163.1 - Library Media Centers)

Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student.

Makeup Work

Note: Pursuant to Education Code 48205, students who miss school work because of an excused absence must be given full credit for makeup work satisfactorily completed within a reasonable period of time. State law does not require districts to give full credit for makeup work following an unexcused absence. However, CSBA's governance brief Research-Supported Strategies to Improve the Accuracy and Fairness of Grades recommends that student absence be dealt with separately from determining students' academic understanding and progress. Thus, the following paragraph provides for full credit to be awarded for satisfactory completion of makeup work regardless of the reason for the absence, an approach which is consistent with BP/AR 5121 - Grades/Evaluation for Student Achievement. Also see BP/AR 5113.1 - Chronic Absence and Truancy for strategies to address excessive excused and/or unexcused absences. The district may revise the following paragraph to reflect district practice, provided that it ensures compliance with Education Code 48205.

Students who miss school work ~~because of an excused absence~~ shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. ~~(Education Code 48205)~~

(cf. 5113 - Absences and Excuses)

HOMEWORK/MAKEUP WORK (continued)

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

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

(cf. 5145.6 - Parental Notifications)

Note: ~~Either of the following options regarding unexcused absences may be selected and/or modified as desired.~~

OPTION 1: ~~Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.~~

OPTION 2: ~~Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.~~

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

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

Legal Reference: (see next page)

BP 6154(e)

HOMEWORK/MAKEUP WORK (continued)

Legal Reference:

EDUCATION CODE

8420-8428 21st Century High School After School Safety and Enrichment for Teens

8482-8484.65 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

48205 Absences for personal reasons

48913 Completion of work missed by suspended student

48980 Parental notifications

58700-58702 Tutoring and homework assistance program; summer school apportionment credit

UNITED STATES CODE, TITLE 20

7171-7176 21st Century Community Learning Centers

Management Resources:

SBE POLICIES

Parent Involvement in the Education of Their Children, 1994

Policy Statement on Homework, 1995

CSBA PUBLICATIONS

(2/97 2/99) 12/16

Policy Reference UPDATE Service

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CSBA Sample Board Policy

H.16.p.

Instruction

BP 6164.6(a)

IDENTIFICATION AND EDUCATION UNDER SECTION 504

The Governing Board believes that all children, including children with disabilities, should have ~~an~~**the** opportunity to learn in a safe and nurturing environment. The ~~district~~**Superintendent or designee** shall work to identify children with disabilities who reside within ~~its~~**the** jurisdiction ~~of the district~~ in order to ensure that they receive educational and related services required by law.

Note: Section 504 of the Rehabilitation Act of 1973 and its implementing regulations (34 CFR 104.1-104.39) prohibit discrimination on the basis of disability in district programs and activities; see BP 0410 - Nondiscrimination in District Programs and Activities.

The Superintendent or designee shall provide ~~identified~~**qualified** students with disabilities with a free appropriate public education (**FAPE**), as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of ~~nondisabled~~ students **without disabilities** are met. (34 CFR 104.33)

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

(cf. 0430 - Comprehensive Local Plan for Special Education)

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

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

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

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6145.5 - Student Organizations and Equal Access)

In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

Legal Reference:

EDUCATION CODE

49423.5 *Specialized physical health care services*

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

56043 Special education, timelines

56321 Assessment; development of IEP; parental notifications, consent

CODE OF REGULATIONS, TITLE 5

3051.12 *Health and Nursing Services*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act of 1974*

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

705 *Definitions; Vocational Rehabilitation Act*

794 *Rehabilitation Act of 1973, Section 504*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

CODE OF REGULATIONS, TITLE 28

35.101-35.190 Nondiscrimination on the basis of disability in state and local government services

CODE OF FEDERAL REGULATIONS, TITLE 34

104.1-104.61 *Nondiscrimination on the basis of handicap, especially:*

104.1 *Purpose to effectuate Section 504 of the Rehabilitation Act of 1973*

104.3 *Definitions*

104.32 *Location and notification*

104.33 *Free appropriate public education*

104.34 *Educational setting*

104.35 *Evaluation and placement*

104.36 *Procedural safeguards*

104.37 Nonacademic services

104.7 Responsible employee; grievance procedures

COURT DECISIONS

Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205

Management Resources:

CSBA PUBLICATIONS

Rights of Students with Diabetes Under IDEA and Section 504, Policy Brief, **November-December** 2007

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

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

Dear Colleague Letter and Resource Guide on Students with ADHD, July 2016

Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, October 2015

Dear Colleague Letter, January 2013

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, January 2012

Free Appropriate Public Education for Students with Disabilities: Requirements under Section 504 of the Rehabilitation Act of 1973, September 2007

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

(11/07 4/13) 12/16

Instruction

AR 6164.6(a)

IDENTIFICATION AND EDUCATION UNDER SECTION 504

The Superintendent designates the following position as the district's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973: (34 CFR 104.7)

Superintendent
745 Tenth Street
Colusa, CA 95932
530.458.7791

Definitions

For the purpose of implementing Section 504 ~~of the Rehabilitation Act of 1973~~, the following terms and phrases shall have only the meanings specified below:

Free appropriate public education (FAPE) means the provision of regular or special education and related aids and services designed to meet the individual educational needs of a student with disabilities as adequately as the needs of ~~nondisabled~~ students **without disabilities** are met, ~~without~~ **at no** cost to the student or his/her parent/guardian except when a fee is ~~imposed on nondisabled students~~ **specifically authorized by law for all students.** (34 CFR 104.33)

(cf. 3260 - Fees and Charges)

Student with a disability means a student who has a physical or mental impairment which substantially limits one or more major life activities. (**28 CFR 35.108** ~~34 CFR 104.3~~)

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more ~~of the following~~ body systems, **such as:** neurological; musculoskeletal, special sense organs; respiratory, (including speech organs); cardiovascular; reproductive, digestive, genito-urinary; **immune**, hemic, **and** lymphatic; skin; and endocrine. (**28 CFR 35.108** ~~34 CFR 104.3~~)

Mental impairment means any mental or psychological disorder, such as ~~mental retardation~~ **intellectual disability**, organic brain syndrome, emotional or mental illness, and specific learning disabilities. (**28 CFR 35.108** ~~34 CFR 104.3~~)

Substantially limits major life activities means limiting a person's ability to perform functions, **as compared to most people in the general population**, such as caring for

himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, **writing**, communicating, and working. *Major life activities* also includes major bodily functions such as functions of the immune system, **special sense organs and skin**, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, **cardiovascular**, endocrine, **hemic, lymphatic, musculoskeletal**, and reproductive functions, **as well as the operation of an individual organ within a body system. The determination of whether an impairment substantially limits a student's major life activities** shall be ~~determined~~ **made** without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. *Mitigating measures* **are measures that an individual may use to eliminate or reduce the effects of an impairment**, including, but ~~are~~ not limited to, medications, **medical supplies or equipment**, prosthetic devices, assistive devices, **reasonable modifications or auxiliary aids or services**, learned behavioral, or adaptive neurological modifications, **psychotherapy, behavioral therapy, or physical therapy**, ~~which an individual may use to eliminate or reduce the effects of an impairment.~~ (42 USC 12102; **28 CFR 35.108** ~~34 CFR 104.3~~)

Referral, Identification, and Evaluation

Any action or decision to be taken by the district involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

1. A parent/guardian, teacher, other school employee, student success team, or community agency may refer a student to the principal or 504 Coordinator for identification as a student with a disability under Section 504.

(cf. 6164.5 - Student Success Teams)

2. Upon receipt of any such referral, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. This determination shall be based on a review of the student's school records, including those in academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards available, as described in the "Procedural Safeguards" section below.

3. ~~If it is determined that~~ the student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to his/her initial placement. (34 CFR 104.35)

Prior to conducting an initial evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

The district's evaluation procedures shall ensure that the tests and other evaluation materials: (34 CFR 104.35)

- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
- b. Are tailored to assess specific areas of educational need and are not merely designed to provide a single general intelligence quotient
- c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her impaired sensory, manual, or speaking skills, except where those skills are the factors that the tests purport to measure

Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A multidisciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)

In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the team shall meet to develop a written 504 services plan which shall specify the types of regular or special education services, accommodations, and supplementary aids and services necessary to ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

3. If the 504 team determines that no services are necessary for the student, the record of the team's meeting shall reflect whether or not the student has been identified as a ~~disabled~~ person **with a disability** under Section 504 and shall state the basis for the determination that no special services are presently needed. The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.

4. The student shall be placed in the regular educational environment, unless the district can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs. (34 CFR 104.34)
5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame. **The district shall adhere to this time frame regardless of any extended school breaks or times that school is otherwise not in session.**
6. A copy of the student's Section 504 services plan shall be kept in his/her student record. The student's teacher(s) and any other staff who provide services to the student shall be informed of the plan's requirements.

If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5125 - Student Records)

Review and Reevaluation

The 504 team shall monitor the progress of the student and, at least annually, shall review the effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of ~~non-disabled~~ students **without disabilities are met**. In addition, each student with a disability under Section 504 shall be reevaluated at least once every three years.

A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. (34 CFR 104.35)

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

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

Procedural Safeguards

The Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the district regarding the identification, evaluation, or educational placement of their children. He/she also shall notify the parents/guardians of all the procedural safeguards available to them if they disagree with the district's action or decision, including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate. (34 CFR 104.36)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

If a parent/guardian disagrees with any district action or decision regarding the identification, evaluation, or educational placement of his/her child under Section 504, he/she may request a Section 504 due process hearing within 30 days of that action or decision.

IDENTIFICATION AND EDUCATION UNDER SECTION 504 (continued)

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the district's action or decision, request an administrative review of the action or decision. The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue and the administrative review shall be held within 14 days of receiving the parent/guardian's request. If the parent/guardian is not satisfied with the resolution of the issue, **or if the parent/guardian did not request an administrative review**, he/she may request a Section 504 due process hearing.

A Section 504 due process hearing shall be conducted in accordance with the following procedures:

1. The parent/guardian shall submit a written request to the Coordinator within 30 days of receiving the district's decision or, if an administrative review is held, within 14 days of the completion of the review. The request for the due process hearing shall include:
 - a. The specific nature of the decision with which he/she disagrees
 - b. The specific relief he/she seeks
 - c. Any other information he/she believes is pertinent to resolving the disagreement
2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.
3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.
4. The parties to the hearing shall be afforded the right to:
 - a. Be accompanied and advised by **legal** counsel and by individuals with special knowledge or training related to the problems of students with disabilities under Section 504
 - b. Present written and oral evidence
 - c. Question and cross-examine witnesses

- d. Receive written findings by the hearing officer stating the decision and explaining the reasons for the decision

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Notifications

The Superintendent or designee shall ensure that the district has taken appropriate steps to notify students and parents/guardians of the district's duty under Section 504. (34 CFR 104.32)

(cf. 5145.6 - Parental Notifications)

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Instruction

AR 6173.3(a)

EDUCATION FOR JUVENILE COURT SCHOOL STUDENTS

The Superintendent or designee shall collaborate with the County Superintendent of Schools and the county probation department to facilitate the transition of students from a juvenile court school into the regular schools of the district. Such collaboration may include, but not be limited to, the development of data-sharing systems, communication strategies, and other structures that aid in the enrollment, placement, and continuous educational progress of such students.

Enrollment

A former juvenile court school student transferring into a regular district school shall be immediately enrolled in the school. The Superintendent or designee shall not deny enrollment to a student solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

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

(cf. 5132 - Dress and Grooming)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

Transfer of Coursework and Credits

When a student transfers from a juvenile court school into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed at that school and shall not require the student to retake the course. If the student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall not be required to retake the portion of the course completed. (Education Code 48645.5, 51225.2)

However, a student may be required to retake the portion of the course completed if the Superintendent or designee, in consultation with the holder of educational rights for the student, 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 former juvenile court school 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 former juvenile court school 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)

Graduation

If a student completes district graduation requirements while being detained in a juvenile facility, the district shall issue the student a diploma from the school the student last attended, unless the County Superintendent issues the diploma. (Education Code 48645.5)

(cf. 6146.1 - High School Graduation Requirements)

A student who transfers to a district school from a juvenile court school shall generally be expected to complete all courses required by Education Code 51225.3 and to fulfill any additional graduation requirements prescribed by the Governing Board.

However, when a student who has completed his/her second year of high school transfers from a juvenile court school into a district school, 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 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 student's social worker or probation officer 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 termination of the court's jurisdiction over the student. (Education Code 51225.1)

(cf. 5145.6 - Parental Notifications)

To determine whether a 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 former juvenile court school 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 former juvenile court school 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 student, the person holding the right to make educational decisions for the student, or the student's social worker or probation officer. (Education Code 51225.1)

If a student is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a former juvenile court school 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 the student is 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 student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the 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

Notification and Complaints

Information regarding the educational rights of former juvenile court school 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)

Any complaint that the district has not complied with requirements regarding the education of former juvenile court school 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)

Legal Reference:

EDUCATION CODE

48645-48648 Juvenile court schools

48853.5 Immediate enrollment

51225.1 Exemption from district graduation requirements

51225.2 Former juvenile court school student defined; acceptance of coursework, credits, retaking of course

51225.3 High school graduation

60851.5 Suspension of high school exit examination

WELFARE AND INSTITUTIONS CODE

602 Minors violating law; ward of court

880-893 Wards and dependent children; juvenile homes, ranches and camps

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

YOUTH LAW CENTER PUBLICATIONS

Educational Injustice: Barriers to Achievement and Higher Education for Youth in California Juvenile Court Schools, 2016

WEB SITES

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

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CAChildWelfareCouncil.aspx>

California Department of Education, Juvenile Court Schools: <http://www.cde.ca.gov/sp/eo/jc>

Youth Law Center: <http://www.ylc.org>

12/16

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Board Bylaws

BB 9240(a)

BOARD **DEVELOPMENT TRAINING**

Note: The following **optional** bylaw may be **amended-revised** to reflect district practice.

CSBA's Professional Governance Standards include expectations that each individual Governing Board member will participate in professional development and commit the time and energy necessary to be an informed and effective leader. See CSBA's web site for education opportunities available through CSBA, including, but not limited to, CSBA's Institute for New and First-Term Board Members, Masters in Governance program, Annual Education Conference and Trade Show, Legal Symposium for Experienced Board Members, Board Presidents Workshop, Brown Act Workshop, Back-to-School Webcast, other workshops and webinars on specific topics, and in-district governance consulting services.

Citizens elected to the Governing Board are entrusted with the responsibility of governing district schools. The Board recognizes that its members need training. The Governing Board believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. Board members shall be provided sufficient opportunities for professional development that helps them understand their

responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

The Board and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members which includes comprehensive information regarding Board roles, policies, and procedures and the district's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

(cf. 9230 - Orientation)

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.

BB 9240(b)

BOARD DEVELOPMENT TRAINING (continued)

Note: CSBA recommends that inservice board training and travel expenses be budgeted as separate items. While inservice training is essential to maintain an effective, well-informed Board, travel expenses are incurred for a variety of reasons.

It is also recommended that the Board determine the manner in which board training activities that require the use of district funds will be selected or approved. Districts may allocate funds equally to each Board member and allow each member discretion to select activities that meet his/her needs, or may require that all activities or activities over a specified cost be approved by the full Board. The following paragraph may be revised to reflect district practice.

Funds for Board development training shall be budgeted annually for the Board and each Board member. In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with the district's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for Board members to report on the activities in which they participated.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 3100 - Budget)

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

Note: Pursuant to Government Code 54952.2, ~~added by SB 36 (Ch. 1137, Statutes of 1993),~~ a "meeting" subject to Brown Act requirements does not include the attendance of a majority of the Board's members at a conference or similar public gathering, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the Board. **Also see BB 9320 - Meetings and Notices.**

~~All Board members may attend conferences for the purpose of Board development. Board business shall not be discussed at conferences.~~ **Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.**

(cf. 9320 - Meetings and Notices)

Board members shall report ~~to the Board,~~ orally or in writing, ~~as soon as possible~~ on the ~~inservice-board training~~ activities they attend, **for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.**

Legal Reference: (see next page)

BB 9240(c)

BOARD ~~DEVELOPMENT~~ TRAINING (continued)

Legal Reference:

EDUCATION CODE

~~33360 Department of Education and statewide association of school district boards; annual workshop~~

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards for School Boards

WEB SITES

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

California County Boards of Education: <http://www.theccbe.org>

National School Boards Association: <http://www.nsba.org>

(12/87 6/94) 12/16

Board Bylaws

BB 9323(a)

MEETING CONDUCT

Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf. 9322 - Agenda/Meeting Materials)

Note: The law does not specify that a particular set of procedures must govern Board meetings. Although Robert's Rules of Order can serve as a useful guide, the Board may adopt any procedure that allows for the efficient and consistent conduct of meetings.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 - President)

Note: The following **optional** paragraph limits the length of Board meetings and should be revised to reflect district practice.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

(cf. 9320 - Meetings and Notices)

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

(cf. 9323.2 - Actions by the Board)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5; Government Code 54954.2)
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda or nonagenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the **Board** president may increase or decrease the time allowed for public presentation, depending on the topic and the

number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, **subject to the following conditions:**
 - a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.
 - b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3) **In addition, the Board may not prohibit public criticism of district employees.**

Note: The following **optional** item addresses the issue of specific charges or complaints against district employees in open Board meetings. ~~The Board president must first determine that the speech in question is a specific complaint or charge against a specific employee or employees before invoking the following provision. Although the Board may inform the speaker of appropriate district complaint procedures, it cannot prohibit general~~ criticisms of the district and its employees, no matter how harsh, ~~may not be prohibited~~. Board members and staff may briefly respond to the concerns raised by the complainant at the meeting.

In Baca v. Moreno Valley Unified School District, a federal district court issued a preliminary injunction against the district prohibiting it from enforcing its policy barring criticism of employees at public Board meetings. The court found that the district's policy violated the plaintiff's First Amendment rights by restricting the content of her speech. The court further noted that the district could not legally prevent a person from speaking in open session, even if the speech was clearly defamatory. **It is recommended that the Board consult legal counsel if a question arises regarding public criticism of a district employee.** Districts should note that this decision does not apply to any district other than the Moreno Valley Unified School District at this time. However, a different federal court has also reached the same result in a case involving the Vista Unified School District. Districts should be very cautious in implementing this policy and be guided by the advice of their legal counsel.

~~For a district to be safe from litigation, the only option is for the Board to place no content restriction on public comments during the Board meeting. This option, however, would permit accusations to be made against an employee without notice or opportunity for employee response.~~

- c. ~~In addition, t~~The Board shall not prohibit public criticism of district employees. **However, w**Whenever a member of the public initiates specific complaints or charges against an **individual** employee, the Board president shall inform the complainant **of the appropriate complaint procedure.** ~~that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges, in closed session unless otherwise requested by the employee pursuant to Government Code 54957. The Board president shall also encourage the~~

~~complainant to file a complaint using the appropriate district complaint procedure.~~

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group **or any conduct or statements that threaten the safety of any person(s) at the meeting** shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement **as necessary**.

Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee **shall may** designate locations from which members of the public may **broadcast, photograph, or tape record open meetings make such recordings** without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference:

EDUCATION CODE

5095 Powers of remaining board members and new appointees

32210 Willful disturbance of public school or meeting a misdemeanor

35010 Prescription and enforcement of rules

35145.5 Agenda; public participation; regulations

35163 Official actions, minutes and journal

35164 Vote requirements

35165 Effect of vacancies upon majority and unanimous votes by seven member board

CODE OF CIVIL PROCEDURE

527.8 Workplace Violence Safety Act

GOVERNMENT CODE

54953.3 Prohibition against conditions for attending a board meeting

54953.5 Audio or video ~~tape~~ recording of proceedings

54953.6 Broadcasting of proceedings

54954.2 Agenda; posting; action on other matters

54954.3 Opportunity for public to address legislative body; regulations
54957 Closed sessions
54957.9 Disorderly conduct of general public during meeting; clearing of room

PENAL CODE

403 Disruption of assembly or meeting

COURT DECISIONS

City of San Jose v. Garbett, (2010) 190 Cal.App.4th 526

Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966

McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275

Rubin v. City of Burbank, (2002) 101 Cal.App.4th 1194

Baca v. Moreno Valley Unified School District, (1996) 936 F.Supp. 719

ATTORNEY GENERAL OPINIONS

90 Ops.Cal.Atty.Gen. 47 (2007)

76 Ops.Cal.Atty.Gen. 281 (1993)

66 Ops.Cal.Atty.Gen. 336 (1983)

63 Ops.Cal.Atty.Gen. 215 (1980)

61 Ops.Cal.Atty.Gen. 243, 253 (1978)

59 Ops.Cal.Atty.Gen. 532 (1976)

55 Ops.Cal.Atty.Gen. 26 (1972)

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2005 **2014**

Board Presidents' Handbook, rev. 2002

Maximizing School Board Governance: Boardsmanship

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for **Local** Legislative Bodies, 2003

WEB SITES

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

California Attorney General's Office: <http://www.caag.state.ca.us> **<https://oag.ca.gov>**

(10/97 11/06) 12/16

Business and Noninstructional Operations

BP 3470(a)

DEBT ISSUANCE AND MANAGEMENT

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), **mandates** that the Governing Board adopt a debt management policy prior to issuing any debt, such as general obligation bonds, tax and revenue anticipation notes (TRANs), and certificates of participation. The policy must include (1) the purposes for which the debt proceeds may be used; (2) the types of debt that may be issued; (3) the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable; (4) policy goals related to the district's planning goals and objectives; and (5) internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. SB 1029 declares the intent of the Legislature that, consistent with the recommendation of the Government Finance Officers Association (GFOA), local agencies adopt comprehensive written debt management policies that are reflective of local, state, and federal laws and regulations. Districts are encouraged to consult legal counsel and their financial advisor in developing this policy. The following policy should be revised to reflect district practice.

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

(cf. 3000 - Concepts and Roles)

(cf. 3460 - Financial Reports and Accountability)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for

the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 9270 - Conflict of Interest)

Goals

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs
2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues
4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 7000 - Concepts and Roles)

Authorized Purposes for the Issuance of Debt

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities
2. To refund existing debt
3. To provide for cash flow needs

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt
 - a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)
 - b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)
 - c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)
2. Long-Term Debt
 - a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

(cf. 7214 - General Obligation Bonds)

- b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)

(cf. 7212 - Mello Roos Districts)

- 3. Lease financing, including certificates of participation (COPs)
 - a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)
 - b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)
- 4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs
- 5. Temporary borrowing from other sources such as the County Treasurer

COPs, TRANs, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates

3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

Investment of Proceeds

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

(cf. 3430 - Investing)

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

Refunding/Restructuring

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

Internal Controls

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

(cf. 3314 - Payments for Goods and Services)

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

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure. (Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

Records/Reports

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

Legal Reference:

EDUCATION CODE

5300-5441 Conduct of elections

15100-15262 *Bonds for school districts and community college districts*
 15264-15276 *Strict accountability in local school construction bonds*
 15278-15288 *Citizen's oversight committees*
 15300-15425 *School Facilities Improvement Districts*
 17150 *Public disclosure of non-voter-approved debt*
 17400-17429 *Leasing of district property*
 17450-17453.1 *Leasing of equipment*
 17456 *Sale or lease of district property*
 17596 *Duration of contracts*
 42130-42134 *Financial reports and certifications*
ELECTIONS CODE
 1000 *Established election dates*
GOVERNMENT CODE
 8855 *California Debt and Investment Advisory Commission*
 53311-53368.3 *Mello-Roos Community Facilities Act*
 53410-53411 *Bond reporting*
 53506-53509.5 *General obligation bonds*
 53550-53569 *Refunding bonds of local agencies*
 53580-53595.55 *Bonds*
 53850-53858 *Tax and revenue anticipation notes*
 53859-53859.08 *Grant anticipation notes*
CALIFORNIA CONSTITUTION
 Article 13A, Section 1 *Tax limitation*
 Article 16, Section 18 *Debt limit*

Legal Reference continued: (see next page)

BP 3470(1)

DEBT ISSUANCE AND MANAGEMENT (continued)

Legal Reference: (continued)

UNITED STATES CODE, TITLE 15
 78o-4 *Registration of municipal securities dealers*
UNITED STATES CODE, TITLE 26
 54E *Qualified Zone Academy Bonds*
CODE OF FEDERAL REGULATIONS, TITLE 17
 240.10b-5 *Prohibition against fraud or deceit*
 240.15c2-12 *Municipal securities disclosure*
CODE OF FEDERAL REGULATIONS, TITLE 26
 1.103 *Interest on state and local bonds*
 1.141 *Private activity bonds*
 1.148 *Arbitrage and rebate*
 1.149 *Hedge bonds*
 1.6001-1 *Records*

Management Resources:

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS
California Debt Issuance Primer
GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS
An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016
Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015
Investment of Bond Proceeds, Best Practice, September 2014
Selecting and Managing Municipal Advisors, Best Practice, February 2014
Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax Exempt Bond FAQs Regarding Record Retention Requirements

Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016

U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS

Internal Control System Checklist

WEB SITES

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

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

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

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):

<http://www.emma.msrb.org>

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

U.S. Securities and Exchange Commission: <https://www.sec.gov>

12/16

Policy Reference UPDATE Service

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COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, CA 95932

UNOFFICIAL MINUTES Board of Trustees Board Meeting

January 10, 2017

CALL TO ORDER	The meeting was called to order at 5:18 p.m. in the District Office Board Room by Kathie Whitesell, who established a quorum was present. Attending were Kelli Griffith-Garcia, Charles Yerxa, Michael Phenicie and Melissa Ortiz. Also in attendance was Superintendent Dwayne Newman and various CUSD staff members.
HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA	No information was presented.
HEARING OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA	No information was presented.
INFORMATION ITEM	Jesse Deol of James Marta & Company provided information on the 2015-16 Financial Audit and the 2015-16 Financial Bond Audit.
RECOGNITIONS & CELEBRATIONS	Mr. Brown recognized Eric Lay for his commitment to CUSD. Mrs. Johnston recognized the 7/8 teachers for their work on the most recent curriculum adoption.
PRINCIPAL'S REPORT	Rebecca Changus reported on CAHS statistics from the 2015-2016 school year as well as the 2016-2017 school year.
HEARING OF THE PUBLIC FOR MATTER ON CLOSED SESSION AGENDA	None. The Board adjourned to Closed Session at 5:42 PM to consider and/or take action upon any of the following items: 1. Personnel Matters: a. Public Employee Performance Evaluation – Probationary Teachers 2. Negotiations Instructions to District Negotiators <i>(Executive Session of School Board and its designated representatives for the purpose of discussing its position regarding matters within the scope of representation and instructing its designated representatives).</i> The Board reconvened from Closed Session at 6:40 PM. Board President, Kathie Whitesell reported out that the Board reviewed and/or discussed Personnel Matters.
STUDENT REPORT	Grace Boeger provided information on various events taking place at CHS.
PRESIDENT'S REPORT	CRAF – None. FOM – Mr. Phenicie reported that the recent winter concerts that took place went very well. Mrs. Colligan and Chloe MacCullough did a great job working together.

Board of Trustees Meeting
January 10, 2017

FOA – None.

SELPA – None.

DELAC – Melissa Ortiz asked for specifics about the DELAC committee.

SUPERINTENDENT’S REPORT
IMPROVING ACHIEVEMENT

- 2017-2018 LCAP Improvement Discussion – Mr. Newman reviewed material from a training he attended that covered eight state priorities relating to improvement.

SUPERINTENDENT’S REPORT
MANAGEMENT

- Update on Construction Projects – The status of the various bond related work was reviewed.

SUPERINTENDENT’S REPORT
BUDGET

- Discussion of CalPERS Employer Contribution Increase – Mr. Newman discussed information that was sent out by the California School Board Association (CSBA) as it relates to CalPERS and employer contributions.

CSEA REPRESENTATIVE’S
REPORT

No information was presented.

CEA REPRESENTATIVE’S
REPORT

No information was presented.

**INFORMATION / DISCUSSION /
POSSIBLE ACTION ITEMS**

ACTION ITEM #161796

Motion was made by Kelli Griffith-Garcia, seconded by Michael Phenicie to approve the 2015-16 Financial Audit.

Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye

Vote: (Unanimous)

ACTION ITEM #1617797

Motion was made by Kelli Griffith-Garcia, seconded by Michael Phenicie to approve the 2015-16 Financial Bond Audit.

Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye

Vote: (Unanimous)

ACTION ITEM #161798

Motion was made by Kelli Griffith-Garcia, seconded by Michael Phenicie to approve the purchase of doors for the 400 Wing at CHS.

Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye

Board of Trustees Meeting
January 10, 2017

Phenicie – Aye
Yerxa – Aye

Vote: (Unanimous)

NO FORMAL ACTION

Agenda item H.5 – Discussion Regarding Baseball Fields was tabled and no formal action was taken.

ACTION ITEM #161799

Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve the Out of State Travel to NYC for Alec Schantz and Josh Arce to perform at Carnegie Hall.

Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye

Vote: (Unanimous)

ACTION ITEM #1617100

Motion was made by Kelli Griffith-Garcia, seconded by Michael Phenicie to approve Warrants: Batch # 23-25.

Ortiz– Aye
Whitesell – Abstain
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye

Vote: (4 Ayes, 1 Abstain)

NO FORMAL ACTION

Discussion regarding Administrative Spending Limits occurred. Mr. Newman presented examples of needs the district has had or will have that will require higher spending limits and asks that the board consider a higher limit. This item will be brought back to the February board meeting.

ACTION ITEM #1617101

Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve and adopt the Second Reading of BP 0410 – Nondiscrimination in District Programs & Activities.

Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye

Vote: (Unanimous)

Board of Trustees Meeting
January 10, 2017

- ACTION ITEM #1617102 Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve and adopt the Second Reading of BP 0420.41 – Charter School Oversight.
- Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye
- Vote: (Unanimous)
- ACTION ITEM #1617103 Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve and adopt the Second Reading of BP 4151, 42541, 4351 – Employee Compensation.
- Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye
- Vote: (Unanimous)
- ACTION ITEM #1617104 Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve and adopt the Second Reading of AR 4157.1, 4257.1, 4357.1 – Work Related Injuries.
- Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye
- Vote: (Unanimous)
- ACTION ITEM #1617105 Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve and adopt the Second Reading of AR 5125.3 – Challenging Student Records.
- Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye
- Vote: (Unanimous)

Board of Trustees Meeting
January 10, 2017

- ACTION ITEM #1617106 Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve and adopt the Second Reading of BP 6142.4 – Service Learning/Community Service Classes.
- ACTION ITEM #1617107 Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve and adopt the Second Reading of 6142.94 – History-Social Science Instruction.
- Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye
- Vote: (Unanimous)
- NO FORMAL ACTION Agenda item H.9.h: AR 6143 – Course Study. This item was tabled.
- ACTION ITEM #1617108 Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve and adopt the Second Reading of BP 6143, AR 6173 & E (1) (2) 6173 – Education for Homeless Children.
- Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye
- Vote: (Unanimous)
- ACTION ITEM #1617109 Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve and adopt the Second Reading of E 9323.2 – Action by the Board.
- Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye
Yerxa – Aye
- Vote: (Unanimous)
- ACTION ITEM #1617110 Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve and adopt the Second Reading of BP 3311 & AR 3311 – Bids.
- Ortiz– Aye
Whitesell – Aye
Griffith-Garcia – Aye
Phenicie – Aye

Board of Trustees Meeting
January 10, 2017

Yerxa – Aye

Vote: (Unanimous)

ACTION ITEM #1617111

Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve and adopt the Second Reading of BP 6145.0 – Eligibility Requirements.

Ortiz– Aye

Whitesell – Aye

Griffith-Garcia – Aye

Phenicie – Aye

Yerxa – Aye

Vote: (Unanimous)

ACTION ITEM #1617112

Motion was made by Kelli Griffith-Garcia, seconded by Michael Phenicie to approve the following consent agenda items:

1. December 13, 2016 Regular Board Meeting Minutes
2. November 8, 2016 Regular Board Meeting Minutes
3. Personnel Assignment Order 2016-2017 #6
4. December Payroll
5. Surplus Equipment
6. Quarterly Williams Uniform Complaint Procedure Report
7. 2015-16 School Accountability Report Card for Burchfield Primary School
8. 2015-16 School Accountability Report Card for Egling Middle School

Ortiz– Aye

Whitesell – Aye

Griffith-Garcia – Aye

Phenicie – Aye

Yerxa – Aye

Vote: (Unanimous)

ADJOURNMENT

The meeting adjourned at 8:22 PM

Respectfully submitted by Zeba Hone,
Executive Administrative Assistant

APPROVED BY:

Board of Trustees Meeting
January 10, 2017

Colusa Unified School District
Personnel Assignment Order
2016-2017 #7

EMPLOYMENT, RESIGNATIONS, AND OTHER

CERTIFICATED

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
Employment / Appointments:				
Retirement:				
Charlie Bell	7/8 Math Teacher	Retiring	75,464	6/02/2017
Melinda Lederer	6 th Grade Teacher	Retiring	64,808	6/02/2017
Resignation:				
Darren Brown	CHS/CAHS Principal	Resigned	134,079	6/30/2017
Johnathan Ford	CHS Art Teacher	Resigned	52,374	6/02/2017
Leaves:				
Terminated:				
Non-Reelection:				
Transfers: (Requests approved by Superintendent)				

CLASSIFIED

Employment / Appointments:				
<u>Name</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>	
Angela Hammock	Paraeducator- BPS ASES	\$12.58	1/17/2017	
Olivia Gross	Yard Duty-BPS	\$10.50	1/23/2017	
Robina Smith	Paraeducator-EMS ASES	\$16.06	1/31/2017	
Emily Mayberry	Yard Duty-EMS	\$10.50	2/1/2017	
Ithsel Gutierrez	Yard Duty-Sub	\$10.50	2/13/2017	
Leaves:				
Resignation:				
Felipe Granados	CHS Track Assistant Coach	\$2805.00	1/20/2017	
Retirement:				
Increase of Hours:				
Wendy Villegas	Paraeducator- EMS ASES	\$15.29	1/01/2017	
Job transfer:				
Termination:				

COLUSA UNIFIED SCHOOL DISTRICT

TRUSTEES:
MRS. KATHIE WHITESELL
MRS. KELLI GRIFFITH-GARCIA
MRS. MELISSA YERXA-ORTIZ
MR. CHARLES YERXA
MR. MICHAEL PHENICIE

745 TENTH STREET, COLUSA, CA 95932
PHONE: (530) 458-7791 • FAX: (530) 458-4030

DWAYNE NEWMAN
DISTRICT SUPERINTENDENT



Payroll totals for the month of: JANUARY 2017

Issued 1/10/2017: (SUP)	\$ 16,340.74	Total getting paid: 46
Issued 1/31/2017: (EOM)	<u>\$ 752,768.24</u>	Total getting paid: 189
Monthly total	\$ 769,108.98	

LUCAS
BUSINESS SYSTEMSSIERRA
OFFICE SOLUTIONS

A Xerox Company

1326 North Market Blvd
Sacramento, CA 95834
916-928-07702592 Notre Dame Blvd
Chico, CA 95928
530-891-1966627 Bitritto Ct
Modesto, CA 95356
209-529-36102620 Larkspur Lane Suite C
Redding, CA 96002
530-223-65194710 Longley Lane
Reno, NV 89502
775-828-26791301 Redwood Way
Petaluma, CA 95354
707-448-7742

Managed Print Services Agreement

Bill To Customer #:		Ship To Customer #	
Company	Colusa Unified School District	Company	
Department		Department	
Address	745 10th St	Address	
City / State / Zip	Colusa, CA 95932	City / State / Zip	
Billing Contact		Key Operator	
Phone #	530.458.7791	Phone #	
E-mail Address		E-mail Address	
Effective Dates:		Start Date:	Term:
		Dec-16	63

Special Instructions: Unless otherwise noted below, this Agreement is based on a Monthly Base Billing amount and Quarterly Reconciliation (Overage Rate) at which time Overage charges are due. Monthly Base Billing is adjustable on a Quarterly interval based on actual volume of printed pages.

Product Make & Model	Networked /Local	Start Meter	Location	Serial #	ID #
Existing Printers					

COVERAGE TYPE		Description of Coverage					
Full - B/W Printers	Base Billing	\$360.00	Freq MON	Included	30,000	Overage Rate: \$0.0120	Freq ANN
	# Devices	5	Base Billing	\$75.00	Freq MON	Per Each	\$15
Full - Color Printers	Base Billing	\$200.00	Freq MON	Included	2,000	Overage Rate: \$0.1000	Freq ANN
	# Devices	0	Base Billing	\$0.00	Freq MON	Per Each	\$0
Shipping Charge		Shipping: \$30.00					
		Total Monthly Charge: \$665.00					

The terms and conditions on the reverse side are part of this agreement. The customer acknowledges that the customer has read this agreement, understands it, and agrees to be bound by its terms and conditions. Further, the customer agrees that this agreement is the complete and exclusive statement of the agreement between the parties, superseding all proposals or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this agreement.

Customer Acceptance

Inland/Lucas/Sierra

<i>Wayne R Newman</i>		<i>1/19/17</i>	
Authorized Signature	Date	Signature	Date
<i>Wayne Newman</i>	<i>Supt.</i>		
Print Name	Title	Print Name	Title

TERMS AND CONDITIONS

1. SERVICES. Throughout this Agreement the words "We," "Our," and "Us" refer to Company. The words "You" and "Your" refer to the Customer indicated on the reverse. This Agreement covers both the labor and materials for adjustments, repairs, and replacement of parts necessitated by normal use of the Equipment listed on the face of this Agreement ("Services"). Services do not include the following: (a) repairs due to (i) misuse, neglect, or abuse (including, without limitation, improper voltage or use of supplies that do not conform to the manufacturers' specifications), (ii) use of options, accessories, products, supplies not provided by Company; (iii) non-Company alterations, relocation, or service; (iv) loss or damage resulting from accidents, fire, water, or theft; (b) maintenance requested outside Company's normal business hours or this Agreement, (c) relocation, (d) software or connected hardware, (e) pc or other network support or repair, (f) hard drive replacement, (g) parts for stand-alone scanners. Replacement parts may be new, reprocessed, or recovered. Supplies provided by Company are in accordance with the copy volumes set forth on the face of this Agreement and within the manufacturer's stated yields and do not include staples. Compatible toner cartridges will be provided except where OEM is specifically noted - pricing may be higher. Supplies are to be used exclusively for the Equipment and remain Company property until consumed. You will return, or allow Company to retrieve, any unused supplies at the termination/expiration of this Agreement. You are responsible for the cost of excess supplies. You authorize Equipment to be connected to automatic meter reading software and/or device or, if we otherwise request, you will provide us with accurate meter readings for each item of Equipment when and by such means as we request. If you do not permit the Company to use automatic meter reading software and/or devices, Company may charge a monthly fee for manually performing meter reads. If you do not provide meter reads as required, Company may estimate the reading and bill accordingly. You shall provide adequate space and electrical service for the operation of the Equipment in accordance with UL and/or manufacturer's specifications. Supplies will be via UPS Ground. All shipping methods, including, but not limited to, UPS Ground, Overnight, and/or Messenger Service, will be billed to the Customer. Additional fees may be charged for Services provided outside Company's normal business hours or for computer/network issues and will be at Company hourly rates in effect at the time of Service. If, at any time during the Term of this Agreement, Customer upgrades, modifies, or adds equipment, Customer shall promptly notify Company and provide Company right of first refusal to provide Services for added equipment. Company maintains the right to inspect any upgrades and modifications to Equipment and/or additional equipment and, in its sole discretion, determine whether equipment is eligible for Service. If approved, the Agreement will be amended to include such changes, including pricing modifications. Unless otherwise agreed to in writing, Customer remains solely responsible for any and all Customer data stored within the Equipment and the removal of such data upon removal of Equipment or termination of this Agreement.

1a. FLAT RATE PRINTER BILLING. Non-connected printers will be billed at the per unit flat rate pricing schedule and frequency listed on the front of this agreement. However, Company does reserve the right to review customer's usage of toner supplies and service periodically. In the event excessive usage of toner and supplies is found, company may increase flat rate pricing to match usage patterns.

2. TERM, TERMINATION AND PAYMENT. This Agreement may be cancelled with or without cause, by COMPANY with no less than (30) days prior written notice. CUSTOMER may terminate this Agreement, with or without cause, upon (30) days written notice. However, should CUSTOMER terminate this Agreement prior to the end of its term, without cause, CUSTOMER shall: a) permit COMPANY to remove any COMPANY owned equipment and supplies covered under this Agreement. b) pay all charges due and owing to COMPANY through the date of removal of such equipment and supplies. c) Pay COMPANY the sum remaining payments or as liquidated damages, the charge of three (3) times the Base Rate as shown on Page 1. This Agreement will commence on the start date indicated on the face of this Agreement and remain in effect throughout the Term. In the event the fees herein are included in your lease payment, the Term shall begin on the start date and continue through the expiration/termination of the Lease Agreement. The meter count at installation or, in the case of owned printers, at assessment, will be used for overages calculations. Unless notified in writing sixty (60) days prior to its expiration, this Agreement shall automatically renew for additional one (1) year periods. You agree to pay Company the Minimum Monthly Payment and all other sums when due and payable. The Minimum Monthly Payment entitles you to Services for a specific number and type (ie. black & white, color, scan) of Prints/Copies as identified on the face of this Agreement and will be billed in advance. In addition, You agree to pay the Overage Rate for each Print/Copy that exceeds the applicable number and type of Prints/Copies provided in the Minimum Monthly Payment which amount shall be billed in arrears and is payable as indicated on the face of this Agreement. A Print/Copy is defined as standard 8.5"x11" copy (larger size copies may register two meter clicks). No credit will be applied towards unused copies/prints. Your obligation to pay all sums when due shall be absolute and unconditional and is not subject to any abatement, offset, defense or counterclaim. If any payment is not paid within 10 days of its due date, you will pay a late charge not to exceed 7% of each late payment (or such lesser rate as is the maximum allowable by law). Company has the right to withhold service and supplies, without recourse, for any non-payment. Unless otherwise stated on the face of this Agreement, Company may increase the Base Charge and/or the Overage Rates on an annual basis, in an amount not to exceed 5%. Company retains the right to have all or some of the amounts due hereunder billed and/or collected by third parties. If Customer requires any specialized billing procedure or invoicing, Company reserves the right to bill an administrative fee.

3. TAXES. Payments are exclusive of all state and local sales, use, excise, privilege and similar taxes. You will pay when due, either directly or to Us upon demand, all taxes, fines and penalties relating to this Agreement that are now or in the future assessed or levied.

4. WARRANTY: You acknowledge that the Equipment covered by this Agreement was selected by You based upon your own judgment. COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF NON-INFRINGEMENT; IMPLIED WARRANTIES OF MERCHANTABILITY; OR, FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE SPECIFICALLY AND UNRESERVEDLY EXCLUDED. IN PARTICULAR, BUT WITHOUT LIMITATION, NO WARRANTY IS GIVEN THAT EQUIPMENT IS SUITABLE FOR PURPOSES INTENDED BY CUSTOMER.

5. LIMITATION OF LIABILITY. In no event, shall Company be liable for any indirect, special, incidental or consequential damages (including loss profits) whether based in contract, tort, or any other legal theory and irrespective of whether Company has notice of the possibility of such damages

6. DEFAULT; REMEDIES: Any of the following events or conditions shall constitute an Event of Default under this Agreement: (a) failure to make payment when due of any indebtedness to Company or for the Equipment, whether or not arising under this Agreement, without notice or demand by Company; (b) breach by you of any obligation herein; or (c) if you cease doing business as a going concern. If you default, Company may: (1) require future Services, including supplies to be paid in advance, (2) require you to immediately pay the amount of the remaining unpaid balance of the Agreement, (3) terminate any and all agreements with you, and/or (4) pursue any other remedy permitted at law or in equity. In the Event of Default, remaining payment amounts due will be calculated using the average of the last six months' billing periods or the face value of the Agreement, whichever is greater, multiplied by the remaining months of the Agreement. You agree that any delay or failure of Company to enforce its rights under this Agreement does not prevent Company from enforcing any such right at a later time. All of Company's rights and remedies survive the termination of this Agreement. In the event of a dispute arising out of this Agreement or the Equipment listed herein, should it prevail, Company shall be entitled to collection of its reasonable costs and attorneys' fees incurred in defending or enforcing this Agreement, whether or not litigation is commenced

7. ASSIGNMENT: You may not sell, transfer, or assign this Agreement without the prior written consent of Company. Company may sell, assign or transfer this Agreement.

8. NOTICES: All notices required or permitted under this Agreement shall be by registered mail to such party at the address set forth in this Agreement, or at such other address as such party may designate in writing from time to time. Any notice from Company to you shall be effective three days after it has been deposited in the mail, duly addressed. All such notices to Company from you shall be effective after it has been received via registered U.S. Mail.

9. INDEMNIFICATION. You are responsible for and agree to indemnify and hold Us harmless from, any and all (a) losses, damages, penalties, claims, suits and actions (collectively, "Claims"), whether based on a theory of contract, tort, strict liability of otherwise caused by or related to Your use or possession of the Equipment, and (b) all costs and attorneys' fees incurred by Us relating to such claim.

10. FAX EXECUTION. A faxed or electronically transmitted version of this Agreement may be considered the original and you will not have the right to challenge in court the authenticity or binding effect of any faxed or scanned copy or signature thereon. This Agreement may be signed in counterparts and all counterparts will be considered and constitute the same Agreement.

11. MISCELLANEOUS. (a) Choice of Law. This Agreement shall be governed by the laws of the state of California (without regard to the conflict of laws or principles of such states); (b) Jury Trial. YOU EXPRESSLY WAIVE TRIAL BY JURY AS TO ALL ISSUES ARISING OUT OF OR RELATED TO THIS AGREEMENT; (c) Entire Agreement. This Agreement constitutes the entire agreement between the parties with regards to the subject matter herein and supersedes all prior agreements, proposals or negotiations, whether oral or written; (d) Enforceability. If any provision of this Agreement is unenforceable, illegal or invalid, the remaining provisions will remain in full force and effect; (e) Amendments. This Agreement may not be amended or modified except by a writing signed by the parties; provided you agree that we are authorized, without notice to you, to supply missing information or correct obvious errors provided that such change does not materially alter your obligations; (f) Force Majeure. Company shall not be responsible for delays or inability to service caused directly or indirectly by strikes, accidents, climate conditions, parts availability, unsafe travel conditions, or other reasons beyond our control; (g) Company has the right to modify/correct any clerical errors.

12. Managed Print Services. Customer Owned Multi-Function, Printer and Fax Devices. Non-Repairability - Company will make every reasonable attempt to repair defective device or failed parts and components, however there may be circumstances where the Printer cannot be repaired including but not limited to, age, print volume, environment, discontinued or unavailable replacement parts and excessive cost of repair. Upon notice of inability to repair, You may elect to replace at Your cost. Printers and Facsimile devices categorized as "personal" desktop devices are deemed minimally repairable by design and although basic service and cleaning are included, repairs are generally not available and such devices will require replacement at Your expense. Addition of Equipment - Customer is required to notify Us upon installation of any additional Equipment at Customer's site capable of using Our supplied toner cartridges. Upon installation such Equipment shall automatically be covered and included in this Agreement.

Initial

DKA

Date

1/19/17

COLUSA UNIFIED SCHOOL DISTRICT
2016-17 GENERAL FUND 01 BUDGET REVISION
February 14, 2017

2016-17 BEGINNING BALANCE	1,688,330
ESTIMATED INCOME	<u>15,505,310</u>
TOTAL INCOME/BEGINNING BALANCE	17,193,640

Resource Code and Program

0000 Add PGE Lighting Rebates - One time Money	100,000
0000 Increase LCFF Funding	15,740
0000 Add Erate Discounts - One Time Money	165,000
3010 Increase Title I	4,996
4035 Decrease Title II	(893)
4201 Decrease Title III Immigrant	(117)
4203 Decrease Title III LEP	(1,425)
6230 Increase Prop 39 Income	15,897
REVISED TOTAL INCOME	15,804,508
REVISED TOTAL INCOME + BEGINNING BALANCE	17,492,838

EXPENDITURES

Current Expenditure Budget	16,025,311	
Reserve for Revolving Cash	30,350	
Reserves for Van/Bus/Tech/Textbooks	200,000	
Undistributed Reserve	<u>937,979</u>	<u>1,168,329</u>
		17,193,640
0000 Increase Prop 39 project budget		20,000
0000 Funds to repair Theater Ceiling/Roof		40,000
0000 CORRECT VARIOUS BUDGETS/PRIOR YEAR ADJ		(81,058)
Revised Expenditure Budget	16,004,253	
Reserve for Revolving Cash	30,350	
Reserves for Van/Bus/Tech/Textbooks	200,000	
Undistributed Reserve	<u>1,258,235</u>	<u>1,488,585</u>
		17,492,838

PASSED AND ADOPTED this 14th Day of February, 2017 at a meeting of the Board of Trustees of Colusa Unified School District.

AYES:

NOES:

ABSENT:

Dwayne Newman, Superintendent

Multi-Year Projection Summary - February 14, 2017

INCOME	14/15 ACTUALS	15/16 ACTUALS	16/17 BUDGET	17/18 BUDGET	18/19 BUDGET
8011-8089 TOTAL LCFF	10,874,660	12,397,758	13,093,643	13,267,383	13,769,977
TOTAL FEDERAL REVENUE	514,766	554,244	396,545	393,984	393,984
TOTAL STATE REVENUE	1,015,848	2,109,700	1,727,524	1,226,627	984,325
TOTAL LOCAL REVENUES	387,830	388,312	586,796	137,592	79,076
TOTAL REVENUES	12,793,104	15,450,014	15,804,508	15,025,586	15,227,362
EXPENDITURES					
TOTAL CERTIFICATED	5,939,658	6,468,062	6,281,344	6,345,991	6,385,991
TOTAL CLASSIFIED	1,847,681	2,047,601	2,171,313	2,203,929	2,228,929
TOTAL BENEFITS	<u>2,620,009</u>	<u>2,952,259</u>	<u>3,196,759</u>	<u>3,348,127</u>	<u>3,539,127</u>
SUBTOTAL SALARIES/BENEFITS	10,407,348	11,467,922	11,649,416	11,898,047	12,154,047
TOTAL BOOKS AND SUPPLIES	770,436	1,104,360	1,007,887	694,891	759,268
TOTAL TRAVEL, REPAIRS, UTILITIES, INS, OTHER	1,102,341	1,223,294	1,479,053	1,282,962	1,192,411
TOTAL CAPITAL OUTLAY	56,177	402,140	917,477	242,302	
TOTAL SELPA, COMMUNITY SCH, DEBT PYMT	603,624	765,140	950,420	998,301	987,522
TOTAL EXPENDITURES	12,939,926	14,962,856	16,004,253	15,116,503	15,093,248
TOTAL REVENUES LESS EXPENDITURES	-146,822	487,158	-199,745	-90,917	134,114
		\$441,014 will carryover to be spent 16-17	\$441,014 was prior year income		
GENERAL FUND BEGINNING BALANCE	1,347,994	1,201,172	1,688,330	1,488,585	1,397,668
LESS AMOUNT ABOVE REVENUES LESS EXP	-146,822	487,158	-199,745	-90,917	134,114
Less Reserve for Revolving Cash		-30,350	-30,350	-30,350	-30,350
less Reserves for Van/Bus, Tech, Textbooks		-125,000	-200,000	-275,000	-325,000
UNDISTRIBUTED GENERAL FUND RESERVE	1,201,172	1,532,980	1,258,235	1,092,318	1,176,432
% UNDISTRIBUTED RESERVE	9.28%	10.25%	7.86%	7.23%	7.79%
AMOUNT ABOVE (-BELOW) 5%	554,176	784,837	458,022	336,493	421,770
TOTAL ADA	1386.33	1404.81	1402.72	1402.72	1402.72
multiply x Average Amount per ADA	\$ 7,844	\$ 8,825	\$ 9,334	\$ 9,458	\$ 9,817
Total LCFF Funding Budgeted	\$ 10,874,660	\$ 12,397,756	\$ 13,093,643	\$ 13,267,383	\$ 13,769,977
% Increase over Prior Year	10.77%	14.01%	5.61%	1.33%	3.79%
ASSUMPTIONS:					
Same ADA Same ADA					
No New Staff No New Staff					
1 Retirement Te					
Infinite Campus+30K					
8.88% STRS	10.73% STRS	12.58% STRS	14.43% STRS	16.28% STRS	
11.7% PERS	11.847% PERS	13.888% PERS	15.8% PERS	18.7% PERS	
Impact of Minimum Wage Increase for Classified is not budgeted as it is unknown-must be negotiated					

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: FEBRUARY 14, 2017

Signed: _____

President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

X 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: Sheryl Parker

Telephone: 530-458-7791

Title: CBO

E-mail: sparker@colusa.k12.ca.us

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 first interim.	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 first interim.	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 first interim.		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 first interim.		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 first interim.	X	
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since first interim 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 first interim 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 first interim 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 first interim 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 first interim 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 first interim in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of second 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	• Management/supervisor/confidential? (Section S8C, Line 1b)		X
		For negotiations settled since first interim, 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	
S8	Labor Agreement Budget Revisions	• 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	

Multi-Year Projection Summary - February 14, 2017

INCOME	14/15 ACTUALS	15/16 ACTUALS	16/17 BUDGET	17/18 BUDGET	18/19 BUDGET
8011-8089 TOTAL LCFF	10,874,660	12,397,758	13,093,643	13,267,383	13,769,977
TOTAL FEDERAL REVENUE	514,766	554,244	396,545	393,984	393,984
TOTAL STATE REVENUE	1,015,848	2,109,700	1,727,524	1,226,627	984,325
TOTAL LOCAL REVENUES	387,830	388,312	586,796	137,592	79,076
TOTAL REVENUES	12,793,104	15,450,014	15,804,508	15,025,586	15,227,362
EXPENDITURES					
TOTAL CERTIFICATED	5,939,658	6,468,062	6,281,344	6,345,991	6,385,991
TOTAL CLASSIFIED	1,847,681	2,047,601	2,171,313	2,203,929	2,228,929
TOTAL BENEFITS	<u>2,620,009</u>	<u>2,952,259</u>	<u>3,196,759</u>	<u>3,348,127</u>	<u>3,539,127</u>
SUBTOTAL SALARIES/BENEFITS	10,407,348	11,467,922	11,649,416	11,898,047	12,154,047
TOTAL BOOKS AND SUPPLIES	770,436	1,104,360	1,007,887	694,891	759,268
TOTAL TRAVEL, REPAIRS, UTILITIES, INS, OTHER	1,102,341	1,223,294	1,479,053	1,282,962	1,192,411
TOTAL CAPITAL OUTLAY	56,177	402,140	917,477	242,302	
TOTAL SELPA, COMMUNITY SCH, DEBT PYMT	603,624	765,140	950,420	998,301	987,522
TOTAL EXPENDITURES	12,939,926	14,962,856	16,004,253	15,116,503	15,093,248
TOTAL REVENUES LESS EXPENDITURES	-146,822	487,158	-199,745	-90,917	134,114
		\$441,014 will carryover to be spent 16-17	\$441,014 was prior year income		
GENERAL FUND BEGINNING BALANCE	1,347,994	1,201,172	1,688,330	1,488,585	1,397,668
LESS AMOUNT ABOVE REVENUES LESS EXP	-146,822	487,158	-199,745	-90,917	134,114
Less Reserve for Revolving Cash		-30,350	-30,350	-30,350	-30,350
less Reserves for Van/Bus, Tech, Textbooks		-125,000	-200,000	-275,000	-325,000
UNDISTRIBUTED GENERAL FUND RESERVE	1,201,172	1,532,980	1,258,235	1,092,318	1,176,432
% UNDISTRIBUTED RESERVE	9.28%	10.25%	7.86%	7.23%	7.79%
AMOUNT ABOVE (-BELOW) 5%	554,176	784,837	458,022	336,493	421,770
TOTAL ADA	1386.33	1404.81	1402.72	1402.72	1402.72
multiply x Average Amount per ADA	\$ 7,844	\$ 8,825	\$ 9,334	\$ 9,458	\$ 9,817
Total LCFF Funding Budgeted	\$ 10,874,660	\$ 12,397,756	\$ 13,093,643	\$ 13,267,383	\$ 13,769,977
% Increase over Prior Year	10.77%	14.01%	5.61%	1.33%	3.79%
ASSUMPTIONS:					
Same ADA Same ADA					
No New Staff No New Staff					
1 Retirement Te					
Infinite Campus+30K					
8.88% STRS	10.73% STRS	12.58% STRS	14.43% STRS	16.28% STRS	
11.7% PERS	11.847% PERS	13.888% PERS	15.8% PERS	18.7% PERS	
Impact of Minimum Wage Increase for Classified is not budgeted as it is unknown-must be negotiated					

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				
10I	Special Education Pass-Through Fund				
11I	Adult Education Fund				
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				
18I	School Bus Emissions Reduction Fund				
19I	Foundation Special Revenue Fund				
20I	Special Reserve Fund for Postemployment Benefits				
21I	Building Fund	G	G	G	G
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	G	G	G	G
52I	Debt Service Fund for Blended Component Units				
53I	Tax Override Fund				
56I	Debt Service Fund				
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				S
MYPI	Multiyear Projections - General Fund				GS
NCMOE	No Child Left Behind Maintenance of Effort				GS
SIAI	Summary of Interfund Activities - Projected Year Totals				G
01CSI	Criteria and Standards Review				S

2016-17 Second 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)
A. REVENUES								
1) LCFF Sources		8010-8099	13,077,903.00	13,077,903.00	7,539,423.28	13,093,643.00	15,740.00	0.1%
2) Federal Revenue		8100-8299	10,000.00	10,000.00	4,721.00	10,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	543,120.00	568,120.00	278,802.22	568,120.00	0.00	0.0%
4) Other Local Revenue		8600-8799	187,900.00	316,796.00	34,060.81	581,796.00	265,000.00	83.7%
5) TOTAL, REVENUES			13,818,923.00	13,972,819.00	7,857,007.31	14,253,559.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	6,115,125.00	6,033,101.00	2,774,267.98	6,043,101.00	(10,000.00)	-0.2%
2) Classified Salaries		2000-2999	1,698,831.00	1,677,705.00	817,536.87	1,677,705.00	0.00	0.0%
3) Employee Benefits		3000-3999	2,626,425.00	2,758,748.00	1,166,485.00	2,666,910.00	91,838.00	3.3%
4) Books and Supplies		4000-4999	650,433.00	883,876.00	352,001.74	888,876.00	(5,000.00)	-0.6%
5) Services and Other Operating Expenditures		5000-5999	891,246.00	930,877.00	606,541.33	971,770.00	(40,893.00)	-4.4%
6) Capital Outlay		6000-6999	200,000.00	200,000.00	6,578.75	200,000.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	75,045.00	75,045.00	27,522.33	55,045.00	20,000.00	26.7%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(51,149.00)	(51,149.00)	0.00	(51,149.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			12,205,956.00	12,508,203.00	5,750,934.00	12,452,258.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			1,612,967.00	1,464,616.00	2,106,073.31	1,801,301.00		
D. OTHER FINANCING SOURCES/USES								
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	35,000.00	20,000.00	0.00	20,000.00	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	(1,453,452.00)	(1,523,603.00)	0.00	(1,540,032.00)	(16,429.00)	1.1%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,488,452.00)	(1,543,603.00)	0.00	(1,560,032.00)		

2016-17 Second 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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			124,515.00	(78,987.00)	2,106,073.31	241,269.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,247,315.95	1,247,315.95		1,247,315.95	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)			1,247,315.95	1,247,315.95		1,247,315.95		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,247,315.95	1,247,315.95		1,247,315.95		
2) Ending Balance, June 30 (E + F1e)			1,371,830.95	1,168,328.95		1,488,584.95		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	30,350.00	30,350.00		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		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	898,340.95	657,218.95		1,008,456.95		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	443,140.00	480,760.00		480,128.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

2016-17 Second 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)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	8,077,903.00	8,077,903.00	4,911,976.00	8,093,643.00	15,740.00	0.2%
Education Protection Account State Aid - Current Year		8012	2,000,000.00	2,000,000.00	972,229.00	2,000,000.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	3,560.76	0.00	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	1,004.98	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	3,000,000.00	3,000,000.00	1,369,650.00	3,000,000.00	0.00	0.0%
Unsecured Roll Taxes		8042	0.00	0.00	254,382.77	0.00	0.00	0.0%
Prior Years' Taxes		8043	0.00	0.00	231.46	0.00	0.00	0.0%
Supplemental Taxes		8044	0.00	0.00	26,388.31	0.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	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%
Subtotal, LCFF Sources			13,077,903.00	13,077,903.00	7,539,423.28	13,093,643.00	15,740.00	0.1%
LCFF Transfers								
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	0.00	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%
TOTAL, LCFF SOURCES			13,077,903.00	13,077,903.00	7,539,423.28	13,093,643.00	15,740.00	0.1%
FEDERAL REVENUE								
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	10,000.00	10,000.00	4,721.00	10,000.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			10,000.00	10,000.00	4,721.00	10,000.00	0.00	0.0%
OTHER STATE REVENUE								
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	350,000.00	350,000.00	198,755.00	350,000.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	188,120.00	213,120.00	77,767.22	213,120.00	0.00	0.0%
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	5,000.00	5,000.00	2,280.00	5,000.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			543,120.00	568,120.00	278,802.22	568,120.00	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 (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
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	0.00	0.00	0.00	0.00		
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	9,000.00	9,000.00	4,690.00	9,000.00	0.00	0.0%
Interest		8660	5,000.00	5,000.00	(6,702.46)	5,000.00	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%
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	133,900.00	262,796.00	46.91	262,796.00	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	40,000.00	40,000.00	36,026.36	305,000.00	265,000.00	662.5%
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%
TOTAL, OTHER LOCAL REVENUE			187,900.00	316,796.00	34,060.81	581,796.00	265,000.00	83.7%
TOTAL, REVENUES			13,818,923.00	13,972,819.00	7,857,007.31	14,253,559.00	280,740.00	2.0%

2016-17 Second 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)
Certificated Teachers' Salaries		1100	5,180,588.00	5,098,564.00	2,326,197.74	5,108,564.00	(10,000.00)	-0.2%
Certificated Pupil Support Salaries		1200	240,825.00	240,825.00	109,465.90	240,825.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	693,712.00	693,712.00	338,604.34	693,712.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			6,115,125.00	6,033,101.00	2,774,267.98	6,043,101.00	(10,000.00)	-0.2%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	216,029.00	197,029.00	90,716.91	197,029.00	0.00	0.0%
Classified Support Salaries		2200	594,054.00	595,451.00	304,974.90	595,451.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	228,905.00	209,303.00	104,552.28	209,303.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	517,790.00	537,790.00	251,891.50	537,790.00	0.00	0.0%
Other Classified Salaries		2900	142,053.00	138,132.00	65,401.28	138,132.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			1,698,831.00	1,677,705.00	817,536.87	1,677,705.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	782,984.00	769,635.00	342,615.54	769,635.00	0.00	0.0%
PERS		3201-3202	190,922.00	188,395.00	94,233.48	188,395.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	211,886.00	208,653.00	94,933.86	208,653.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	1,172,897.00	1,175,284.00	518,022.69	1,175,284.00	0.00	0.0%
Unemployment Insurance		3501-3502	3,894.00	3,825.00	1,802.17	3,825.00	0.00	0.0%
Workers' Compensation		3601-3602	171,904.00	169,080.00	79,264.98	169,080.00	0.00	0.0%
OPEB, Allocated		3701-3702	91,938.00	243,876.00	35,612.28	152,038.00	91,838.00	37.7%
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%
TOTAL, EMPLOYEE BENEFITS			2,626,425.00	2,758,748.00	1,166,485.00	2,666,910.00	91,838.00	3.3%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	5,000.00	34,700.00	39,865.82	34,700.00	0.00	0.0%
Books and Other Reference Materials		4200	1,000.00	1,000.00	0.00	1,000.00	0.00	0.0%
Materials and Supplies		4300	644,433.00	800,476.00	273,757.26	805,476.00	(5,000.00)	-0.6%
Noncapitalized Equipment		4400	0.00	47,700.00	38,378.66	47,700.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			650,433.00	883,876.00	352,001.74	888,876.00	(5,000.00)	-0.6%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	17,971.00	27,971.00	11,691.31	27,971.00	0.00	0.0%
Dues and Memberships		5300	12,061.00	12,311.00	6,991.61	12,311.00	0.00	0.0%
Insurance		5400-5450	122,224.00	151,224.00	146,458.90	151,224.00	0.00	0.0%
Operations and Housekeeping Services		5500	440,000.00	436,000.00	230,492.89	436,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	114,081.00	112,081.00	58,028.37	152,081.00	(40,000.00)	-35.7%
Transfers of Direct Costs		5710	(142,938.00)	(162,938.00)	(83,639.11)	(162,045.00)	(893.00)	0.5%
Transfers of Direct Costs - Interfund		5750	(45,000.00)	(45,000.00)	(44,148.23)	(45,000.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	289,847.00	316,228.00	185,890.64	316,228.00	0.00	0.0%
Communications		5900	83,000.00	83,000.00	94,774.95	83,000.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			891,246.00	930,877.00	606,541.33	971,770.00	(40,893.00)	-4.4%

2016-17 Second Interim
General Fund
Unrestricted (Resources 0000-1999)
Revenues, Expenditures, and Changes in Fund Balance06 61598 0000000
Form 011

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)
CAPITAL OUTLAY								
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	6,578.75	0.00	0.00	0.0%
Equipment Replacement		6500	200,000.00	200,000.00	0.00	200,000.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			200,000.00	200,000.00	6,578.75	200,000.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
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	20,000.00	20,000.00	0.00	0.00	20,000.00	100.0%
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	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	55,045.00	55,045.00	27,522.33	55,045.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			75,045.00	75,045.00	27,522.33	55,045.00	20,000.00	26.7%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	(31,149.00)	(31,149.00)	0.00	(31,149.00)	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(51,149.00)	(51,149.00)	0.00	(51,149.00)	0.00	0.0%
TOTAL, EXPENDITURES			12,205,956.00	12,508,203.00	5,750,934.00	12,452,258.00	55,945.00	0.4%

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)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
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%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
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	35,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			35,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
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%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	(1,453,452.00)	(1,523,603.00)	0.00	(1,540,032.00)	(16,429.00)	1.1%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(1,453,452.00)	(1,523,603.00)	0.00	(1,540,032.00)	(16,429.00)	1.1%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			(1,488,452.00)	(1,543,603.00)	0.00	(1,560,032.00)	(16,429.00)	1.1%

2016-17 Second 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)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	379,521.00	383,984.00	217,691.00	386,545.00	2,561.00	0.7%
3) Other State Revenue		8300-8599	692,396.00	1,143,507.00	323,819.82	1,159,404.00	15,897.00	1.4%
4) Other Local Revenue		8600-8799	5,000.00	5,000.00	0.00	5,000.00	0.00	0.0%
5) TOTAL, REVENUES			1,076,917.00	1,532,491.00	541,510.82	1,550,949.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	186,808.00	238,243.00	141,133.84	238,243.00	0.00	0.0%
2) Classified Salaries		2000-2999	482,997.00	493,608.00	216,280.05	493,608.00	0.00	0.0%
3) Employee Benefits		3000-3999	524,060.00	529,849.00	95,881.16	529,849.00	0.00	0.0%
4) Books and Supplies		4000-4999	108,835.00	119,128.00	43,994.80	119,011.00	117.00	0.1%
5) Services and Other Operating Expenditures		5000-5999	301,145.00	508,176.00	216,098.08	507,283.00	893.00	0.2%
6) Capital Outlay		6000-6999	0.00	681,580.00	355,344.24	717,477.00	(35,897.00)	-5.3%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	895,375.00	895,375.00	850,143.66	895,375.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	31,149.00	31,149.00	0.00	31,149.00	0.00	0.0%
9) TOTAL, EXPENDITURES			2,530,369.00	3,497,108.00	1,918,875.83	3,531,995.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,453,452.00)	(1,964,617.00)	(1,377,365.01)	(1,981,046.00)		
D. OTHER FINANCING SOURCES/USES								
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	1,453,452.00	1,523,603.00	0.00	1,540,032.00	16,429.00	1.1%
4) TOTAL, OTHER FINANCING SOURCES/USES			1,453,452.00	1,523,603.00	0.00	1,540,032.00		

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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	(441,014.00)	(1,377,365.01)	(441,014.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	441,014.00	441,014.00		441,014.00	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)			441,014.00	441,014.00		441,014.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			441,014.00	441,014.00		441,014.00		
2) Ending Balance, June 30 (E + F1e)			441,014.00	0.00		0.00		
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		9740	441,014.00	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	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 (E/B) (F)
LCFF SOURCES								
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		
Subtotal, LCFF Sources			0.00	0.00	0.00	0.00		
LCFF Transfers								
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%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
FEDERAL REVENUE								
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%
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	246,837.00	246,837.00	176,471.00	251,833.00	4,996.00	2.0%
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	80,489.00	80,489.00	19,902.00	79,596.00	(893.00)	-1.1%

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	1,405.00	1,813.00	424.00	1,696.00	(117.00)	-6.5%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	41,688.00	43,766.00	20,894.00	42,341.00	(1,425.00)	-3.3%
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%
	3012-3020, 3030-3199, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind		8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	9,102.00	11,079.00	0.00	11,079.00	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%
TOTAL, FEDERAL REVENUE			379,521.00	383,984.00	217,691.00	386,545.00	2,561.00	0.7%
OTHER STATE REVENUE								
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 Materi		8560	56,880.00	76,880.00	7,147.82	76,880.00	0.00	0.0%
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	250,200.00	250,200.00	162,630.00	250,200.00	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	242,302.00	105,183.00	242,302.00	0.00	0.0%
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	0.00	110,000.00	0.00	125,897.00	15,897.00	14.5%
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	385,316.00	464,125.00	48,859.00	464,125.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			692,396.00	1,143,507.00	323,819.82	1,159,404.00	15,897.00	1.4%

2016-17 Second Interim
General Fund
Restricted (Resources 2000-9999)
Revenue, Expenditures, and Changes in Fund Balance06 61598 0000000
Form 011

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)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
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	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		
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	5,000.00	5,000.00	0.00	5,000.00	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%) Adjustm		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	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%
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%
TOTAL, OTHER LOCAL REVENUE			5,000.00	5,000.00	0.00	5,000.00	0.00	0.0%
TOTAL, REVENUES			1,076,917.00	1,532,491.00	541,510.82	1,550,949.00	18,458.00	1.2%

2016-17 Second 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)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	186,808.00	238,243.00	141,133.84	238,243.00	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	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%
TOTAL, CERTIFICATED SALARIES			186,808.00	238,243.00	141,133.84	238,243.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	240,172.00	231,181.00	103,364.83	231,181.00	0.00	0.0%
Classified Support Salaries		2200	147,453.00	147,453.00	56,885.64	147,453.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	95,372.00	114,974.00	56,029.58	114,974.00	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%
TOTAL, CLASSIFIED SALARIES			482,997.00	493,608.00	216,280.05	493,608.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	323,500.00	323,500.00	14,389.88	323,500.00	0.00	0.0%
PERS		3201-3202	67,041.00	68,836.00	25,100.34	68,836.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	39,660.00	40,649.00	17,513.57	40,649.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	78,789.00	81,502.00	31,034.60	81,502.00	0.00	0.0%
Unemployment Insurance		3501-3502	335.00	342.00	174.61	342.00	0.00	0.0%
Workers' Compensation		3601-3602	14,735.00	15,020.00	7,668.16	15,020.00	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%
TOTAL, EMPLOYEE BENEFITS			524,060.00	529,849.00	95,881.16	529,849.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	649.53	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	108,835.00	119,128.00	39,612.27	119,011.00	117.00	0.1%
Noncapitalized Equipment		4400	0.00	0.00	3,733.00	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			108,835.00	119,128.00	43,994.80	119,011.00	117.00	0.1%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	11,331.00	118,772.00	24,766.65	118,772.00	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	96,355.00	96,355.00	80,939.73	96,355.00	0.00	0.0%
Transfers of Direct Costs		5710	142,938.00	162,938.00	83,639.11	162,045.00	893.00	0.5%
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	49,684.00	129,274.00	26,752.59	129,274.00	0.00	0.0%
Communications		5900	837.00	837.00	0.00	837.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			301,145.00	508,176.00	216,098.08	507,283.00	893.00	0.2%

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)
CAPITAL OUTLAY								
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	681,580.00	349,944.24	717,477.00	(35,897.00)	-5.3%
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	5,400.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	681,580.00	355,344.24	717,477.00	(35,897.00)	-5.3%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
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	895,375.00	895,375.00	850,143.66	895,375.00	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	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%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			895,375.00	895,375.00	850,143.66	895,375.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	31,149.00	31,149.00	0.00	31,149.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			31,149.00	31,149.00	0.00	31,149.00	0.00	0.0%
TOTAL, EXPENDITURES			2,530,369.00	3,497,108.00	1,918,875.83	3,531,995.00	(34,887.00)	-1.0%

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 (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
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%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
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) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
Proceeds								
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
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%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	1,453,452.00	1,523,603.00	0.00	1,540,032.00	16,429.00	1.1%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			1,453,452.00	1,523,603.00	0.00	1,540,032.00	16,429.00	1.1%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			1,453,452.00	1,523,603.00	0.00	1,540,032.00	(16,429.00)	1.1%

2016-17 Second Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance06 61598 0000000
Form 011

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)
A. REVENUES								
1) LCFF Sources		8010-8099	13,077,903.00	13,077,903.00	7,539,423.28	13,093,643.00	15,740.00	0.1%
2) Federal Revenue		8100-8299	389,521.00	393,984.00	222,412.00	396,545.00	2,561.00	0.7%
3) Other State Revenue		8300-8599	1,235,516.00	1,711,627.00	602,622.04	1,727,524.00	15,897.00	0.9%
4) Other Local Revenue		8600-8799	192,900.00	321,796.00	34,060.81	586,796.00	265,000.00	82.4%
5) TOTAL, REVENUES			14,895,840.00	15,505,310.00	8,398,518.13	15,804,508.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	6,301,933.00	6,271,344.00	2,915,401.82	6,281,344.00	(10,000.00)	-0.2%
2) Classified Salaries		2000-2999	2,181,828.00	2,171,313.00	1,033,816.92	2,171,313.00	0.00	0.0%
3) Employee Benefits		3000-3999	3,150,485.00	3,288,597.00	1,262,366.16	3,196,759.00	91,838.00	2.8%
4) Books and Supplies		4000-4999	759,268.00	1,003,004.00	395,996.54	1,007,887.00	(4,883.00)	-0.5%
5) Services and Other Operating Expenditures		5000-5999	1,192,391.00	1,439,053.00	822,639.41	1,479,053.00	(40,000.00)	-2.8%
6) Capital Outlay		6000-6999	200,000.00	881,580.00	361,922.99	917,477.00	(35,897.00)	-4.1%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	970,420.00	970,420.00	877,665.99	950,420.00	20,000.00	2.1%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			14,736,325.00	16,005,311.00	7,669,809.83	15,984,253.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			159,515.00	(500,001.00)	728,708.30	(179,745.00)		
D. OTHER FINANCING SOURCES/USES								
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	35,000.00	20,000.00	0.00	20,000.00	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			(35,000.00)	(20,000.00)	0.00	(20,000.00)		

2016-17 Second 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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			124,515.00	(520,001.00)	728,708.30	(199,745.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,688,329.95	1,688,329.95		1,688,329.95	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)			1,688,329.95	1,688,329.95		1,688,329.95		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,688,329.95	1,688,329.95		1,688,329.95		
2) Ending Balance, June 30 (E + F1e)			1,812,844.95	1,168,328.95		1,488,584.95		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	30,350.00	30,350.00		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		9740	441,014.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	898,340.95	657,218.95		1,008,456.95		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	443,140.00	480,760.00		480,128.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

2016-17 Second 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)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	8,077,903.00	8,077,903.00	4,911,976.00	8,093,643.00	15,740.00	0.2%
Education Protection Account State Aid - Current Year		8012	2,000,000.00	2,000,000.00	972,229.00	2,000,000.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	3,560.76	0.00	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	1,004.98	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	3,000,000.00	3,000,000.00	1,369,650.00	3,000,000.00	0.00	0.0%
Unsecured Roll Taxes		8042	0.00	0.00	254,382.77	0.00	0.00	0.0%
Prior Years' Taxes		8043	0.00	0.00	231.46	0.00	0.00	0.0%
Supplemental Taxes		8044	0.00	0.00	26,388.31	0.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	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%
Subtotal, LCFF Sources			13,077,903.00	13,077,903.00	7,539,423.28	13,093,643.00	15,740.00	0.1%
LCFF Transfers								
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	0.00	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%
TOTAL, LCFF SOURCES			13,077,903.00	13,077,903.00	7,539,423.28	13,093,643.00	15,740.00	0.1%
FEDERAL REVENUE								
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%
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	246,837.00	246,837.00	176,471.00	251,833.00	4,996.00	2.0%
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	80,489.00	80,489.00	19,902.00	79,596.00	(893.00)	-1.1%

2016-17 Second 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)
NCLB: Title III, Immigration Education Program	4201	8290	1,405.00	1,813.00	424.00	1,696.00	(117.00)	-6.5%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	41,688.00	43,766.00	20,894.00	42,341.00	(1,425.00)	-3.3%
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	9,102.00	11,079.00	0.00	11,079.00	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	10,000.00	10,000.00	4,721.00	10,000.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			389,521.00	393,984.00	222,412.00	396,545.00	2,561.00	0.7%
OTHER STATE REVENUE								
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	350,000.00	350,000.00	198,755.00	350,000.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	245,000.00	290,000.00	84,915.04	290,000.00	0.00	0.0%
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	250,200.00	250,200.00	162,630.00	250,200.00	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	242,302.00	105,183.00	242,302.00	0.00	0.0%
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	0.00	110,000.00	0.00	125,897.00	15,897.00	14.5%
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	390,316.00	469,125.00	51,139.00	469,125.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			1,235,516.00	1,711,627.00	602,622.04	1,727,524.00	15,897.00	0.9%

2016-17 Second 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)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
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	9,000.00	9,000.00	4,690.00	9,000.00	0.00	0.0%
Interest		8660	5,000.00	5,000.00	(6,702.46)	5,000.00	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%
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	138,900.00	267,796.00	46.91	267,796.00	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	40,000.00	40,000.00	36,026.36	305,000.00	265,000.00	662.5%
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%
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%
TOTAL, OTHER LOCAL REVENUE			192,900.00	321,796.00	34,060.81	586,796.00	265,000.00	82.4%
TOTAL, REVENUES			14,895,840.00	15,505,310.00	8,398,518.13	15,804,508.00	299,198.00	1.9%

2016-17 Second Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

06 61598 0000000
Form 011

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 SALARIES								
Certificated Teachers' Salaries		1100	5,367,396.00	5,336,807.00	2,467,331.58	5,346,807.00	(10,000.00)	-0.2%
Certificated Pupil Support Salaries		1200	240,825.00	240,825.00	109,465.90	240,825.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	693,712.00	693,712.00	338,604.34	693,712.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			6,301,933.00	6,271,344.00	2,915,401.82	6,281,344.00	(10,000.00)	-0.2%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	456,201.00	428,210.00	194,081.74	428,210.00	0.00	0.0%
Classified Support Salaries		2200	741,507.00	742,904.00	361,860.54	742,904.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	324,277.00	324,277.00	160,581.86	324,277.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	517,790.00	537,790.00	251,891.50	537,790.00	0.00	0.0%
Other Classified Salaries		2900	142,053.00	138,132.00	65,401.28	138,132.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			2,181,828.00	2,171,313.00	1,033,816.92	2,171,313.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	1,106,484.00	1,093,135.00	357,005.42	1,093,135.00	0.00	0.0%
PERS		3201-3202	257,963.00	257,231.00	119,333.82	257,231.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	251,546.00	249,302.00	112,447.43	249,302.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	1,251,686.00	1,256,786.00	549,057.29	1,256,786.00	0.00	0.0%
Unemployment Insurance		3501-3502	4,229.00	4,167.00	1,976.78	4,167.00	0.00	0.0%
Workers' Compensation		3601-3602	186,639.00	184,100.00	86,933.14	184,100.00	0.00	0.0%
OPEB, Allocated		3701-3702	91,938.00	243,876.00	35,612.28	152,038.00	91,838.00	37.7%
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%
TOTAL, EMPLOYEE BENEFITS			3,150,485.00	3,288,597.00	1,262,366.16	3,196,759.00	91,838.00	2.8%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	5,000.00	34,700.00	40,515.35	34,700.00	0.00	0.0%
Books and Other Reference Materials		4200	1,000.00	1,000.00	0.00	1,000.00	0.00	0.0%
Materials and Supplies		4300	753,268.00	919,604.00	313,369.53	924,487.00	(4,883.00)	-0.5%
Noncapitalized Equipment		4400	0.00	47,700.00	42,111.66	47,700.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			759,268.00	1,003,004.00	395,996.54	1,007,887.00	(4,883.00)	-0.5%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	29,302.00	146,743.00	36,457.96	146,743.00	0.00	0.0%
Dues and Memberships		5300	12,061.00	12,311.00	6,991.61	12,311.00	0.00	0.0%
Insurance		5400-5450	122,224.00	151,224.00	146,458.90	151,224.00	0.00	0.0%
Operations and Housekeeping Services		5500	440,000.00	436,000.00	230,492.89	436,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	210,436.00	208,436.00	138,968.10	248,436.00	(40,000.00)	-19.2%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(45,000.00)	(45,000.00)	(44,148.23)	(45,000.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	339,531.00	445,502.00	212,643.23	445,502.00	0.00	0.0%
Communications		5900	83,837.00	83,837.00	94,774.95	83,837.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,192,391.00	1,439,053.00	822,639.41	1,479,053.00	(40,000.00)	-2.8%

2016-17 Second Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

06 61598 0000000
Form 011

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)
CAPITAL OUTLAY								
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	681,580.00	349,944.24	717,477.00	(35,897.00)	-5.3%
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	11,978.75	0.00	0.00	0.0%
Equipment Replacement		6500	200,000.00	200,000.00	0.00	200,000.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			200,000.00	881,580.00	361,922.99	917,477.00	(35,897.00)	-4.1%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
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	915,375.00	915,375.00	850,143.66	895,375.00	20,000.00	2.2%
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	55,045.00	55,045.00	27,522.33	55,045.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			970,420.00	970,420.00	877,665.99	950,420.00	20,000.00	2.1%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00	0.0%
TOTAL, EXPENDITURES			14,736,325.00	16,005,311.00	7,669,809.83	15,984,253.00	21,058.00	0.1%

2016-17 Second 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)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
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%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
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	35,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			35,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
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%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
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		
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			(35,000.00)	(20,000.00)	0.00	(20,000.00)	0.00	0.0%

Resource	Description	2016-17 Projected Year Totals
Total, Restricted Balance		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)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	560,000.00	560,000.00	181,060.92	560,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	53,000.00	53,000.00	13,629.41	53,000.00	0.00	0.0%
4) Other Local Revenue		8600-8799	170,100.00	170,100.00	55,375.72	170,100.00	0.00	0.0%
5) TOTAL, REVENUES			783,100.00	783,100.00	250,066.05	783,100.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	261,728.00	261,728.00	126,732.03	261,728.00	0.00	0.0%
3) Employee Benefits		3000-3999	101,326.00	101,326.00	47,523.41	101,326.00	0.00	0.0%
4) Books and Supplies		4000-4999	321,500.00	321,500.00	145,017.24	321,500.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	54,000.00	54,000.00	48,079.42	54,000.00	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	20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
9) TOTAL, EXPENDITURES			758,554.00	758,554.00	367,352.10	758,554.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			24,546.00	24,546.00	(117,286.05)	24,546.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	35,000.00	20,000.00	0.00	20,000.00	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			35,000.00	20,000.00	0.00	20,000.00		

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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			59,546.00	44,546.00	(117,286.05)	44,546.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	136,987.44	136,987.44		136,987.44	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)			136,987.44	136,987.44		136,987.44		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			136,987.44	136,987.44		136,987.44		
2) Ending Balance, June 30 (E + F1e)			196,533.44	181,533.44		181,533.44		
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		9740	196,533.44	181,533.44		181,533.44		
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	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)
FEDERAL REVENUE								
Child Nutrition Programs		8220	560,000.00	560,000.00	181,060.92	560,000.00	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%
TOTAL, FEDERAL REVENUE			560,000.00	560,000.00	181,060.92	560,000.00	0.00	0.0%
OTHER STATE REVENUE								
Child Nutrition Programs		8520	53,000.00	53,000.00	13,629.41	53,000.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			53,000.00	53,000.00	13,629.41	53,000.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	170,000.00	170,000.00	55,146.61	170,000.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	100.00	100.00	229.11	100.00	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%
TOTAL, OTHER LOCAL REVENUE			170,100.00	170,100.00	55,375.72	170,100.00	0.00	0.0%
TOTAL REVENUES			783,100.00	783,100.00	250,066.05	783,100.00		

2016-17 Second Interim
Cafeteria Special Revenue Fund
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 Column B & D (F)
CERTIFICATED SALARIES								
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%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salaries		2200	183,321.00	183,321.00	87,565.41	183,321.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	78,407.00	78,407.00	39,166.62	78,407.00	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%
TOTAL, CLASSIFIED SALARIES			261,728.00	261,728.00	126,732.03	261,728.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	36,328.00	36,328.00	15,577.18	36,328.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	20,022.00	20,022.00	9,491.79	20,022.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	39,087.00	39,087.00	19,507.08	39,087.00	0.00	0.0%
Unemployment Insurance		3501-3502	131.00	131.00	65.48	131.00	0.00	0.0%
Workers' Compensation		3601-3602	5,758.00	5,758.00	2,881.88	5,758.00	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%
TOTAL, EMPLOYEE BENEFITS			101,326.00	101,326.00	47,523.41	101,326.00	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	10,000.00	10,000.00	2,803.28	10,000.00	0.00	0.0%
Noncapitalized Equipment		4400	1,500.00	1,500.00	3,104.60	1,500.00	0.00	0.0%
Food		4700	310,000.00	310,000.00	139,109.36	310,000.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			321,500.00	321,500.00	145,017.24	321,500.00	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)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	1,000.00	1,000.00	578.34	1,000.00	0.00	0.0%
Dues and Memberships		5300	1,000.00	1,000.00	200.00	1,000.00	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	6,000.00	6,000.00	452.35	6,000.00	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	40,000.00	40,000.00	44,148.23	40,000.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	6,000.00	6,000.00	2,700.50	6,000.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			54,000.00	54,000.00	48,079.42	54,000.00	0.00	0.0%
CAPITAL OUTLAY								
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%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
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%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
TOTAL, EXPENDITURES			758,554.00	758,554.00	367,352.10	758,554.00		

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)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund		8916	35,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			35,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	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%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
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%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			35,000.00	20,000.00	0.00	20,000.00		

<u>Resource</u>	<u>Description</u>	<u>2016/17 Projected Year Totals</u>
5310	Child Nutrition: School Programs (e.g., School Lunch, School	181,533.44
Total, Restricted Balance		<u>181,533.44</u>

2016-17 Second Interim
Building Fund
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 Column B & D (F)
A. REVENUES								
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	100,000.00	100,000.00	(10,611.06)	100,000.00	0.00	0.0%
5) TOTAL, REVENUES			100,000.00	100,000.00	(10,611.06)	100,000.00		
B. EXPENDITURES								
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	2,290.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	4,799,871.00	3,807,582.00	2,890,261.59	3,807,582.00	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			4,799,871.00	3,807,582.00	2,892,551.59	3,807,582.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(4,699,871.00)	(3,707,582.00)	(2,903,162.65)	(3,707,582.00)		
D. OTHER FINANCING SOURCES/USES								
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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(4,699,871.00)	(3,707,582.00)	(2,903,162.65)	(3,707,582.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	3,816,165.72	3,816,165.72		3,816,165.72	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)			3,816,165.72	3,816,165.72		3,816,165.72		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,816,165.72	3,816,165.72		3,816,165.72		
2) Ending Balance, June 30 (E + F1e)			(883,705.28)	108,583.72		108,583.72		
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		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	108,583.72		108,583.72		
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	(883,705.28)	0.00		0.00		

2016-17 Second Interim
Building Fund
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 Column B & D (F)
FEDERAL REVENUE								
FEMA		8281	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%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
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%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
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%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	100,000.00	100,000.00	(10,611.06)	100,000.00	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%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			100,000.00	100,000.00	(10,611.06)	100,000.00	0.00	0.0%
TOTAL, REVENUES			100,000.00	100,000.00	(10,611.06)	100,000.00		

2016-17 Second Interim
Building Fund
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 Column B & D (F)
CLASSIFIED SALARIES								
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%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
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%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
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	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
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%
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	2,290.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	2,290.00	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)
CAPITAL OUTLAY								
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	4,799,871.00	3,807,582.00	2,890,261.59	3,807,582.00	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%
TOTAL, CAPITAL OUTLAY			4,799,871.00	3,807,582.00	2,890,261.59	3,807,582.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.00	0.00	0.00	0.0%
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%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			4,799,871.00	3,807,582.00	2,892,551.59	3,807,582.00		

2016-17 Second Interim
Building Fund
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 Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
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) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale of Bonds		8951	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
County School Building Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
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%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
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%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2016/17
		Projected Year Totals
Total, Restricted Balance		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)
A. REVENUES								
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	80,000.00	80,000.00	16,855.46	80,000.00	0.00	0.0%
5) TOTAL REVENUES			80,000.00	80,000.00	16,855.46	80,000.00		
B. EXPENDITURES								
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	822.39	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	8,000.00	8,000.00	3,690.00	8,000.00	0.00	0.0%
6) Capital Outlay		6000-6999	961,713.00	961,713.00	650,769.85	961,713.00	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			969,713.00	969,713.00	655,282.24	969,713.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(889,713.00)	(889,713.00)	(638,426.78)	(889,713.00)		
D. OTHER FINANCING SOURCES/USES								
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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(889,713.00)	(889,713.00)	(638,426.78)	(889,713.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	977,590.26	977,590.26		977,590.26	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)			977,590.26	977,590.26		977,590.26		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			977,590.26	977,590.26		977,590.26		
2) Ending Balance, June 30 (E + F1e)			87,877.26	87,877.26		87,877.26		
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		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	87,877.26	87,877.26		87,877.26		
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	0.00		0.00		

2016-17 Second Interim
Capital Facilities Fund
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 Column B & D (F)
OTHER STATE REVENUE								
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%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
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%
Interest		8660	5,000.00	5,000.00	(2,267.98)	5,000.00	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	75,000.00	75,000.00	19,123.44	75,000.00	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%
TOTAL, OTHER LOCAL REVENUE			80,000.00	80,000.00	16,855.46	80,000.00	0.00	0.0%
TOTAL, REVENUES			80,000.00	80,000.00	16,855.46	80,000.00		

2016-17 Second Interim
Capital Facilities Fund
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 Column B & D (F)
CERTIFICATED SALARIES								
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
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%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
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%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
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	822.39	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	822.39	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
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%
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	1,000.00	1,000.00	0.00	1,000.00	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	5,000.00	5,000.00	0.00	5,000.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,000.00	2,000.00	3,690.00	2,000.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			8,000.00	8,000.00	3,690.00	8,000.00	0.00	0.0%

2016-17 Second Interim
Capital Facilities Fund
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 Column B & D (F)
CAPITAL OUTLAY								
Land		6100	15,580.00	15,580.00	0.00	15,580.00	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	946,133.00	946,133.00	650,769.85	946,133.00	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%
TOTAL, CAPITAL OUTLAY			961,713.00	961,713.00	650,769.85	961,713.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	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%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			969,713.00	969,713.00	655,282.24	969,713.00		

2016-17 Second Interim
Capital Facilities Fund
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 Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
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) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
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%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
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%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2016/17 Projected Year Totals
Total, Restricted Balance		0.00

2016-17 Second Interim
Bond Interest and Redemption Fund
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 Column B & D (F)
A. REVENUES								
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	3,500.00	3,500.00	595.41	3,500.00	0.00	0.0%
4) Other Local Revenue		8600-8799	503,500.00	503,500.00	140,375.61	503,500.00	0.00	0.0%
5) TOTAL REVENUES			507,000.00	507,000.00	140,972.02	507,000.00		
B. EXPENDITURES								
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	410,000.00	410,000.00	0.00	410,000.00	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			410,000.00	410,000.00	0.00	410,000.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			97,000.00	97,000.00	140,972.02	97,000.00		
D. OTHER FINANCING SOURCES/USES								
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 Second Interim
Bond Interest and Redemption Fund
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 Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			97,000.00	97,000.00	140,972.02	97,000.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	227,161.72	227,161.72		227,161.72	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)			227,161.72	227,161.72		227,161.72		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			227,161.72	227,161.72		227,161.72		
2) Ending Balance, June 30 (E + F1e)			324,161.72	324,161.72		324,161.72		
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		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	324,161.72	324,161.72		324,161.72		
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	0.00		0.00		

2016-17 Second Interim
Bond Interest and Redemption Fund
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 Column B & D (F)
FEDERAL REVENUE								
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Tax Relief Subventions Voted Indebtedness Levies								
Homeowners' Exemptions		8571	3,000.00	3,000.00	486.26	3,000.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8572	500.00	500.00	110.15	500.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			3,500.00	3,500.00	596.41	3,500.00	0.00	0.0%
OTHER LOCAL REVENUE								
County and District Taxes Voted Indebtedness Levies Secured Roll		8611	500,000.00	500,000.00	121,926.00	500,000.00	0.00	0.0%
Unsecured Roll		8612	0.00	0.00	18,846.55	0.00	0.00	0.0%
Prior Years' Taxes		8613	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8614	500.00	500.00	889.33	500.00	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%
Interest		8660	3,000.00	3,000.00	(1,286.27)	3,000.00	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%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			503,500.00	503,500.00	140,375.61	503,500.00	0.00	0.0%
TOTAL, REVENUES			507,000.00	507,000.00	140,972.02	507,000.00		
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Debt Service								
Bond Redemptions		7433	410,000.00	410,000.00	0.00	410,000.00	0.00	0.0%
Bond Interest and Other Service Charges		7434	0.00	0.00	0.00	0.00	0.00	0.0%
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%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			410,000.00	410,000.00	0.00	410,000.00	0.00	0.0%
TOTAL, EXPENDITURES			410,000.00	410,000.00	0.00	410,000.00		

2016-17 Second Interim
Bond Interest and Redemption Fund
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 Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: General Fund		7614	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) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
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%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
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%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2016/17 Projected Year Totals
Total, Restricted Balance		0.00

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)
A. DISTRICT						
1. Total District Regular ADA 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)	1,399.72	1,399.72	1,399.72	1,399.72	0.00	0%
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA 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%
3. Total Basic Aid Open Enrollment Regular ADA 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%
4. Total, District Regular ADA (Sum of Lines A1 through A3)	1,399.72	1,399.72	1,399.72	1,399.72	0.00	0%
5. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	3.00	1.50	1.50	1.50	0.00	0%
c. Special Education-NPS/LCI	0.00	1.50	1.50	1.50	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%
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	3.00	3.00	3.00	3.00	0.00	0%
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	1,402.72	1,402.72	1,402.72	1,402.72	0.00	0%
7. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

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. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0%
2. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
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%
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0%
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0%
4. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
5. County Operations Grant ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

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)
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0%
3. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
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. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0%
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 01 or Fund 62.						
5. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0%
7. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
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. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	0.00	0.00	0.00	0.00	0.00	0%

Second Interim
2016-17 INTERIM REPORT
Cashflow Worksheet - Budget Year (1)

	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name)	September									
A. BEGINNING CASH			2,084,089.00	2,545,089.00	2,574,569.00	3,157,599.84	3,240,299.84	2,347,765.84	3,287,833.84	2,236,316.84
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		1,227,994.00	1,227,994.00	1,714,108.00	1,227,994.00		486,115.00	500,000.00	600,000.00
Property Taxes	8020-8079			792.00	18,720.00	254,614.00	11,442.00	1,369,650.00		
Miscellaneous Funds	8080-8099									
Federal Revenue	8100-8299		2,054.00		43,464.00		2,667.00	183,301.00	(9,074.00)	
Other State Revenue	8300-8599		105,183.00	2,280.00	162,630.00	7,914.00	120,750.00	158,800.00	157,220.00	200,000.00
Other Local Revenue	8600-8799		(6,252.00)	450.00	699.00	26,688.00	4,822.00	7,634.00	20.00	100,000.00
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			1,328,979.00	1,231,516.00	1,939,621.00	1,517,210.00	139,681.00	2,205,500.00	648,166.00	900,000.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		60,515.00	560,369.00	557,732.00	579,046.00	573,198.00	570,897.00	570,184.00	580,000.00
Classified Salaries	2000-2999		94,672.00	176,753.00	178,199.00	180,648.00	209,623.00	190,260.00	176,750.00	195,000.00
Employee Benefits	3000-3999		89,069.00	232,318.00	232,774.00	236,334.00	233,597.00	236,360.00	233,694.00	300,000.00
Books and Supplies	4000-4999		66,594.00	88,979.00	82,962.00	55,302.00	18,124.00	54,603.00	39,104.00	85,000.00
Services	5000-5999		281,042.00	104,369.00	131,984.00	69,931.00	65,742.00	97,349.00	101,988.00	100,000.00
Capital Outlay	6000-6599			13,185.00	149,740.00	83,452.00	(1,000.00)	67,856.00	48,690.00	150,000.00
Other Outgo	7000-7499			(20,037.00)	30,403.00	439,670.00			427,630.00	
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			591,892.00	1,155,936.00	1,363,794.00	1,644,383.00	1,099,284.00	1,217,325.00	1,598,040.00	1,410,000.00
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299	262,464.06	46,486.00	67,070.00	(5,546.00)	63,692.00	38,752.00	28,441.00	35,101.00	
Due From Other Funds	9310	49,901.47			49,901.47					
Stores	9320									
Prepaid Expenditures	9330	11,726.37			11,726.37					
Other Current Assets	9340									
Deferred Outflows of Resources	9490									
SUBTOTAL		324,091.90	46,486.00	67,070.00	56,081.84	63,692.00	38,752.00	28,441.00	35,101.00	0.00
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	645,604.20	322,573.00	113,170.00	48,878.00	(146,181.00)	(28,317.00)	76,548.00	31,561.00	
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650	105,183.00							105,183.00	105,183.00
Deferred Inflows of Resources	9690									
SUBTOTAL		750,787.20	322,573.00	113,170.00	48,878.00	(146,181.00)	(28,317.00)	76,548.00	136,744.00	105,183.00
Nonoperating										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		(426,695.30)	(276,087.00)	(46,100.00)	7,203.84	209,873.00	67,069.00	(48,107.00)	(101,643.00)	(105,183.00)
E. NET INCREASE/DECREASE (B - C + D)			461,000.00	29,480.00	583,030.84	82,700.00	(892,534.00)	940,068.00	(1,051,517.00)	(615,183.00)
F. ENDING CASH (A + E)			2,545,089.00	2,574,569.00	3,157,599.84	3,240,299.84	2,347,765.84	3,287,833.84	2,236,316.84	1,621,133.84
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	September								
A. BEGINNING CASH		1,621,133.84	963,761.84	1,912,009.84	1,572,708.84				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	600,000.00	600,000.00	600,000.00	1,000,000.00	309,438.00		10,093,643.00	10,093,643.00
Property Taxes	8020-8079		1,344,782.00					3,000,000.00	3,000,000.00
Miscellaneous Funds	8080-8099							0.00	0.00
Federal Revenue	8100-8299		148,466.00			25,667.00		396,545.00	396,545.00
Other State Revenue	8300-8599	200,000.00	200,000.00	200,000.00	212,747.00			1,727,524.00	1,727,524.00
Other Local Revenue	8600-8799			150,699.00	100,000.00	202,036.00		586,796.00	586,796.00
Interfund Transfers In	8910-8929							0.00	0.00
All Other Financing Sources	8930-8979							0.00	0.00
TOTAL RECEIPTS		800,000.00	2,293,248.00	950,699.00	1,312,747.00	537,141.00	0.00	15,804,508.00	15,804,508.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	560,000.00	560,000.00	560,000.00	549,403.00			6,281,344.00	6,281,344.00
Classified Salaries	2000-2999	185,000.00	185,000.00	195,000.00	204,408.00			2,171,313.00	2,171,313.00
Employee Benefits	3000-3999	300,000.00	300,000.00	300,000.00	502,613.00			3,196,759.00	3,196,759.00
Books and Supplies	4000-4999	85,000.00	200,000.00	85,000.00	147,219.00			1,007,887.00	1,007,887.00
Services	5000-5999	100,000.00	100,000.00	150,000.00	176,648.00			1,479,053.00	1,479,053.00
Capital Outlay	6000-6599				485,203.00	405,554.00		1,402,680.00	917,477.00
Other Outgo	7000-7499				277,906.00	52,754.00		1,208,326.00	930,420.00
Interfund Transfers Out	7600-7629				20,000.00			20,000.00	20,000.00
All Other Financing Uses	7630-7699							0.00	0.00
TOTAL DISBURSEMENTS		1,230,000.00	1,345,000.00	1,290,000.00	2,363,400.00	458,308.00	0.00	16,767,362.00	16,004,253.00
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299						(11,532.00)	262,464.00	
Due From Other Funds	9310							49,901.47	
Stores	9320							0.00	
Prepaid Expenditures	9330							11,726.37	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	(11,532.00)	324,091.84	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	227,372.00						645,604.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							210,366.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		227,372.00	0.00	0.00	0.00	0.00	0.00	855,970.00	
Nonoperating									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		(227,372.00)	0.00	0.00	0.00	0.00	(11,532.00)	(531,878.16)	
E. NET INCREASE/DECREASE (B - C + D)		(657,372.00)	948,248.00	(339,301.00)	(1,050,653.00)	78,833.00	(11,532.00)	(1,494,732.16)	(199,745.00)
F. ENDING CASH (A + E)		963,761.84	1,912,009.84	1,572,708.84	522,055.84				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								589,356.84	

	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	September									
A. BEGINNING CASH			522,055.84	887,055.84	837,055.84	1,387,055.84	1,787,055.84	527,055.84	1,217,055.84	517,055.84
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		1,250,000.00	1,250,000.00	1,800,000.00	1,250,000.00		500,000.00	500,000.00	500,000.00
Property Taxes	8020-8079							1,500,000.00		
Miscellaneous Funds	8080-8099									
Federal Revenue	8100-8299					100,000.00				100,000.00
Other State Revenue	8300-8599			100,000.00		100,000.00		100,000.00		100,000.00
Other Local Revenue	8600-8799									60,000.00
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			1,250,000.00	1,350,000.00	1,800,000.00	1,450,000.00	0.00	2,100,000.00	500,000.00	760,000.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		60,000.00	560,000.00	560,000.00	560,000.00	570,000.00	570,000.00	560,000.00	560,000.00
Classified Salaries	2000-2999		100,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	195,000.00
Employee Benefits	3000-3999		100,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	350,000.00
Books and Supplies	4000-4999		75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	20,000.00
Services	5000-5999		100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Capital Outlay	6000-6599									
Other Outgo	7000-7499		200,000.00	200,000.00				200,000.00		
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			635,000.00	1,400,000.00	1,200,000.00	1,200,000.00	1,210,000.00	1,410,000.00	1,200,000.00	1,225,000.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299	250,000.00	50,000.00	50,000.00		100,000.00	50,000.00			
Due From Other Funds	9310	50,000.00				50,000.00				
Stores	9320									
Prepaid Expenditures	9330	10,000.00								
Other Current Assets	9340									
Deferred Outflows of Resources	9490									
SUBTOTAL		310,000.00	50,000.00	50,000.00	0.00	150,000.00	50,000.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599	500,000.00	300,000.00	50,000.00	50,000.00		100,000.00			
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		500,000.00	300,000.00	50,000.00	50,000.00	0.00	100,000.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		(190,000.00)	(250,000.00)	0.00	(50,000.00)	150,000.00	(50,000.00)	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			365,000.00	(50,000.00)	550,000.00	400,000.00	(1,260,000.00)	690,000.00	(700,000.00)	(465,000.00)
F. ENDING CASH (A + E)			887,055.84	837,055.84	1,387,055.84	1,787,055.84	527,055.84	1,217,055.84	517,055.84	52,055.84
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Second Interim
2016-17 INTERIM REPORT
Cashflow Worksheet - Budget Year (2)

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	September								
A. BEGINNING CASH		52,055.84	(717,944.16)	297,055.84	(490,246.16)				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	600,000.00	600,000.00	600,000.00	1,000,000.00	755,277.00		10,605,277.00	10,267,383.00
Property Taxes	8020-8079		1,500,000.00					3,000,000.00	3,000,000.00
Miscellaneous Funds	8080-8099							0.00	
Federal Revenue	8100-8299				189,521.00			389,521.00	393,984.00
Other State Revenue	8300-8599		100,000.00	100,000.00	200,000.00	135,516.00		935,516.00	1,226,627.00
Other Local Revenue	8600-8799				60,076.00	3,000.00		123,076.00	137,592.00
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
TOTAL RECEIPTS		600,000.00	2,200,000.00	700,000.00	1,449,597.00	893,793.00	0.00	15,053,390.00	15,025,586.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	560,000.00	570,000.00	600,000.00	615,991.00			6,345,991.00	6,345,991.00
Classified Salaries	2000-2999	185,000.00	195,000.00	185,000.00	233,929.00			2,203,929.00	2,203,929.00
Employee Benefits	3000-3999	300,000.00	300,000.00	310,000.00	308,127.00			3,348,127.00	3,348,127.00
Books and Supplies	4000-4999	25,000.00	20,000.00	50,000.00	54,891.00			694,891.00	694,891.00
Services	5000-5999	100,000.00	100,000.00	100,000.00	182,962.00			1,282,962.00	1,282,962.00
Capital Outlay	6000-6599			242,302.00				242,302.00	242,302.00
Other Outgo	7000-7499	200,000.00			198,301.00			998,301.00	998,301.00
Interfund Transfers Out	7600-7629				(20,000.00)			(20,000.00)	(20,000.00)
All Other Financing Uses	7630-7699				20,000.00			20,000.00	20,000.00
TOTAL DISBURSEMENTS		1,370,000.00	1,185,000.00	1,487,302.00	1,594,201.00	0.00	0.00	15,116,503.00	15,116,503.00
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not in Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							250,000.00	
Due From Other Funds	9310							50,000.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	300,000.00	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							500,000.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	500,000.00	
Nonoperating									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	(200,000.00)	
E. NET INCREASE/DECREASE (B - C + D)		(770,000.00)	1,015,000.00	(787,302.00)	(144,604.00)	893,793.00	0.00	(263,113.00)	(90,917.00)
F. ENDING CASH (A + E)		(717,944.16)	297,055.84	(490,246.16)	(634,850.16)				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								258,942.84	

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 415,226.00
2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

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B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 11,082,152.00

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 3.75%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation. _____

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)**A. Indirect Costs**

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	445,947.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	373,583.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	27,677.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	60,927.30
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	908,134.30
9. Carry-Forward Adjustment (Part IV, Line F)	129,421.44
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	1,037,555.74

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	9,183,644.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	1,079,461.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	870,977.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	200,312.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	2,200.00
6. Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	327,827.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	1,563,800.70
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	738,554.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	13,966,775.70

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs)

(Line A8 divided by Line B18) 6.50%

D. Preliminary Proposed Indirect Cost Rate(For final approved fixed-with-carry-forward rate for use in 2017-18 see www.cde.ca.gov/fac/ic)

(Line A10 divided by Line B18) 7.43%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>908,134.30</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>83,037.20</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (6.17%) times Part III, Line B18); zero if negative	<u>129,421.44</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (6.17%) times Part III, Line B18) or (the highest rate used to recover costs from any program (4.93%) times Part III, Line B18); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>129,421.44</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>129,421.44</u>

Approved indirect cost rate: 6.17%
Highest rate used in any program: 4.93%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	3010	389,965.00	13,777.00	3.53%
01	3550	10,605.00	474.00	4.47%
01	4035	77,371.00	2,225.00	2.88%
01	4203	64,407.00	802.00	1.25%
01	6010	254,461.00	10,362.00	4.07%
01	7220	71,191.00	3,509.00	4.93%
13	5310	738,554.00	20,000.00	2.71%

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)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	13,093,643.00	1.33%	13,267,383.00	3.79%	13,769,977.00
2. Federal Revenues	8100-8299	10,000.00	0.00%	10,000.00	0.00%	10,000.00
3. Other State Revenues	8300-8599	568,120.00	0.00%	568,120.00	-0.88%	563,120.00
4. Other Local Revenues	8600-8799	581,796.00	-76.35%	137,592.00	-42.53%	79,076.00
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	(1,540,032.00)	27.00%	(1,955,772.00)	-3.39%	(1,889,442.00)
6. Total (Sum lines A1 thru A5c)		12,713,527.00	-5.40%	12,027,323.00	4.20%	12,532,731.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				6,043,101.00		6,101,748.00
b. Step & Column Adjustment				58,647.00		35,000.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	6,043,101.00	0.97%	6,101,748.00	0.57%	6,136,748.00
2. Classified Salaries						
a. Base Salaries				1,677,705.00		1,697,705.00
b. Step & Column Adjustment				20,000.00		20,000.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	1,677,705.00	1.19%	1,697,705.00	1.18%	1,717,705.00
3. Employee Benefits	3000-3999	2,666,910.00	4.99%	2,800,000.00	5.75%	2,961,000.00
4. Books and Supplies	4000-4999	888,876.00	-33.07%	594,891.00	10.82%	659,268.00
5. Services and Other Operating Expenditures	5000-5999	971,770.00	-7.39%	900,000.00	0.00%	900,000.00
6. Capital Outlay	6000-6999	200,000.00	-100.00%		0.00%	
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	55,045.00	0.00%	55,045.00	0.00%	55,045.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(51,149.00)	0.00%	(51,149.00)	0.00%	(51,149.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	20,000.00	0.00%	20,000.00	0.00%	20,000.00
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)		12,472,258.00	-2.84%	12,118,240.00	2.31%	12,398,617.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		241,269.00		(90,917.00)		134,114.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		1,247,315.95		1,488,584.95		1,397,667.95
2. Ending Fund Balance (Sum lines C and D1)		1,488,584.95		1,397,667.95		1,531,781.95
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	1,008,456.95		944,171.95		1,078,983.95
d. Assigned	9780	0.00				
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	480,128.00		453,496.00		452,798.00
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		1,488,584.95		1,397,667.95		1,531,781.95

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)
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	480,128.00		453,496.00		452,798.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
(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	0.00				
c. Unassigned/Unappropriated	9790	0.00				
3. Total Available Reserves (Sum lines E1a thru E2c)		480,128.00		453,496.00		452,798.00
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.						
School Services Estimates for 17-18 Budget along with FCMAT LCFF Calculator. ADA remains Stable and no new staff are hired.						

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)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	0.00	0.00%		0.00%	
2. Federal Revenues	8100-8299	386,545.00	-0.66%	383,984.00	0.00%	383,984.00
3. Other State Revenues	8300-8599	1,159,404.00	-43.20%	658,507.00	-36.04%	421,205.00
4. Other Local Revenues	8600-8799	5,000.00	-100.00%		0.00%	
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	1,540,032.00	27.00%	1,955,772.00	-3.39%	1,889,442.00
6. Total (Sum lines A1 thru A5c)		3,090,981.00	-3.00%	2,998,263.00	-10.13%	2,694,631.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				238,243.00		244,243.00
b. Step & Column Adjustment				6,000.00		5,000.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	238,243.00	2.52%	244,243.00	2.05%	249,243.00
2. Classified Salaries						
a. Base Salaries				493,608.00		506,224.00
b. Step & Column Adjustment				12,616.00		5,000.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	493,608.00	2.56%	506,224.00	0.99%	511,224.00
3. Employee Benefits	3000-3999	529,849.00	3.45%	548,127.00	5.47%	578,127.00
4. Books and Supplies	4000-4999	119,011.00	-15.97%	100,000.00	0.00%	100,000.00
5. Services and Other Operating Expenditures	5000-5999	507,283.00	-24.51%	382,962.00	-23.64%	292,411.00
6. Capital Outlay	6000-6999	717,477.00	-66.23%	242,302.00	-100.00%	
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	895,375.00	5.35%	943,256.00	-1.14%	932,477.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	31,149.00	0.00%	31,149.00	0.00%	31,149.00
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)		3,531,995.00	-15.11%	2,998,263.00	-10.13%	2,694,631.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		(441,014.00)		0.00		0.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		441,014.00		0.00		0.00
2. Ending Fund Balance (Sum lines C and D1)		0.00		0.00		0.00
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740	0.00				
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						
(Line D3f must agree with line D2)		0.00		0.00		0.00

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)
E. AVAILABLE RESERVES						
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)						
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.						

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)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	13,093,643.00	1.33%	13,267,383.00	3.79%	13,769,977.00
2. Federal Revenues	8100-8299	396,545.00	-0.65%	393,984.00	0.00%	393,984.00
3. Other State Revenues	8300-8599	1,727,524.00	-29.00%	1,226,627.00	-19.75%	984,325.00
4. Other Local Revenues	8600-8799	586,796.00	-76.55%	137,592.00	-42.53%	79,076.00
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)		15,804,508.00	-4.93%	15,025,586.00	1.34%	15,227,362.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				6,281,344.00		6,345,991.00
b. Step & Column Adjustment				64,647.00		40,000.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	6,281,344.00	1.03%	6,345,991.00	0.63%	6,385,991.00
2. Classified Salaries						
a. Base Salaries				2,171,313.00		2,203,929.00
b. Step & Column Adjustment				32,616.00		25,000.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	2,171,313.00	1.50%	2,203,929.00	1.13%	2,228,929.00
3. Employee Benefits	3000-3999	3,196,759.00	4.74%	3,348,127.00	5.70%	3,539,127.00
4. Books and Supplies	4000-4999	1,007,887.00	-31.05%	694,891.00	9.26%	759,268.00
5. Services and Other Operating Expenditures	5000-5999	1,479,053.00	-13.26%	1,282,962.00	-7.06%	1,192,411.00
6. Capital Outlay	6000-6999	917,477.00	-73.59%	242,302.00	-100.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	950,420.00	5.04%	998,301.00	-1.08%	987,522.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(20,000.00)	0.00%	(20,000.00)	0.00%	(20,000.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	20,000.00	0.00%	20,000.00	0.00%	20,000.00
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)		16,004,253.00	-5.55%	15,116,503.00	-0.15%	15,093,248.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		(199,745.00)		(90,917.00)		134,114.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1c)		1,688,329.95		1,488,584.95		1,397,667.95
2. Ending Fund Balance (Sum lines C and D1)		1,488,584.95		1,397,667.95		1,531,781.95
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	0.00		0.00		0.00
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	1,008,456.95		944,171.95		1,078,983.95
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	480,128.00		453,496.00		452,798.00
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		1,488,584.95		1,397,667.95		1,531,781.95

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)
E. AVAILABLE RESERVES (Unrestricted except as noted)						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	480,128.00		453,496.00		452,798.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z			0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1 thru E2c)		480,128.00		453,496.00		452,798.00
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		3.00%		3.00%		3.00%
F. RECOMMENDED RESERVES						
1. Special Education Pass-through Exclusions						
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):						
2. Special education pass-through funds						
(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
2. District ADA						
Used to determine the reserve standard percentage level on line F3d (Col. A: Form AI, Estimated P-2 ADA column, Line A4; enter projections)						
		1,399.72		1,399.72		1,399.72
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		16,004,253.00		15,116,503.00		15,093,248.00
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		16,004,253.00		15,116,503.00		15,093,248.00
d. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 10 for calculation details)		3%		3%		3%
e. Reserve Standard - By Percent (Line F3c times F3d)		480,127.59		453,495.09		452,797.44
f. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 10 for calculation details)		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)		480,127.59		453,495.09		452,797.44
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

Section I - Expenditures	Funds 01, 09, and 62			2016-17 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	16,004,253.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	561,322.00
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	2,200.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	917,477.00
3. Debt Service	All	9100	5400-5450, 5800, 7430- 7439	55,045.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	20,000.00
6. All Other Financing Uses	All	9100 9200	7699 7651	0.00
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	205,488.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				1,200,210.00
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				14,242,721.00

Section II - Expenditures Per ADA		2016-17 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form AI, Column C, sum of lines A6 and C9)*		1,402.72
B. Expenditures per ADA (Line I.E divided by Line II.A)		10,153.65
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		
	Total	Per ADA
A. Base expenditures (Preloaded expenditures extracted from prior year Unaudited Actuals MOE calculation). (Note: If the prior year MOE was not met, in its final determination, CDE will adjust the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	13,621,290.29	9,705.37
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	13,621,290.29	9,705.37
B. Required effort (Line A.2 times 90%)	12,259,161.26	8,734.83
C. Current year expenditures (Line I.E and Line II.B)	14,242,721.00	10,153.65
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under NCLB covered programs in FY 2018-19 may be reduced by the lower of the two percentages)	0.00%	0.00%

*Interim Periods - Annual ADA not available from Form AI. For your convenience, Projected Year Totals Estimated P-2 ADA is extracted. Manual adjustment may be required to reflect estimated Annual ADA.

SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)		
Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

Second 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	(45,000.00)	0.00	(20,000.00)				
Other Sources/Uses Detail					0.00	20,000.00		
Fund Reconciliation								
091 CHARTER SCHOOLS SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
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					0.00	0.00		
Fund Reconciliation								
121 CHILD DEVELOPMENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
131 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	40,000.00	0.00	20,000.00	0.00				
Other Sources/Uses Detail					20,000.00	0.00		
Fund Reconciliation								
141 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
151 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
171 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
181 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
191 FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation								
201 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
211 BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
251 CAPITAL FACILITIES FUND								
Expenditure Detail	5,000.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
301 STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
351 COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
401 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
491 CAP PROJ FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
511 BOND INTEREST AND REDEMPTION FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
521 DEBT SVC FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
531 TAX OVERRIDE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
551 DEBT SERVICE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
571 FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation								
611 CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								

Second 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								
TOTALS	45,000.00	(45,000.00)	20,000.00	(20,000.00)	20,000.00	20,000.00		

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 first interim projections.

District's ADA Standard Percentage Range: -2.0% to +2.0%

1A. Calculating the District's ADA Variances

DATA ENTRY: First Interim data that exist will be extracted into the first column, otherwise, enter data for all fiscal years. Second 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	First Interim Projected Year Totals (Form 01CSI, Item 1A)	Second Interim Projected Year Totals (Form AI, Lines A4 and C4)	Percent Change	Status
Current Year (2016-17)				
District Regular	1,399.72	1,399.72		
Charter School	0.00	0.00		
Total ADA	1,399.72	1,399.72	0.0%	Met
1st Subsequent Year (2017-18)				
District Regular	1,399.72	1,399.72		
Charter School				
Total ADA	1,399.72	1,399.72	0.0%	Met
2nd Subsequent Year (2018-19)				
District Regular	1,399.72	1,399.72		
Charter School				
Total ADA	1,399.72	1,399.72	0.0%	Met

1B. Comparison of District ADA to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Funded ADA has not changed since first interim projections by more than two percent in any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)

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 first interim projections.

District's Enrollment Standard Percentage Range: -2.0% to +2.0%

2A. Calculating the District's Enrollment Variances

DATA ENTRY: First Interim 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
	First Interim (Form 01CSI, Item 2A)	Second Interim CBEDS/Projected		
Current Year (2016-17)				
District Regular	1,474	1,477		
Charter School				
Total Enrollment	1,474	1,477	0.2%	Met
1st Subsequent Year (2017-18)				
District Regular	1,475	1,477		
Charter School				
Total Enrollment	1,475	1,477	0.1%	Met
2nd Subsequent Year (2018-19)				
District Regular	1,475	1,477		
Charter School				
Total Enrollment	1,475	1,477	0.1%	Met

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 first interim projections 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. First Interim 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 01CSI, Item 3A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2013-14)	1,388	1,450	95.7%
Second Prior Year (2014-15)			
District Regular	1,377	1,456	
Charter School			
Total ADA/Enrollment	1,377	1,456	94.6%
First Prior Year (2015-16)			
District Regular	1,400	1,475	
Charter School	0		
Total ADA/Enrollment	1,400	1,475	94.9%
Historical Average Ratio:			95.1%

District's ADA to Enrollment Standard (historical average ratio plus 0.5%): 95.6%

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	1,400	1,477		
Charter School	0			
Total ADA/Enrollment	1,400	1,477	94.8%	Met
1st Subsequent Year (2017-18)				
District Regular	1,400	1,477		
Charter School				
Total ADA/Enrollment	1,400	1,477	94.8%	Met
2nd Subsequent Year (2018-19)				
District Regular	1,400	1,477		
Charter School				
Total ADA/Enrollment	1,400	1,477	94.8%	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 first interim projections.

District's LCFF Revenue Standard Percentage Range:

4A. Calculating the District's Projected Change in LCFF Revenue

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. In the Second Interim column, Current Year data are extracted; enter data for the two subsequent years.

LCFF Revenue				
(Fund 01, Objects 8011, 8012, 8020-8089)				
Fiscal Year	First Interim	Second Interim	Percent Change	Status
	(Form 01CSI, Item 4A)	Projected Year Totals		
Current Year (2016-17)	13,077,903.00	13,093,643.00	0.1%	Met
1st Subsequent Year (2017-18)	13,605,277.00	13,267,383.00	-2.5%	Not Met
2nd Subsequent Year (2018-19)	13,818,263.00	13,769,977.00	-0.3%	Met

4B. Comparison of District LCFF Revenue to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected LCFF revenue has changed since first interim projections by more than two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting LCFF revenue.

Explanation:
(required if NOT met)

CA PRELIMINARY BUDGET PREDICTS A LOWER AMOUNT OF INCOME FOR 17-18 THAN WHAT WAS PORTRAYED IN THE PAST.

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)	8,332,178.47	9,568,271.52	87.1%
Second Prior Year (2014-15)	9,150,341.55	10,435,418.38	87.7%
First Prior Year (2015-16)	10,212,208.36	12,340,392.77	82.8%
Historical Average Ratio:			85.9%

	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):	82.9% to 88.9%	82.9% to 88.9%	82.9% to 88.9%

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)	10,387,716.00	12,452,258.00	83.4%	Met
1st Subsequent Year (2017-18)	10,599,453.00	12,098,240.00	87.6%	Met
2nd Subsequent Year (2018-19)	10,815,453.00	12,378,617.00	87.4%	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 first interim projections.

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: First Interim data that exist will be extracted; otherwise, enter data into the first column. Second Interim data for the Current Year are extracted. If Second 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	First Interim Projected Year Totals (Form 01CSI, Item 6A)	Second Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)				
Current Year (2016-17)	393,984.00	396,545.00	0.7%	No
1st Subsequent Year (2017-18)	389,521.00	393,984.00	1.1%	No
2nd Subsequent Year (2018-19)	389,521.00	393,984.00	1.1%	No

Explanation:
(required if Yes)

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)				
Current Year (2016-17)	1,711,627.00	1,727,524.00	0.9%	No
1st Subsequent Year (2017-18)	935,516.00	1,226,627.00	31.1%	Yes
2nd Subsequent Year (2018-19)	935,516.00	984,325.00	5.2%	Yes

Explanation:
(required if Yes)

A mistake was made on 1st Interim for 17-18 CTE Grant which was then added by 2nd Interim. Corrections were made for 18-19 as well.

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)				
Current Year (2016-17)	321,796.00	586,796.00	82.4%	Yes
1st Subsequent Year (2017-18)	123,076.00	137,592.00	11.8%	Yes
2nd Subsequent Year (2018-19)	79,076.00	79,076.00	0.0%	No

Explanation:
(required if Yes)

For 16-17 ERATE rebates were added for Large Wiring Project. We were unsure of funding at 1st Interim. Also PGE Lighting rebates were added since 1st Interim Report. For 17-18 projections were updated.

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)				
Current Year (2016-17)	998,709.00	1,007,887.00	0.9%	No
1st Subsequent Year (2017-18)	759,268.00	694,891.00	-8.5%	Yes
2nd Subsequent Year (2018-19)	759,268.00	759,268.00	0.0%	No

Explanation:
(required if Yes)

In 17-18 An ongoing grant will most likely be spent reducing the 4000 object accounts

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)				
Current Year (2016-17)	1,438,348.00	1,479,053.00	2.8%	No
1st Subsequent Year (2017-18)	1,192,391.00	1,282,962.00	7.6%	Yes
2nd Subsequent Year (2018-19)	1,192,411.00	1,192,411.00	0.0%	No

Explanation:
(required if Yes)

Projections reviewed for 17-18

6B. Calculating the District's Change in Total Operating Revenues and Expenditures

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	First Interim Projected Year Totals	Second Interim Projected Year Totals	Percent Change	Status
Total Federal, Other State, and Other Local Revenue (Section 6A)				
Current Year (2016-17)	2,427,407.00	2,710,865.00	11.7%	Not Met
1st Subsequent Year (2017-18)	1,448,113.00	1,758,203.00	21.4%	Not Met
2nd Subsequent Year (2018-19)	1,404,113.00	1,457,385.00	3.8%	Met
Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)				
Current Year (2016-17)	2,437,057.00	2,486,940.00	2.0%	Met
1st Subsequent Year (2017-18)	1,951,659.00	1,977,853.00	1.3%	Met
2nd Subsequent Year (2018-19)	1,951,679.00	1,951,679.00	0.0%	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 first interim projections 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)

Explanation:
Other State Revenue
(linked from 6A
if NOT met)

A mistake was made on 1st Interim for 17-18 CTE Grant which was then added by 2nd Interim. Corrections were made for 18-19 as well.

Explanation:
Other Local Revenue
(linked from 6A
if NOT met)

For 16-17 ERATE rebates were added for Large Wiring Project. We were unsure of funding at 1st Interim. Also PGE Lighting rebates were added since 1st Interim Report. For 17-18 projections were updated.

- 1b. STANDARD MET - Projected total operating expenditures have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

Explanation:
Books and Supplies
(linked from 6A
if NOT met)

Explanation:
Services and Other Exps
(linked from 6A
if NOT met)

7. CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since first interim projections 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%. First Interim data that exists will be extracted; otherwise, enter First Interim data into lines 1 and 2. All other data are extracted.

	Required Minimum Contribution	Second Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1. OMMA/RMA Contribution	443,139.75	0.00	Not Met
2. First Interim Contribution (information only) (Form 01CSI, First Interim, Criterion 7, Line 1)		0.00	

If status is not met, enter an X in the box that best describes why the minimum required contribution was not made:

<input type="checkbox"/>	Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
<input type="checkbox"/>	Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
<input checked="" type="checkbox"/>	Other (explanation must be provided)

Explanation:
(required if NOT met
and Other is marked)

DISTRICT BUDGETS RRMA IN 8100 RESOURCE AND ONLY HAS TO PROVIDE 2%

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 reserves¹ as a percentage of total expenditures and other financing uses² in any of the current fiscal year or two subsequent fiscal years.

¹Available 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.

²A 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)	3.0%	3.0%	3.0%
District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	1.0%	1.0%	1.0%

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 01I, Section E) (Form MYPI, Line C)	Total Unrestricted Expenditures and Other Financing Uses (Form 01I, Objects 1000-7999) (Form MYPI, Line B11)		
Current Year (2016-17)	241,269.00	12,472,258.00	N/A	Met
1st Subsequent Year (2017-18)	(90,917.00)	12,118,240.00	0.8%	Met
2nd Subsequent Year (2018-19)	134,114.00	12,398,617.00	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 (Form 011, Line F2) (Form MYPI, Line D2)		Status
Current Year (2016-17)	1,488,584.95		Met
1st Subsequent Year (2017-18)	1,397,667.95		Met
2nd Subsequent Year (2018-19)	1,531,781.95		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 (Form CASH, Line F, June Column)		Status
Current Year (2016-17)	1,390,347.84		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 reserves¹ for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts² as applied to total expenditures and other financing uses³:

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

¹ 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.

² Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

³ 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):	1,400	1,400	1,400
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):

- Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
- If you are the SELPA AU and are excluding special education pass-through funds:

- Enter the name(s) of the SELPA(s):

- Special Education Pass-through Funds
(Fund 10, resources 3300-3499 and 6500-6540,
objects 7211-7213 and 7221-7223)

Current Year Projected Year Totals (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
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)	16,004,253.00	15,116,503.00	15,093,248.00
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)	16,004,253.00	15,116,503.00	15,093,248.00
4. Reserve Standard Percentage Level	3%	3%	3%
5. Reserve Standard - by Percent (Line B3 times Line B4)	480,127.59	453,495.09	452,797.44
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)	480,127.59	453,495.09	452,797.44

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		Current Year	1st Subsequent Year	2nd Subsequent Year
(Unrestricted resources 0000-1999 except Line 4)		Projected Year Totals		
		(2016-17)	(2017-18)	(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)	480,128.00	453,496.00	452,798.00
3.	General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	0.00	0.00	0.00
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)	0.00		
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)	480,128.00	453,496.00	452,798.00
9.	District's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	3.00%	3.00%	3.00%
District's Reserve Standard (Section 10B, Line 7):		480,127.59	453,495.09	452,797.44
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)

SUPPLEMENTAL INFORMATION

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 first interim projections that may impact the budget?

No

- 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 first interim projections by more than five percent?

No

- 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)

No

- 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)?

No

- 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 first interim projections.

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 first interim projections.

Identify capital project cost overruns that have occurred since first interim projections 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: First Interim data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the Second Interim's Current Year data will be extracted. Enter Second 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 Second 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	First Interim (Form 01CSI, Item S5A)	Second Interim Projected Year Totals	Percent Change	Amount of Change	Status
1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)					
Current Year (2016-17)	(1,523,603.00)	(1,540,032.00)	1.1%	16,429.00	Met
1st Subsequent Year (2017-18)	(1,577,039.00)	(1,955,772.00)	24.0%	378,733.00	Not Met
2nd Subsequent Year (2018-19)	(1,627,739.00)	(1,889,442.00)	16.1%	261,703.00	Not Met
1b. Transfers In, General Fund *					
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
1c. Transfers Out, General Fund *					
Current Year (2016-17)	20,000.00	20,000.00	0.0%	0.00	Met
1st Subsequent Year (2017-18)	20,000.00	20,000.00	0.0%	0.00	Met
2nd Subsequent Year (2018-19)	20,000.00	20,000.00	0.0%	0.00	Met

1d. Capital Project Cost Overruns

Have capital project cost overruns occurred since first interim projections 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 first interim projections 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)

Contributions are expected to increase as State funds do not keep up with ongoing costs.

- 1b. MET - Projected transfers in have not changed since first interim projections 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 first interim projections 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 first interim projections that may impact the general fund operational budget.

Project Information:
(required if YES)

S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment

DATA ENTRY: Enter an explanation if Yes.

- 1a. No - Annual payments for long-term commitments have not increased in one or more of the current and two subsequent fiscal years.

Explanation:
(Required if Yes
to increase in total
annual payments)

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 first interim projections, 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. First Interim data that exist (Form 01CSI, Item S7A) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1. a. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)

Yes

- b. If Yes to Item 1a, have there been changes since first interim in OPEB liabilities?

No

- c. If Yes to Item 1a, have there been changes since first interim in OPEB contributions?

No

2. OPEB Liabilities

- a. OPEB actuarial accrued liability (AAL)
b. OPEB unfunded actuarial accrued liability (UAAL)
c. Are AAL and UAAL based on the district's estimate or an actuarial valuation?

First Interim (Form 01CSI, Item S7A)	Second Interim
354,589.00	354,589.00
	0.00

Data must be entered.

- d. If based on an actuarial valuation, indicate the date of the OPEB valuation.

Estimated	Estimated

3. OPEB Contributions

- a. OPEB annual required contribution (ARC) per actuarial valuation or Alternative Measurement Method

Current Year (2016-17)
1st Subsequent Year (2017-18)
2nd Subsequent Year (2018-19)

First Interim (Form 01CSI, Item S7A)	Second Interim
91,938.00	91,938.00
60,000.00	60,000.00
60,000.00	60,000.00

- 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)
1st Subsequent Year (2017-18)
2nd Subsequent Year (2018-19)

243,876.00	152,038.00
60,000.00	60,000.00
60,000.00	60,000.00

- c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)

Current Year (2016-17)
1st Subsequent Year (2017-18)
2nd Subsequent Year (2018-19)

91,938.00	91,838.00
60,000.00	60,000.00
60,000.00	60,000.00

- d. Number of retirees receiving OPEB benefits

Current Year (2016-17)
1st Subsequent Year (2017-18)
2nd Subsequent Year (2018-19)

12	12
6	6
6	6

4. Comments:

System will not let me enter -0- on the First Interim Unfunded liing 2b.

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. First Interim data that exist (Form 01CSI, Item S7B) will be extracted; otherwise, enter First Interim and Second 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

- b. If Yes to item 1a, have there been changes since first interim in self-insurance liabilities?

n/a

- c. If Yes to item 1a, have there been changes since first interim in self-insurance contributions?

n/a

2. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs
b. Unfunded liability for self-insurance programs

First Interim (Form 01CSI, Item S7B)		Second 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)

First Interim (Form 01CSI, Item S7B)		Second Interim

- b. Amount contributed (funded) for self-insurance programs
Current Year (2016-17)
1st Subsequent Year (2017-18)
2nd Subsequent Year (2018-19)

4. Comments:

--

S8. Status of Labor Agreements

Analyze the status of employee labor agreements. Identify new labor agreements that have been ratified since first interim projections, 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 first interim projections?

No

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	75.0	76.0	76.0	76.0

1a. Have any salary and benefit negotiations been settled since first interim projections?

No

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?

Yes

If Yes, complete questions 6 and 7.

Negotiations Settled Since First Interim Projections

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:

n/a

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)?

One Year Agreement

Total cost of salary settlement

% change in salary schedule from prior year
or

Multiyear Agreement

Total cost of salary settlement

% change in salary schedule from prior year
(may enter text, such as "Reopener")

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

67,000

7. Amount included for any tentative salary schedule increases

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
0	0	0

Certificated (Non-management) Health and Welfare (H&W) Benefits

- 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

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Yes	Yes	Yes
hard cap	hard cap	hard cap

Certificated (Non-management) Prior Year Settlements Negotiated Since First Interim Projections

Are any new costs negotiated since first interim projections for prior year settlements included in the interim?

No	

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

- Are step & column adjustments included in the interim and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Yes	Yes	Yes
40,000	67,000	40,000
1.0%	1.5%	1.0%

Certificated (Non-management) Attrition (layoffs and retirements)

- Are savings from attrition included in the budget and MYPs?
- 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)
Yes	No	No
No	No	No

Certificated (Non-management) - Other

List other significant contract changes that have occurred since first interim projections 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 first interim projections?

If Yes, complete number of FTEs, then skip to section S8C.

If No, continue with section S8B.

No

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	72.0	72.0	72.0	72.0

1a. Have any salary and benefit negotiations been settled since first interim projections?

No

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?

Yes

If Yes, complete questions 6 and 7.

Negotiations Settled Since First Interim Projections

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?

n/a

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)?

One Year Agreement

Total cost of salary settlement

% change in salary schedule from prior year
or**Multiyear Agreement**

Total cost of salary settlement

% change in salary schedule from prior year
(may enter text, such as "Reopener")

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

21,000

7. Amount included for any tentative salary schedule increases

Current Year
(2016-17)1st Subsequent Year
(2017-18)2nd Subsequent Year
(2018-19)

0

0

0

Classified (Non-management) Health and Welfare (H&W) Benefits

- 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

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Yes	Yes	Yes
hard cap	hard cap	hard cap

Classified (Non-management) Prior Year Settlements Negotiated Since First Interim

Are any new costs negotiated since first interim for prior year settlements included in the interim?

No		

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

- Are step & column adjustments included in the interim and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Yes	Yes	Yes
15,000	20,000	20,000
1.0%	1.0%	1.0%

Classified (Non-management) Attrition (layoffs and retirements)

- Are savings from attrition included in the interim and MYPs?
- 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)
Yes	No	No
No	No	No

Classified (Non-management) - Other

List other significant contract changes that have occurred since first interim and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

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 first interim projections?

If Yes or n/a, complete number of FTEs, then skip to S9.

If No, continue with section S8C.

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	13.0	13.0	13.0	13.0

1a. Have any salary and benefit negotiations been settled since first interim projections?

If Yes, complete question 2.

If No, complete questions 3 and 4.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 3 and 4.

Negotiations Settled Since First Interim Projections

2. 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)?

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

Current Year
(2016-17)

1st Subsequent Year
(2017-18)

2nd Subsequent Year
(2018-19)

4. Amount included for any tentative salary schedule increases

0	0	0
---	---	---

**Management/Supervisor/Confidential
Health and Welfare (H&W) Benefits**

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

Yes	Yes	Yes
hard cap	hard cap	hard cap

**Management/Supervisor/Confidential
Step and Column Adjustments**

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

Yes	Yes	Yes
5,000	5,000	5,000

**Management/Supervisor/Confidential
Other Benefits (mileage, bonuses, etc.)**

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

Yes	Yes	Yes
5,000	5,000	5,000

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.

S9A. Identification of Other Funds with Negative Ending Fund Balances

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?

No

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.

ADDITIONAL FISCAL INDICATORS

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)

No

A2. Is the system of personnel position control independent from the payroll system?

No

A3. Is enrollment decreasing in both the prior and current fiscal years?

No

A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?

No

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?

No

A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?

No

A7. Is the district's financial system independent of the county office system?

No

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.)

No

A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

No

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:
(optional)

End of School District Second Interim Criteria and Standards Review

SACS2016ALL Financial Reporting Software - 2016.2.0
2/1/2017 8:56:29 AM

06-61598-0000000

Second Interim
2016-17 Projected Totals
Technical Review Checks

Colusa Unified

Colusa County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKRESOURCE - (W) - The following codes for RESOURCE are not valid. Data should be corrected or narrative must be provided explaining why the exception (s) should be considered appropriate. EXCEPTION

ACCOUNT FD - RS - PY - GO - FN - OB	RESOURCE	VALUE
01-7338-0-0000-0000-8590	7338	75,000.00
Explanation:new Resource code		
01-7338-0-1110-3110-5800	7338	75,000.00
01-7338-0-0000-0000-979Z	7338	0.00
01-7338-0-0000-0000-9740	7338	0.00

CHK-FUNDxRESOURCE - (W) - The following combinations for FUND and RESOURCE are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate. EXCEPTION

ACCOUNT FD - RS - PY - GO - FN - OB	FUND	RESOURCE	VALUE
01-7338-0-0000-0000-8590	01	7338	75,000.00
01-7338-0-0000-0000-9740	01	7338	0.00
01-7338-0-0000-0000-979Z	01	7338	0.00
01-7338-0-1110-3110-5800	01	7338	75,000.00

CHK-RESOURCExOBJECTA - (W) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception (s) should be considered appropriate. EXCEPTION

ACCOUNT FD - RS - PY - GO - FN - OB	RESOURCE	OBJECT	VALUE
01-7338-0-0000-0000-8590	7338	8590	75,000.00

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

SACS2016ALL Financial Reporting Software - 2016.2.0
2/1/2017 8:54:17 AM

06-61598-0000000

Second Interim
2016-17 Original Budget
Technical Review Checks

Colusa Unified

Colusa County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

GENERAL LEDGER CHECKS

EFB-POSITIVE - (W) - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. EXCEPTION

FUND	RESOURCE	NEG. EFB
21	0000	-883,705.28
Explanation:same as below		
Total of negative resource balances for Fund 21		-883,705.28

OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund: EXCEPTION

FUND	RESOURCE	OBJECT	VALUE
21	0000	9790	-883,705.28
Explanation:An error was made on Bond Fund original budget. No way to correct that now.			

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

SACS2016ALL Financial Reporting Software - 2016.2.0
2/1/2017 8:54:51 AM

06-61598-0000000

Second Interim
2016-17 Board Approved Operating Budget
Technical Review Checks

Colusa Unified

Colusa County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKRESOURCE - (W) - The following codes for RESOURCE are not valid. Data should be corrected or narrative must be provided explaining why the exception (s) should be considered appropriate. EXCEPTION

ACCOUNT	RESOURCE	VALUE
FD - RS - PY - GO - FN - OB		
01-7338-0-0000-0000-8590	7338	75,000.00
Explanation: new Resource Code not added to software yet		
01-7338-0-1110-3110-5800	7338	75,000.00
01-7338-0-0000-0000-979Z	7338	0.00
01-7338-0-0000-0000-9740	7338	0.00

CHK-FUNDxRESOURCE - (W) - The following combinations for FUND and RESOURCE are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate. EXCEPTION

ACCOUNT	FUND	RESOURCE	VALUE
FD - RS - PY - GO - FN - OB			
01-7338-0-0000-0000-8590	01	7338	75,000.00
01-7338-0-0000-0000-9740	01	7338	0.00
01-7338-0-0000-0000-979Z	01	7338	0.00
01-7338-0-1110-3110-5800	01	7338	75,000.00
Explanation: same as above			

CHK-RESOURCExOBJECTA - (W) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate. EXCEPTION

ACCOUNT	RESOURCE	OBJECT	VALUE
FD - RS - PY - GO - FN - OB			

01-7338-0-0000-0000-8590	7338	8590	75,000.00
Explanation:same as above			

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

SACS2016ALL Financial Reporting Software - 2016.2.0
2/1/2017 8:57:36 AM

06-61598-0000000

Second Interim
2016-17 Actuals to Date
Technical Review Checks

Colusa Unified

Colusa County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKRESOURCE - (W) - The following codes for RESOURCE are not valid. Data should be corrected or narrative must be provided explaining why the exception (s) should be considered appropriate. EXCEPTION

ACCOUNT		
FD - RS - PY - GO - FN - OB	RESOURCE	VALUE
01-7338-0-0000-0000-8590	7338	37,500.00
Explanation:new Resource Code		
01-7338-0-0000-0000-979Z	7338	37,500.00
01-7338-0-0000-0000-9740	7338	37,500.00

CHK-FUNDxRESOURCE - (W) - The following combinations for FUND and RESOURCE are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate. EXCEPTION

ACCOUNT			
FD - RS - PY - GO - FN - OB	FUND	RESOURCE	VALUE
01-7338-0-0000-0000-8590	01	7338	37,500.00
01-7338-0-0000-0000-9740	01	7338	37,500.00
01-7338-0-0000-0000-979Z	01	7338	37,500.00
Explanation:new resource code			

CHK-RESOURCExOBJECTA - (W) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate. EXCEPTION

ACCOUNT			
FD - RS - PY - GO - FN - OB	RESOURCE	OBJECT	VALUE
01-7338-0-0000-0000-8590	7338	8590	37,500.00
Explanation:new resource code			

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

2016-17 Title I, Part A LEA Allocation

The purpose of this data collection is to calculate the full Title I Part A allocation available to the LEA.

CDE Program Contact:

Jane Liang, District Innovation and Improvement Office, jliang@cde.ca.gov, 916-319-0259

Jacqueline Matranga, District Innovation and Improvement Office, jmatranga@cde.ca.gov, 916-445-4905

2016-17 Title I, Part A entitlement	\$251,833
Transferred-in amount	\$0
Title I, Part A entitlement after transfers	\$251,833
Note: In order for the 2015-16 Allowable Carryover amount to be pre-populated, the 2015-16 Title I, Part A Carryover data collection should be completed and saved before beginning data entry on this data collection.	
2015-16 Allowable Carryover (Allowable values are the 12 month 2015-16 carryover amount or, whichever is less either the 15 month 2015-16 carryover amount or 15% of the 2015-16 entitlement plus transfers-in amount)	\$0
Repayment of funds	
2016-17 Total allocation	\$251,833
Indirect cost reservation	\$14,356
Administrative reservation	
2016-17 Title I, Part A adjusted allocation	\$237,477
Indirect Cost and Administration Calculation Tool To help determine allowable indirect cost and administration reserves, based on your Approved Indirect Cost Rate as defined on http://www.cde.ca.gov/fg/ac/ic/ , below are recommended values.	
2016-17 Approved indirect cost rate	6.17%
Maximum allowable indirect cost reservation	\$14,635
Recommended administration reservation	\$23,139

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2016-17 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

Nonprofit Private School Equitable Services Percentage Calculation

Total participating nonprofit private school low income students	26
Total participating attendance area low income students	795
Percent of nonprofit private school low income students for equitable service calculations	3.27%

Required Reservations

Title I Part A adjusted allocation	\$237,477
------------------------------------	-----------

Parental Involvement

Parental involvement (1% of the entitlement plus transfers-in if greater than \$500,000.)	\$0
Supplemental parental involvement (Optional: Additional discretionary set-aside.)	\$0
Nonprofit private school parental involvement set-aside	\$0
Amount remaining	\$0
Public school parental involvement	\$0
Balance available for LEA parental involvement activities	\$0

Direct and Indirect Services

Direct or indirect services to homeless children, regardless of their school of attendance	\$500
Homeless services provided (Maximum 500 characters)	school supplies and clothing will be provided to homeless students in need
Local neglected institutions Does the LEA have local institutions for neglected children or children currently classified as neglected?	No
Direct or indirect services in local institutions for neglected children	
Local delinquent institutions Does the LEA have local institutions for delinquent children?	No
Other neglected or delinquent services	

*****Warning*****

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2016-17 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

Program Improvement (PI)

The following reservation is required if the LEA is in Program Improvement, or has one or more schools in Program Improvement.

Program Improvement activities (Including Alternative Supports and public school Choice Transportation.)	\$1,000
Program Improvement comments (Maximum 500 characters)	

Program Improvement Professional Development

Professional development funds Will the LEA use PI school-level professional development funds to help meet the LEA 10% minimum professional development requirement?	Yes
PI professional development (Minimum 10% of the entitlement plus transfers in.)	\$23,712
2015-16 PI professional development carryover	\$0
Total PI professional development	\$23,712

*****Warning*****

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2016-17 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904

Allowed Reservations**Professional development for credentialed teachers and highly qualified paraprofessionals**

Professional development for teachers and paraprofessionals	\$0
Nonprofit private school equitable services	\$0
Professional development reserved for public schools	\$0

District-wide Instructional Programs

District-wide instructional programs (Non-PI activities)	\$0
Nonprofit private school equitable services	\$0
District-wide instructional programs for Title I public schools	\$0

Other School Programs

Other school programs Including summer school or intersession programs or before and after school programs.	\$0
Nonprofit private school equitable services	\$0
Other school programs reserved for public schools	\$0

Other Allowable Reservations

Salary differentials	\$0
Preschool programs	\$0
Capital expenses for nonprofit private schools	\$0

Program Improvement Activities

Teacher incentives and rewards (Maximum 5% of entitlement after transfers.)	\$0
Professional development of credentialed teachers	\$0
Technical assistance to schools	\$0
Summer school, intersession programs or before and after school programs	\$0

*****Warning*****

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2016-17 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904

Reservation Summary

Adjusted Allocation	\$237,477
Total required reservations	\$25,212
Total allowed reservations	\$0
Allocations after reservations	\$212,265
Total nonprofit private school set aside	\$0
Nonprofit private school Parental Involvement set-aside	\$0
Public school Parental Involvement set-aside	\$0
Amount available for Title I, Part A school allocations	\$212,265

*****Warning*****

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2016-17 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Teacher & Principal Training & Recruiting.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflemmer@cde.ca.gov, 916-324-5689

Juan J. Sanchez, Educator Excellence Office, jsanchez@cde.ca.gov, 916-319-0452

2016-17 Title II, Part A entitlement	\$79,596
Total funds transferred out of Title II, Part A	\$0
Total entitlement after transfers	\$79,596
Repayment of funds	
Repayment comment	
Provide an explanation of why repayment dollars were added back to the allocation	
2016-17 Allocation	\$79,596
Administrative and indirect costs	\$0
2016-17 Title II, Part A adjusted allocation	\$79,596

*****Warning*****

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2016-17 Title III, Part A Immigrant LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title III, Part A Immigrant, and to report required reservations.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838

2016-17 Title III, Part A Immigrant entitlement	\$1,696
Repayment of funds	
2016-17 Allocation	\$1,696
Administrative and indirect costs	\$0
2016-17 Adjusted allocation	\$1,696
General comment (Maximum 500 characters)	

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2016-17 Title III, Part A Immigrant YTD Expenditure Report, 6 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2016 through December 31, 2016.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Approved Immigrant Sub-grantee Activities**(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-**

(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth, which may include-

(A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;

(B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;

(C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth

(D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

(E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;

(F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and

(G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

2016-17 Title III, Part A Immigrant entitlement	\$1,696
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$500
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs	\$0
Total year-to-date expenditures	\$500
2016-17 Unspent funds	\$1,196
General comment (Maximum 500 characters)	

*****Warning*****

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2016-17 Title III, Part A English Learner LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title III, Part A English Learner, and to report required reservations.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838

2016-17 Title III, Part A English Learner entitlement	\$45,191
Repayment of funds	\$0
2016-17 Allocation	\$45,191
Administrative and indirect costs	\$0
2016-17 Adjusted allocation	\$45,191

*****Warning*****

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2016-17 Title III, Part A English Learner YTD Expenditure Report, 6 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2016 through December 30, 2016.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Required and Authorized English Learners Sub-grantee Activities**Required**

Section 3115 (c)(1) To increase the English proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.

Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

Authorized

- (1) Upgrading program objectives and effective instruction strategies.
- (2) Improving the instruction program for English learners by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures.
- (3) Providing tutorials and academic or vocational education for English learners and intensified instruction.
- (4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services.
- (5) Improving the English language proficiency and academic achievement of English learners.
- (6) Providing community participation programs, family literacy services and parent outreach and training activities to English learners and their families.

2016-17 Title III, Part A English learner entitlement	\$45,191
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$20,500
3000-3999 Employee benefits	\$8,259
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs	\$0
Total year-to-date expenditures	\$28,759
2016-17 Unspent funds	\$16,432
General comment (Maximum 500 characters)	

*****Warning*****

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2016-17 Consolidation of Administrative Funds

A request by the LEA to consolidate administrative funds for specific programs.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

Title I, Part A (Basic) SACS Code 3010	No
Title I, Part C (Migrant Education) SACS Code 3060	No
Title I, Part D (Delinquent) SACS Code 3025	No
Title II, Part A (Educator Quality) SACS Code 4035	No
Title III, Part A (Immigrant Students) SACS Code 4201	No
Title III, Part A (English Learner Students) - 2% maximum SACS Code 4203	No
Title IV, Part B (21st Century Community Learning Centers) SACS Code 4124	No

*****Warning*****

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2016-17 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additional information on the predetermined schedule substitute system of time accounting can be found at <http://www.cde.ca.gov/fg/ac/co/timeaccounting2013.asp>. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2016-17 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	Actual time studies were not performed for the length and breadth required prior to 15-16 but will be conducted in the future for any employees that are multi-funded with federal funds.

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2016 SARC Input Form

THIS IS NOT THE FULL SARC TEMPLATE.

Please review and update each section of this template for completeness and accuracy. This template is provided as a tool to update your SARC and contains only a list of required reporting components that our team isn't able to retrieve from public sources (i.e., Dataquest). DTS will import publicly available data as it becomes available.

This template provides clear, concise guidance in each section to assist you through the update process. You can also click on the section title for any of the sections to review detailed guidance from CDE regarding the reporting requirements for the section being reviewed/updated. A full version of CDE's data elements document can be downloaded by [clicking here](#).

A list of answers to frequently asked questions can be reviewed by [clicking here](#). If, after reading the provided guidance and referring to the frequently asked questions documentation, you find you still need assistance, please feel free to contact the DTS Support Team by [clicking here](#).

School Contact Information

Please review and update the information below as needed. This section should include **current** School Contact Information for your school.

School Information	
School Name	Colusa High School
Street	901 Colusa Avenue
City, State, Zip	Colusa, CA 95932
Phone Number	(530) 458-2156
Principal	Darren Brown
E-mail Address	dbrown@colusa.k12.ca.us
School Website	www.colusahigh.org
CDS Code	06-61598-0631259

District Contact Information

Please review and update the information below as needed. This section should include **current** District Contact Information for your district.

District Information	
District Name	Colusa Unified School District
Street	745 10th Street
City, State, Zip	Colusa, CA 95932
Phone Number	(530) 458-7791
Superintendent	Dwayne Newman
Web Site	www.colusa.k12.ca.us
E-mail Address	dnewman@colusa.k12.ca.us

School Description and Mission Statement (Most Recent Year)

Please review and update the information below as needed. This section should include information about your school, its programs and its goals. This section should be kept to 2-3 paragraphs.

Welcome to Colusa High School and its many rich traditions which reach back over 100 years. The Colusa school community works cooperatively and continuously to fulfill our mission: Colusa High School is committed to the belief that all students can learn and should have the opportunity to achieve academic and co-curricular success. Our high school holds high academic expectations for all students. We believe that high expectations for behavior and attendance lead to higher achievement. We value cultural diversity and welcome community involvement in all school programs.

Located in the rural, agricultural city of Colusa on the Sacramento River, CHS serves 396 students in grades 9-12 through our comprehensive secondary programs (college preparatory, School to Career, pre-vocational). Of the 75 students graduating in the Class of 2016, 24% are attending a four year college, 66% are attending a California Community College, 7% (5) enlisted in the Armed Forces, and 3% (2) enrolled in trade schools.

Colusa High School is fully accredited by the Western Association of Schools and Colleges, having been awarded a six year term of accreditation with a three year review, in April of 2013.

It is a goal of Colusa High School that students are prepared to partake in post-secondary education and/or training, or to enter the workforce.

Opportunities for Parental Involvement (Most Recent Year)

Please review and update the information below as needed. This section should include information on how parents can become involved in school activities, including contact information pertaining to organized opportunities for parent involvement. This section should be kept to 1-2 paragraphs.

We welcome and encourage parental involvement through a variety of organizations and activities. There are numerous opportunities for parents to serve on committees such as School Site Council, WASC Action Teams and the English Learner Advisory Committee. Parents also are encouraged to join such organizations as Friends of the Library, Friends of Music, Friends of Agriculture, Colusa Redhawks Athletic Foundation, the Environmental Sciences Academy, and Grad Night Parents; to assist by chaperoning dances and field trips; to

serve on Senior Project panels; and help with senior interviews. If you would like to volunteer please contact either Darren Brown, Principal, or Lori Tanner, Counselor, at (530) 458-2156.

School Safety Plan (Most Recent Year)

Please review and update the information below as needed. This section should include information about your school's comprehensive safety plan, including the dates on which the safety plan was last reviewed, updated, and discussed with faculty; as well as a brief description of the key elements of the plan (please do not paste your entire safety plan in this field). This section should be kept to 1-2 paragraphs.

The Colusa High School Safety Plan is reviewed annually by administration with staff and by staff with students. Responses to emergency situations such as fire, earthquake, flooding, bomb threat, and intruder on campus are addressed in the plan and in drills conducted with students. All visitors are required to check in at the main office upon arrival and to wear visitor badges while on campus. There are relatively few instances of graffiti and vandalism, with repainting and repairs made as soon as possible. All buildings are fully alarmed and monitored by the Silent Knight security company.

School Facility Conditions and Planned Improvements (Most Recent Year)

Please review and update the information below as needed. This section should include information from the most recent Facility Inspection Tool (FIT) data (or equivalent), including:

- Description of the safety, cleanliness, and adequacy of the school facility
- Description of any planned or recently completed facility improvements
- The year and month in which the data were collected
- Description of any needed maintenance to ensure good repair

You can [click here](#) to submit your school's most recent FIT tool in MS Excel format. Please do not submit your FIT tool in any format other than MS Excel.

Year and month of the most recent FIT report: 10/5/2015

This section should be kept to 1-2 paragraphs.

The present Colusa High School campus is approximately 52 years old with most buildings constructed prior to 1964. Generally in good repair, the facilities include 22 classrooms, administrative and counseling offices, a career center, a gymnasium and cafeteria/foyer, music room/stage, locker rooms for boys and girls, four tennis courts, two soccer fields and two practice fields, two baseball fields, an outdoor track, and a five-acre school farm with animal barn. Football games are now played at the new Colusa High School Football Stadium and graduation was held there for the first time in school history in 2008.

The school library, housed in the administrative wing, has a collection of 16,655 books, online card catalog, and Internet access on 30 student computers. Campus wide there are 210 computers. All of our staff computers are networked and have Internet access as well. Wi-Fi was installed campus-wide in 2015.

A staff of one full-time custodian and a two-person custodial crew maintain the property with a district groundskeeper responsible for mowing and watering lawns. During passing periods, at lunch, and immediately before and after school, two administrators share responsibilities for student supervision on the grounds.

Ongoing efforts are underway to acquire modernization funding to make facility repairs needed as a result of aging buildings. Colusa High School was a recipient of a \$50,000.00 grant from the Baseball For Tomorrow Foundation for the renovation of its two baseball fields. This project was completed prior to the beginning of the 2010 baseball season. CHS was also the beneficiary of the passing of a school bond in 2014 that has significantly helped with our alarm system, intercom system and air conditioning now in the gymnasium.

School Facility Good Repair Status (Most Recent Year)

Please review and update the information below as needed. This section should include information from the most recent Facility Inspection Tool (FIT) data (or equivalent), including:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The Overall Rating (bottom row)

Please ensure that this section correlates accurately to the most recent inspection/FIT report for your school.

System Inspected	Repair Status (the marks should match your most recent inspection)			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			Cafeteria and Gym: HVAC unit in walk in area was not running. Wall and ceiling repairs are needed.
Interior: Interior Surfaces		X		Cafeteria and Gym: HVAC unit in walk in area was not running. Wall and ceiling repairs are needed.
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	X			Outside fields parking areas: This area has gophers and some low spots but the grounds are improving. Parking areas had many repairs last summer.
Electrical: Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/ Fountains	X			300 Wing: Eye wash needed updated inspection form.
Safety: Fire Safety, Hazardous Materials	X			

System Inspected	Repair Status (the marks should match your most recent inspection)			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Structural: Structural Damage, Roofs		X		Office: This area was clean and in good order. Some roof repairs needed in the area. South Portables: Some soft siding on P- 803
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

System Inspected	Repair Status (the marks should match your most recent inspection)			
	Exemplary	Good	Fair	Poor
Overall Rating		X		

Teacher Credentials

Please review and update the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated. As this template is thoroughly reviewed each year, please note that the years listed, 14-15, 15-16 and 16-17, are correct.

Teachers at this School	School			District
	2014-15	2015-16	2016-17	2016-17
With Full Credential	18	20	20	
Without Full Credential Without a full credential (includes LEA and university internships, pre-internships, emergency or other permits, and waivers)	0	1	2	
Teaching Outside Subject Area of Competence CDE does not collect data on the number of teachers teaching outside their subject area of competence (with full credential). Teaching outside subject area data should be available in the LEA's personnel office. In most instances, teaching outside subject area is a subset of total teacher misassignments (see data definition for Teacher Misassignments).	1	1	3	

Teacher Misassignments and Vacant Teacher Positions

Please review and update the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated. As this template is thoroughly reviewed each year, please note that the years listed, 14-15, 15-16 and 16-17, are correct.

Indicator	2014-15	2015-16	2016-17
Misassignments of Teachers of English Learners 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.	0	0	0
Total Teacher Misassignments 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.	0	0	0
Vacant Teacher Positions 'Vacant Teacher Positions' refer to positions not filled by a single designated teacher assigned to teach the entire course at the beginning of the school year or semester.	0	0	0

Academic Counselors and Other Support Staff (School Year 2015-16)

The data that is currently displayed in this table was carried over from last year's SARC. Please update the FTE for each category as needed. This section should include the number of staff, full time equivalent (FTE), employed at your school that fall into the categories listed.

One Full-Time Equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50% of full-time.

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct.

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	1	400
Counselor (Social/Behavioral or Career Development)	0	♦
Library Media Teacher (Librarian)	.2	♦
Library Media Services Staff (paraprofessional)	0	♦
Psychologist	0.2	♦
Social Worker	0	♦
Nurse	0.2	♦
Speech/Language/Hearing Specialist	0	♦
Resource Specialist (non-teaching)	0.25	♦
Other	0	♦

♦ means data is not required. The fields are intentionally not provided.

Textbooks and Instructional Materials (Most Recent Year)

This section describes 1) whether the textbooks and instructional materials used at the school are from the most recent adoption, 2) whether there are sufficient textbooks and instructional materials for each student 3) and information about the school's use of any supplemental curriculum or non-adopted textbooks or instructional materials.

List all textbooks and instructional materials used in the school in core subjects (reading/language arts, math, science, and history-social science), including:

- Year they were adopted
- Whether they were selected from the most recent list of standards-based materials adopted by the State Board of Education (SBE) or local governing board
- Percent of students who lack their own assigned textbooks and/or instructional materials*
- For kindergarten through grade 8 (K-8), include any supplemental curriculum adopted by local governing board

If an insufficiency exists, the description must identify the percent of students who lack sufficient textbooks and instructional materials. Be sure to use the most recent available data collected by the LEA and note the year and month in which the data were collected.

Please ensure that this section correlates accurately to most recent adoption of textbooks for your LEA.

Year and month in which data were collected: December 2016

This section should be kept to 1-2 paragraphs.

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Language of Literature 9, McDougal Littell - 2000 Language of Literature 10, McDougal Littell - 2000 Language of Literature 11, McDougal Littell - 1997 British and World Literature, Southwestern Educational Pub. - 1997 College Board Course for English 4, The College Board, 2001 Supplemental: Accelerated Reading, Renaissance Learning, 2003 Pacesetter English 1 & 4, The College Board, 2003 Gale Databases, Cengage Learning, 2009 CQ Researcher, CQ Press, 2009 ELD Grades 9 - 12: PEARSON ENGLISH LEARNING SYSTEM 2013	Yes	0%
Mathematics	Algebra I: Integrated Math 1 - 2012 Carnegie Learning Integrated Math 2 - 2012 Carnegie Learning Integrated Math 3- 2012 Carnegie Learning Precalculus, Brooks/Cole - 2012 Calculus, Houghton Mifflin - 2006 Supplemental: Accelerated Math, Renaissance, 2003	Yes	0%

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Science	Agriscience, Interstate Publishers, Inc. - 2003 Introduction to Biology, Teaching Point - 2008 BSCS Biology: An Ecological Approach, Kendall/Hunt - 2007 Chemistry, Prentice Hall - 2008 Physics- Houghton Mifflin Harcourt Publishing- 2012 Sustaining the Earth, Brooks/Cole - 2007 National Geographic Learning Reader Series- 2014 Supplemental: Gale Databases, Cengage Learning, 2009 CQ Researcher, CQ Press, 2009	Yes	0%
History-Social Science	History Alive - 2013 - World Connections The Americans, McDougal Littell - 2006 Econ Alive - 2015 - The Power to Choose The American Pageant (AP), McDougal Littell - 2006 American Government (AP), McDougal Littell - 2006 Supplemental: Gale Databases, Cengage Learning, 2012 CQ Researcher, CQ Press - 2009	Yes	0%
Foreign Language	Spanish: Realidades I, Pearson-Prentice Hall - 2008 Realidades II, Pearson-Prentice Hall - 2008 Entre Mundos, Pearson-Prentice Hall - 2004 Nuestro Mundo, Holt-McDougal - 2002 Temas- 2014	Yes	0%
Health		Yes	0%
Visual and Performing Arts			0%

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Science Laboratory Equipment (grades 9-12 schools only)	Science Laboratory Equipment (Gr. 9-12) is provided through site and categorical funding.	Yes	0%

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2014-15)

The fields that are, **highlighted yellow**, are populated for you with data provided by CDE (as available).

Percent differences, **highlighted light-blue**, are calculated by this form.

The remaining data was copied over from last year's SARC and should be reviewed/updated, with data from FY 14-15, as needed.

The most recent data available from CDE is for fiscal year 2014-15. For comparison purposes, data for the same fiscal year is requested from the school.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 14-15, is correct.

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted Sources	Basic/ Unrestricted Sources	
School Site	\$8,147	\$2,176	\$5,971	\$61,087
District	♦	♦	\$5,534	\$64,908
Percent Difference: School Site and District	♦	♦	+8%	4%
State	♦	♦	\$5,677	\$60,705
Percent Difference: School Site and State	♦	♦	+9%	8%

♦ means data is not required. The fields are intentionally not provided.

Supplemental/Restricted expenditures come from money whose use is controlled by law or by a donor. Money that is designated for specific purposes by the district or governing board is not considered restricted.

Basic/Unrestricted expenditures are from money whose use, except for general guidelines, is not controlled by law or by a donor.

Types of Services Funded (Fiscal Year 2015-16)

Please review and update the information below as needed. This section should include specific information about the types of programs and services available at the school that support and assists students. For example, this narrative may include information about supplemental educational services related to the school's federal Program Improvement (PI) status.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 15-16, is correct.

ADA state funding is used to provide basic, comprehensive educational programs for students. This includes staffing, facilities and instructional materials. Supplemental funding for school improvement activities, staff development, field trips, equipment, and enrichment programs is provided through state and federal categorical funds.

Professional Development (Most Recent Three Years)

Please review and update the information below as needed. This section should include the number of days provided for professional development and continuous professional growth in the most recent three year period. Questions that may also be answered include:

- What are the primary/major areas of focus for staff development and specifically how were they selected? For example, were student achievement data used to determine the need for professional development in reading instruction?
- What are the methods by which professional development is delivered (e.g., after school workshops, conference attendance, individual mentoring, etc.)?
- How are teachers supported during implementation (e.g., through in-class coaching, teacher-principal meetings, student performance data reporting, etc.)?

Teachers are required to complete three days of pre-service professional activity days. Additionally, teachers are required to participate in collaboration activities on a weekly basis each Wednesday. Teachers are afforded the opportunity to attend professional conferences and workshops, according to the needs of the individual teacher and the school improvement plan.

School Completion and Postsecondary Preparation

**This section applies to schools serving grades 9-12 only.
If your school does not serve grades 9-12, simply skip and leave this section blank.
It will not be included in the full SARC.**

Career Technical Education Programs (School Year 2015-16)

Please review and update the information below as needed. This section should include information about Career Technical Education (CTE) programs at your school including:

- Programs and classes offered that are specifically focused on career preparation and or preparation for work
- How these programs and classes are integrated with academic courses and how they support academic achievement
- How the school addresses the needs of all students in career preparation and/or preparation for work, including needs unique to defined special populations of students
- The measurable outcomes of these programs and classes, and how they are evaluated
- State the primary representative of the district's CTE advisory committee and the industries represented on the committee

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct. This section should be kept to 1-2 paragraphs.

A Career Pathway is offered in Agriculture and Natural Resources. Agriculture students may take courses in Beginning and Advanced Farm Mechanics, Integrated Ag Biology, Floral Design, Ag Science I & II, and a capstone course in Farm Business Management. We are in the process of developing additional Career Pathways.

Career Technical Education Participation (School Year 2015-16)

Please review and update the information below as needed. This section should include information about the level of participation in Career Technical Education (CTE) programs at your school. Numbers populated were carried over from last year's SARC.

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct.

Measure	CTE Program Participation
Number of pupils participating in CTE	142
% of pupils completing a CTE program and earning a high school diploma The number of pupils that completed a CTE program and graduated ÷ total number of pupils enrolled in a CTE program	100
% of CTE courses sequenced/articulated between the school/institutions of postsecondary education The number of CTE courses that are sequenced or articulated ÷ total number of CTE courses offered at the school	60

CDE is not providing data for these areas.

DTS has copied previous year data for your review/update.

Average Class Size and Class Size Distribution (Elementary Only)

Please review data copied from last year's SARC for you by DTS. 2014-15 data was duplicated for 2015-16.

Grade Level	2013-14				2014-15				2015-16			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+

Number of classes indicates how many classes fall into each size category (a range of total students per class).

Average Class Size and Class Size Distribution (Secondary Only)

Please review data copied from last year's SARC for you by DTS. 2014-15 data was duplicated for 2015-16.

Subject	2013-14				2014-15				2015-16			
	Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms		
		1-22	23-32	33+		1-22	23-32	33+		1-22	23-32	33+
English	22	10	5	1	21	11	6		21	11	6	
Mathematics	22	6	7	1	24	4	8	1	24	4	8	1
Science	22	7	5	1	23	8	5	1	23	8	5	1
Social Science	22	9	3	1	22	9	3		22	9	3	

Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Advanced Placement (AP) Courses (School Year 2015-16)

Please review data copied from last year's SARC for you by DTS.

Subject	Number of AP Courses Offered	Percent of Students In AP Courses
Computer Science		♦
English	1	♦
Fine and Performing Arts		♦
Foreign Language		♦
Mathematics	1	♦
Science		♦
Social Science		♦
All courses	2	2.1

♦ means data is not required. The fields are intentionally not provided.

2016 SARC Input Form

THIS IS NOT THE FULL SARC TEMPLATE.

Please review and update each section of this template for completeness and accuracy. This template is provided as a tool to update your SARC and contains only a list of required reporting components that our team isn't able to retrieve from public sources (i.e., Dataquest). DTS will import publicly available data as it becomes available.

This template provides clear, concise guidance in each section to assist you through the update process. You can also click on the section title for any of the sections to review detailed guidance from CDE regarding the reporting requirements for the section being reviewed/updated. A full version of CDE's data elements document can be downloaded by [clicking here](#).

A list of answers to frequently asked questions can be reviewed by [clicking here](#). If, after reading the provided guidance and referring to the frequently asked questions documentation, you find you still need assistance, please feel free to contact the DTS Support Team by [clicking here](#).

School Contact Information

Please review and update the information below as needed. This section should include **current** School Contact Information for your school.

School Information	
School Name	Colusa Alternative High School
Street	745 10th Street
City, State, Zip	Colusa, CA 95932
Phone Number	(530) 458-2232
Principal	Rebecca Changus
E-mail Address	rchangus@colusa.k12.ca.us
School Website	
CDS Code	06-61598-0630012

District Contact Information

Please review and update the information below as needed. This section should include **current** District Contact Information for your district.

District Information	
District Name	Colusa Unified School District
Street	745 10th Street
City, State, Zip	Colusa, CA 95932
Phone Number	(530) 458-7791
Superintendent	Dwayne Newman
Web Site	www.colusa.k12.ca.us
E-mail Address	dnewman@colusa.k12.ca.us

School Description and Mission Statement (Most Recent Year)

Please review and update the information below as needed. This section should include information about your school, its programs and its goals. This section should be kept to 2-3 paragraphs.

Colusa Alternative High School (CAHS) is a Colusa Unified School District school of choice. CAHS primarily serves 15-18 year olds. At the time of enrollment, most students transfer due to credit deficiency. CAHS instructors utilize a variety of instructional strategies for delivering a core curriculum. Students are held accountable for meeting standards and consistent expectations academically, vocationally, and socially. They are encouraged to pursue areas of interest, develop their talents, and acquire employment skills. Students may either work toward a diploma through CAHS or transfer to the comprehensive high school at semester if they have sufficient credits and have taken or made up courses required for graduation. A dedicated and caring staff is committed to fulfilling the school's mission: Colusa Alternative High School will provide an environment that enables all learners to reach their individual potentials, including the literacy, knowledge, and skills necessary to compete in a global economy, and to exercise the rights and responsibilities of citizenship.

Opportunities for Parental Involvement (Most Recent Year)

Please review and update the information below as needed. This section should include information on how parents can become involved in school activities, including contact information pertaining to organized opportunities for parent involvement. This section should be kept to 1-2 paragraphs.

Parents have the opportunity to meet with the school counselor every two weeks to get updates on their student's progress. There are transitional meetings as well as pre-CAHS meetings that occur that parents can attend as well. Parents are normally a part of FAFSA nights and can volunteer at graduation and to be a senior project judge. Those interested in getting involved should contact staff or faculty members, Administrative Assistant Lorie Meyers, or Principal Rebecca Changus at 458-2156.

School Safety Plan (Most Recent Year)

Please review and update the information below as needed. This section should include information about your school's comprehensive safety plan, including the dates on which the safety plan was last reviewed, updated, and discussed with faculty; as well as a brief description of the key elements of the plan (please do not paste your entire safety plan in this field). This section should be kept to 1-2 paragraphs.

The Colusa Alternative High School Safety Plan is reviewed annually by administration with staff, and by staff with students. Responses to emergency situations such as fire, earthquake, flooding, bomb threat, and intruder on campus are addressed in the plan and in drills conducted with students. All visitors are required to check in at the school office upon arrival and to wear visitor badges while on campus. There is zero tolerance for fighting and when fights do occur, which is rarely, police are called and the combatants are issued five days suspension. All buildings are fully alarmed and monitored by the Silent Knight security company.

School Facility Conditions and Planned Improvements (Most Recent Year)

Please review and update the information below as needed. This section should include information from the most recent Facility Inspection Tool (FIT) data (or equivalent), including:

- Description of the safety, cleanliness, and adequacy of the school facility
- Description of any planned or recently completed facility improvements
- The year and month in which the data were collected
- Description of any needed maintenance to ensure good repair

You can [click here](#) to submit your school's most recent FIT tool in MS Excel format. Please do not submit your FIT tool in any format other than MS Excel.

Year and month of the most recent FIT report: January 30, 2015

This section should be kept to 1-2 paragraphs.

The CAHS facilities include a classroom on the high school site. The facilities are in good repair; the custodial and teaching staffs keep the facilities clean, orderly, and inviting so that students feel very much at home. In addition to taking their classes at the CAHS site, students may eat in the school cafeteria during break if they choose.

School Facility Good Repair Status (Most Recent Year)

Please review and update the information below as needed. This section should include information from the most recent Facility Inspection Tool (FIT) data (or equivalent), including:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The Overall Rating (bottom row)

Please ensure that this section correlates accurately to the most recent inspection/FIT report for your school.

System Inspected	Repair Status (the marks should match your most recent inspection)			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			
Interior: Interior Surfaces	X			
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	X			
Electrical: Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/ Fountains	X			
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

System Inspected	Repair Status (the marks should match your most recent inspection)			
	Exemplary	Good	Fair	Poor
Overall Rating		X		

Teacher Credentials

Please review and update the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated. As this template is thoroughly reviewed each year, please note that the years listed, 14-15, 15-16 and 16-17, are correct.

Teachers at this School	School			District
	2014-15	2015-16	2016-17	2016-17
With Full Credential	1		3	
Without Full Credential Without a full credential (includes LEA and university internships, pre-internships, emergency or other permits, and waivers)	1		1	
Teaching Outside Subject Area of Competence CDE does not collect data on the number of teachers teaching outside their subject area of competence (with full credential). Teaching outside subject area data should be available in the LEA's personnel office. In most instances, teaching outside subject area is a subset of total teacher misassignments (see data definition for Teacher Misassignments).	0		1	

Teacher Misassignments and Vacant Teacher Positions

Please review and update the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated. As this template is thoroughly reviewed each year, please note that the years listed, 14-15, 15-16 and 16-17, are correct.

Indicator	2014-15	2015-16	2016-17
Misassignments of Teachers of English Learners 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.	0		0
Total Teacher Misassignments 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.	0		0
Vacant Teacher Positions 'Vacant Teacher Positions' refer to positions not filled by a single designated teacher assigned to teach the entire course at the beginning of the school year or semester.	0		0

Academic Counselors and Other Support Staff (School Year 2015-16)

The data that is currently displayed in this table was carried over from last year's SARC. Please update the FTE for each category as needed. This section should include the number of staff, full time equivalent (FTE), employed at your school that fall into the categories listed.

One Full-Time Equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50% of full-time.

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct.

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	1.0	15
Counselor (Social/Behavioral or Career Development)		♦
Library Media Teacher (Librarian)	.2	♦
Library Media Services Staff (paraprofessional)		♦
Psychologist	0.2	♦
Social Worker		♦
Nurse	0.2	♦
Speech/Language/Hearing Specialist		♦
Resource Specialist (non-teaching)		♦
Other		♦

♦ means data is not required. The fields are intentionally not provided.

Textbooks and Instructional Materials (Most Recent Year)

This section describes 1) whether the textbooks and instructional materials used at the school are from the most recent adoption, 2) whether there are sufficient textbooks and instruction materials for each student 3) and information about the school's use of any supplemental curriculum or non-adopted textbooks or instructional materials.

List all textbooks and instructional materials used in the school in **core subjects** (reading/language arts, math, science, and history-social science), including:

- Year they were adopted
- Whether they were selected from the most recent list of standards-based materials adopted by the State Board of Education (SBE) or local governing board
- Percent of students who lack their own assigned textbooks and/or instructional materials*
- For kindergarten through grade 8 (K-8), include any supplemental curriculum adopted by local governing board

If an insufficiency exists, the description must identify the percent of students who lack sufficient textbooks and instructional materials. Be sure to use the most recent available data collected by the LEA and note the year and month in which the data were collected.

Please ensure that this section correlates accurately to most recent adoption of textbooks for your LEA.

Year and month in which data were collected: 2016 December

This section should be kept to 1-2 paragraphs.

All curriculum materials utilized by students and staff are similar to those used at the comprehensive high school, Colusa High School.

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	<p>Language of Literature 9, McDougal Littell - 2000 Language of Literature 10, McDougal Littell - 2000 Language of Literature 11, McDougal Littell - 1997 British and World Literature, Southwestern Educational Pub. - 1997 College Board Course for English 4, The College Board, 2001</p> <p>Supplemental: Accelerated Reading, Renaissance Learning, 2003 Pacesetter English 1 & 4, The College Board, 2003 Gale Databases, Cengage Learning, 2009 CQ Researcher, CQ Press, 2009</p> <p>ELD Grades 9 - 12: At Home in Two Lands, Heinle & Heinle, 1991 The American Heritage Spanish Dictionary, Berkley, 2000 The New Grammar in Action -- Book 1 & 2, Heinle & Heinle, 1997, 1998</p>	Yes	0%
Mathematics	<p>Algebra I: Concepts and Skills, McDougal Littell- 2001 Geometry, Prentice Hall - 2004 Algebra 2, Prentice Hall - 2004 Precalculus, Houghton Mifflin - 2004 Calculus, Houghton Mifflin - 2006 Mathematical Models with Applications, Freeman - 2002</p> <p>Supplemental: Accelerated Math, Renaissance, 2003</p>	Yes	0%

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Science	Agriscience, Interstate Publishers, Inc. - 2003 Biology, William C. Brown - 1996 Introduction to Biology, Teaching Point - 2008 Modern Biology, Holt, Rinehart & Winston - 2002 BSCS Biology: An Ecological Approach, Kendall/Hunt - 2007 Chemistry, Prentice Hall - 2008 Conceptual Physics, Addison Wesley, 2007 Sustaining the Earth, Brooks/Cole - 2007 Supplemental: Gale Databases, Cengage Learning - 2009 CQ Researcher, CQ Press - 2009	Yes	0%
History-Social Science	Modern World History, McDougal Littell - 2006 The Americans, McDougal Littell - 2006 Civics in Amerca, McDougal Littell - 2003 The American Pageant (AP), McDougal Littell - 2006 American Government (AP), McDougal Littell - 2006 Economics (AP), McDougal Littell - 2005 Economics, New Ways of Thinking, EMC Publishing - 2007 Supplemental: Gale Databases, Cengage Learning,- 2009 CQ Researcher, CQ Press - 2009	Yes	0%
Foreign Language	Spanish: Realidades I, Pearson-Prentice Hall - 2008 Realidades II, Pearson-Prentice Hall - 2008 Entre Mundos, Pearson-Prentice Hall - 2004 Nuestro Mundo, Holt-McDougal - 2002	Yes	0%
Health	Study Skills, Grand Lighthouse - 2011	Yes	0%
Visual and Performing Arts	N/A		N/A

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Science Laboratory Equipment (grades 9-12 schools only)	Science Laboratory Equipment (Gr. 9-12) Essential laboratory equipment is provided through site and categorical funding.	Yes	0%

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2014-15)

The fields that are, **highlighted yellow**, are populated for you with data provided by CDE (as available).

Percent differences, **highlighted light-blue**, are calculated by this form.

The remaining data was copied over from last year's SARC and should be reviewed/updated, with data from FY 14-15, as needed.

The most recent data available from CDE is for fiscal year 2014-15. For comparison purposes, data for the same fiscal year is requested from the school.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 14-15, is correct.

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted Sources	Basic/ Unrestricted Sources	
School Site	\$9,852	\$73	\$9,780	\$66,920
District	♦	♦	\$6,055	\$64,908
Percent Difference: School Site and District	♦	♦	38%	12%
State	♦	♦	\$5,677	\$60,705
Percent Difference: School Site and State	♦	♦	44%	16%

♦ means data is not required. The fields are intentionally not provided.

Supplemental/Restricted expenditures come from money whose use is controlled by law or by a donor. Money that is designated for specific purposes by the district or governing board is not considered restricted.

Basic/Unrestricted expenditures are from money whose use, except for general guidelines, is not controlled by law or by a donor.

Types of Services Funded (Fiscal Year 2015-16)

Please review and update the information below as needed. This section should include specific information about the types of programs and services available at the school that support and assists students. For example, this narrative may include information about supplemental educational services related to the school's federal Program Improvement (PI) status.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 15-16, is correct.

ADA state funding is used to provide basic, comprehensive educational programs for students. This includes staffing, facilities and instructional materials. Supplemental funding for school improvement activities, staff development, field trips, equipment, and enrichment programs is provided through state and federal categorical funds.

Professional Development (Most Recent Three Years)

Please review and update the information below as needed. This section should include the number of days provided for professional development and continuous professional growth in the most recent three year period. Questions that may also be answered include:

- What are the primary/major areas of focus for staff development and specifically how were they selected? For example, were student achievement data used to determine the need for professional development in reading instruction?
- What are the methods by which professional development is delivered (e.g., after school workshops, conference attendance, individual mentoring, etc.)?
- How are teachers supported during implementation (e.g., through in-class coaching, teacher-principal meetings, student performance data reporting, etc.)?

There were three days allocated for professional development activities, two prior to the start of school and one in the month of November. Additionally, time is banked and 2:30 pm to 3:30 pm, each Wednesday, is set aside for collaboration between staff .

Every two weeks, the counselor and the principal meet with each student to monitor progress, attendance and discipline. Each student signs a contract and each meeting sets goals and checks progress toward those set goals.

School Completion and Postsecondary Preparation

**This section applies to schools serving grades 9-12 only.
If your school does not serve grades 9-12, simply skip and leave this section blank.
It will not be included in the full SARC.**

Career Technical Education Programs (School Year 2015-16)

Please review and update the information below as needed. This section should include information about Career Technical Education (CTE) programs at your school including:

- Programs and classes offered that are specifically focused on career preparation and or preparation for work
- How these programs and classes are integrated with academic courses and how they support academic achievement
- How the school addresses the needs of all students in career preparation and/or preparation for work, including needs unique to defined special populations of students
- The measurable outcomes of these programs and classes, and how they are evaluated
- State the primary representative of the district's CTE advisory committee and the industries represented on the committee

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct. This section should be kept to 1-2 paragraphs.

The Colusa Alternative High School does not offer any approved CTE courses, at this time. We are developing plans so that students at the CAHS may be able to access CTE courses at Colusa High School.

Career Technical Education Participation (School Year 2015-16)

Please review and update the information below as needed. This section should include information about the level of participation in Career Technical Education (CTE) programs at your school. Numbers populated were carried over from last year's SARC.

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct.

Measure	CTE Program Participation
Number of pupils participating in CTE	0
% of pupils completing a CTE program and earning a high school diploma The number of pupils that completed a CTE program and graduated ÷ total number of pupils enrolled in a CTE program	0
% of CTE courses sequenced/articulated between the school/institutions of postsecondary education The number of CTE courses that are sequenced or articulated ÷ total number of CTE courses offered at the school	0

CDE is not providing data for these areas.

DTS has copied previous year data for your review/update.

Average Class Size and Class Size Distribution (Elementary Only)

Please review data copied from last year's SARC for you by DTS. 2014-15 data was duplicated for 2015-16.

Grade Level	2013-14				2014-15				2015-16			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+

Number of classes indicates how many classes fall into each size category (a range of total students per class).

Average Class Size and Class Size Distribution (Secondary Only)

Please review data copied from last year's SARC for you by DTS. 2014-15 data was duplicated for 2015-16.

Subject	2013-14				2014-15				2015-16			
	Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms		
		1-22	23-32	33+		1-22	23-32	33+		1-22	23-32	33+
English					25		2		25		2	
Mathematics					25		1		25		1	
Science												
Social Science	21	4			25		1		25		1	

Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Advanced Placement (AP) Courses (School Year 2015-16)

Please review data copied from last year's SARC for you by DTS.

Subject	Number of AP Courses Offered	Percent of Students In AP Courses
Computer Science		♦
English		♦
Fine and Performing Arts		♦
Foreign Language		♦
Mathematics		♦
Science		♦
Social Science		♦
All courses		

♦ means data is not required. The fields are intentionally not provided.

2016 SARC Input Form

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Please review and update each section of this template for completeness and accuracy. This template is provided as a tool to update your SARC and contains only a list of required reporting components that our team isn't able to retrieve from public sources (i.e., Dataquest). DTS will import publicly available data as it becomes available.

This template provides clear, concise guidance in each section to assist you through the update process. You can also click on the section title for any of the sections to review detailed guidance from CDE regarding the reporting requirements for the section being reviewed/updated. A full version of CDE's data elements document can be downloaded by [clicking here](#).

A list of answers to frequently asked questions can be reviewed by [clicking here](#). If, after reading the provided guidance and referring to the frequently asked questions documentation, you find you still need assistance, please feel free to contact the DTS Support Team by [clicking here](#).

School Contact Information

Please review and update the information below as needed. This section should include **current** School Contact Information for your school.

School Information	
School Name	Colusa Alternative Home School
Street	745 10th Street
City, State, Zip	Colusa, CA 95932
Phone Number	(530) 458-7791
Principal	Darren Brown
E-mail Address	dbrown@colusa.k12.ca.us
School Website	
CDS Code	06-61598-0630046

District Contact Information

Please review and update the information below as needed. This section should include **current** District Contact Information for your district.

District Information	
District Name	Colusa Unified School District
Street	745 10th Street
City, State, Zip	Colusa, CA 95932
Phone Number	(530) 458-7791
Superintendent	Dwayne Newman
Web Site	www.colusa.k12.ca.us
E-mail Address	dnewman@colusa.k12.ca.us

School Description and Mission Statement (Most Recent Year)

Please review and update the information below as needed. This section should include information about your school, its programs and its goals. This section should be kept to 2-3 paragraphs.

Colusa Alternative Home School is a K-12 Independent Study program that focuses on delivering high quality educational experiences in a Home School environment. Students and parents, with the support of district staff and curriculum, are offered a variety of approved classes to meet the needs of the learner. Parents and students have the option of completing their studies at home and utilizing the Home School resource center that was established during the 2004-05 school year. District teaching staff meets with each student and parent a minimum of one hour per week to review work completed and provide materials for future assignments.

The mission of Colusa Alternative Home School is to support families in the educational programs for their K-12 grade level students by providing state adopted curriculum and resources to meet current instructional standards and graduation requirements.

Opportunities for Parental Involvement (Most Recent Year)

Please review and update the information below as needed. This section should include information on how parents can become involved in school activities, including contact information pertaining to organized opportunities for parent involvement. This section should be kept to 1-2 paragraphs.

Parents are key partners in the delivery of a Home School education. They are actively involved in their child's education through daily assignments, educational field trips and district sponsored activities. The nature of this program thrives on parent support and involvement. Parents are also invited to visit the Home School resource center to utilize additional resources and provide support to other parents.

School Safety Plan (Most Recent Year)

Please review and update the information below as needed. This section should include information about your school's comprehensive safety plan, including the dates on which the safety plan was last reviewed, updated, and discussed with faculty; as well as a brief description of the key elements of the plan (please do not paste your entire safety plan in this field). This section should be kept to 1-2 paragraphs.

The nature of the Home School does not create the same need for a safety plan as the students and parents do the majority of their activities in their homes. When students are involved in regular school programs and activities, they are under the plans of the school they are attending at the time. All schools in the Colusa Unified School District have adopted safety plans which are reviewed on an annual basis.

School Facility Conditions and Planned Improvements (Most Recent Year)

Please review and update the information below as needed. This section should include information from the most recent Facility Inspection Tool (FIT) data (or equivalent), including:

- Description of the safety, cleanliness, and adequacy of the school facility
- Description of any planned or recently completed facility improvements
- The year and month in which the data were collected
- Description of any needed maintenance to ensure good repair

You can [click here](#) to submit your school's most recent FIT tool in MS Excel format. Please do not submit your FIT tool in any format other than MS Excel.

Year and month of the most recent FIT report: N/A

This section should be kept to 1-2 paragraphs.

The nature of Home School programs does not deal with school facilities due to the fact that most of their activities are done at home. When Home School students are involved in regular school activities, the facilities are under the responsibility of that school site and are reported in that school's accountability report. The exception to this is the new Home School resource center that was developed during the 2004-05 school year, which is maintained for safety, cleanliness and in good repair.

School Facility Good Repair Status (Most Recent Year)

Please review and update the information below as needed. This section should include information from the most recent Facility Inspection Tool (FIT) data (or equivalent), including:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The Overall Rating (bottom row)

Please ensure that this section correlates accurately to the most recent inspection/FIT report for your school.

System Inspected	Repair Status (the marks should match your most recent inspection)			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			
Interior: Interior Surfaces	X			
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	X			
Electrical: Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/ Fountains	X			
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

System Inspected	Repair Status (the marks should match your most recent inspection)			
	Exemplary	Good	Fair	Poor
Overall Rating		X		

Teacher Credentials

Please review and update the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated. As this template is thoroughly reviewed each year, please note that the years listed, 14-15, 15-16 and 16-17, are correct.

Teachers at this School	School			District
	2014-15	2015-16	2016-17	2016-17
With Full Credential	3	3	3	
Without Full Credential Without a full credential (includes LEA and university internships, pre-internships, emergency or other permits, and waivers)	0	0	0	
Teaching Outside Subject Area of Competence CDE does not collect data on the number of teachers teaching outside their subject area of competence (with full credential). Teaching outside subject area data should be available in the LEA's personnel office. In most instances, teaching outside subject area is a subset of total teacher misassignments (see data definition for Teacher Misassignments).	0	0	0	

Teacher Misassignments and Vacant Teacher Positions

Please review and update the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated. As this template is thoroughly reviewed each year, please note that the years listed, 14-15, 15-16 and 16-17, are correct.

Indicator	2014-15	2015-16	2016-17
Misassignments of Teachers of English Learners 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.	0		
Total Teacher Misassignments 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.	0		
Vacant Teacher Positions 'Vacant Teacher Positions' refer to positions not filled by a single designated teacher assigned to teach the entire course at the beginning of the school year or semester.	0		

Academic Counselors and Other Support Staff (School Year 2015-16)

The data that is currently displayed in this table was carried over from last year's SARC. Please update the FTE for each category as needed. This section should include the number of staff, full time equivalent (FTE), employed at your school that fall into the categories listed.

One Full-Time Equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50% of full-time.

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct.

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	1.0	As Needed
Counselor (Social/Behavioral or Career Development)	As Needed	♦
Library Media Teacher (Librarian)	0	♦
Library Media Services Staff (paraprofessional)	0	♦
Psychologist	0	♦
Social Worker	As Needed	♦
Nurse	As Needed	♦
Speech/Language/Hearing Specialist	As Needed	♦
Resource Specialist (non-teaching)	As Needed	♦
Other	0	♦

♦ means data is not required. The fields are intentionally not provided.

Textbooks and Instructional Materials (Most Recent Year)

This section describes 1) whether the textbooks and instructional materials used at the school are from the most recent adoption, 2) whether there are sufficient textbooks and instructional materials for each student 3) and information about the school's use of any supplemental curriculum or non-adopted textbooks or instructional materials.

List all textbooks and instructional materials used in the school in **core subjects** (reading/language arts, math, science, and history-social science), including:

- Year they were adopted
- Whether they were selected from the most recent list of standards-based materials adopted by the State Board of Education (SBE) or local governing board
- Percent of students who lack their own assigned textbooks and/or instructional materials*
- For kindergarten through grade 8 (K-8), include any supplemental curriculum adopted by local governing board

If an insufficiency exists, the description must identify the percent of students who lack sufficient textbooks and instructional materials. Be sure to use the most recent available data collected by the LEA and note the year and month in which the data were collected.

Please ensure that this section correlates accurately to most recent adoption of textbooks for your LEA.

Year and month in which data were collected: Dec 2016

This section should be kept to 1-2 paragraphs.

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	* Note: The Home School program enjoys a combination of instructional materials which includes an adequate supply of all state-adopted textbooks that are purchased and adopted through appropriate grade level activities at regular education sites in the Colusa Unified School District.	Yes	0%
Mathematics	Same as above.	Yes	0%
Science	Same as above.	Yes	0%
History-Social Science	Same as above.	Yes	0%
Foreign Language	Rosetta Stone LTD, Spanish - 2008	Yes	0%
Health	Same as note above.	Yes	0%

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Visual and Performing Arts	Home School students have the opportunity to participate in classes offered at age-appropriate sites in the district, as well as a limited number of private lessons offered through Art & Music Grant funds.	Yes	0%
Science Laboratory Equipment (grades 9-12 schools only)	Home School students have the option of attending Lab Science courses at Egling Middle School and Colusa High School where adequate facilities are maintained.	Yes	0%

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2014-15)

The fields that are, **highlighted yellow**, are populated for you with data provided by CDE (as available).

Percent differences, **highlighted light-blue**, are calculated by this form.

The remaining data was copied over from last year's SARC and should be reviewed/updated, with data from FY 14-15, as needed.

The most recent data available from CDE is for fiscal year 2014-15. For comparison purposes, data for the same fiscal year is requested from the school.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 14-15, is correct.

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted Sources	Basic/ Unrestricted Sources	
School Site	5891	1393	4498	66533
District	♦	♦	5534	\$64,908
Percent Difference: School Site and District	♦	♦	-18.7	11.4
State	♦	♦	\$5,677	\$60,705
Percent Difference: School Site and State	♦	♦	-17.5	14.8

♦ means data is not required. The fields are intentionally not provided.

Supplemental/Restricted expenditures come from money whose use is controlled by law or by a donor. Money that is designated for specific purposes by the district or governing board is not considered restricted.

Basic/Unrestricted expenditures are from money whose use, except for general guidelines, is not controlled by law or by a donor.

Types of Services Funded (Fiscal Year 2015-16)

Please review and update the information below as needed. This section should include specific information about the types of programs and services available at the school that support and assists students. For example, this narrative may include information about supplemental educational services related to the school's federal Program Improvement (PI) status.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 15-16, is correct.

Colusa Alternative Home School spends its funds as follows: Teacher and Administrative Pay include the salaries and benefits for teachers, superintendents, principals, and other directors or supervisors. Direct Instruction includes instructional aides, textbooks, field trips, music and art consultants and other instructional materials. Instructional Support includes all clerical and support staff. Pupil Services includes physical and mental health professionals and attendance clerks. Maintenance and Operations covers the costs of repair, replacement, and upkeep of the buildings and grounds. Transportation includes the cost of bus drivers and other transportation costs.

Professional Development (Most Recent Three Years)

Please review and update the information below as needed. This section should include the number of days provided for professional development and continuous professional growth in the most recent three year period. Questions that may also be answered include:

- What are the primary/major areas of focus for staff development and specifically how were they selected? For example, were student achievement data used to determine the need for professional development in reading instruction?
- What are the methods by which professional development is delivered (e.g., after school workshops, conference attendance, individual mentoring, etc.)?
- How are teachers supported during implementation (e.g., through in-class coaching, teacher-principal meetings, student performance data reporting, etc.)?

Staff development during the 2015-16 school year was provided during 3 district pre-service days, 3 state-funded buyback days, Wednesday collaboration activities, and through various opportunities incorporated into the district's K-12 Staff Development Plans. In addition, Home School staff pursued a variety of workshops and graduate courses specific to their subject areas taught and professional goals.

The primary focus during 15/16 was instructional improvements. Teachers are working on strategies to implement best practice instruction in the classroom, increase engagement, and scaffold learning for higher achievement. Teacher support is provided through a system of peer and Principal feedback.

School Completion and Postsecondary Preparation

**This section applies to schools serving grades 9-12 only.
If your school does not serve grades 9-12, simply skip and leave this section blank.
It will not be included in the full SARC.**

Career Technical Education Programs (School Year 2015-16)

Please review and update the information below as needed. This section should include information about Career Technical Education (CTE) programs at your school including:

- Programs and classes offered that are specifically focused on career preparation and or preparation for work
- How these programs and classes are integrated with academic courses and how they support academic achievement
- How the school addresses the needs of all students in career preparation and/or preparation for work, including needs unique to defined special populations of students
- The measurable outcomes of these programs and classes, and how they are evaluated
- State the primary representative of the district's CTE advisory committee and the industries represented on the committee

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct. This section should be kept to 1-2 paragraphs.

Career Technical Education Participation (School Year 2015-16)

Please review and update the information below as needed. This section should include information about the level of participation in Career Technical Education (CTE) programs at your school. Numbers populated were carried over from last year's SARC.

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct.

Measure	CTE Program Participation
Number of pupils participating in CTE	0
% of pupils completing a CTE program and earning a high school diploma The number of pupils that completed a CTE program and graduated ÷ total number of pupils enrolled in a CTE program	0
% of CTE courses sequenced/articulated between the school/institutions of postsecondary education The number of CTE courses that are sequenced or articulated ÷ total number of CTE courses offered at the school	0

CDE is not providing data for these areas.

DTS has copied previous year data for your review/update.

Average Class Size and Class Size Distribution (Elementary Only)

Please review data copied from last year's SARC for you by DTS. 2014-15 data was duplicated for 2015-16.

Grade Level	2013-14				2014-15				2015-16			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
K	1	2										
3	2	2										
4	1	1										
5	1	2										
6	1	3										

Number of classes indicates how many classes fall into each size category (a range of total students per class).

Average Class Size and Class Size Distribution (Secondary Only)

Please review data copied from last year's SARC for you by DTS. 2014-15 data was duplicated for 2015-16.

Subject	2013-14				2014-15				2015-16			
	Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms		
		1-22	23-32	33+		1-22	23-32	33+		1-22	23-32	33+
English												
Mathematics												
Science												
Social Science												

Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Advanced Placement (AP) Courses (School Year 2015-16)

Please review data copied from last year's SARC for you by DTS.

Subject	Number of AP Courses Offered	Percent of Students In AP Courses
Computer Science		♦
English		♦
Fine and Performing Arts		♦
Foreign Language		♦
Mathematics		♦
Science		♦
Social Science		♦
All courses		

♦ means data is not required. The fields are intentionally not provided.