

**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**

**March 18, 2019**

**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. Ordering of Agenda
- D. 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.*

- E. 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.*

- F. Reports:

1. Recognitions & Celebrations

2. Student Report – Chloe Ferriauolo

3. 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. Colusa RedHawk Athletic Foundation
- 2. Friends of Music
- 3. Friends of Agriculture
- 4. Special Education Local Plan Area
- 5. District English Language Advisory Committee
- 6. Monthly Activities Reports

4. Superintendent's Report

a. Continue Discussion of Local Control Accountability Plan Action Items and Priorities

5. Chief Business Official Report  
a. Presentation of 2<sup>nd</sup> Interim Report

G. Information/Discussion/Possible Action Items:

1. Action – Approval of 2<sup>nd</sup> Interim Budget Report 2018-19
2. Action – Approval of Education Protection Account 2018-19
3. Discussion - Funding for Electronic Marquees at EMS and BPS
4. Discussion – Possible Funding Mechanism for District Facility Needs
5. Action – Approval of Category 2 E-Rate Funding Contract
6. Action – Board Policies & Administrative Regulations:
  - a. Second Reading and Adoption of BP3312 – Contracts
  - b. Second Reading and Adoption of BP 0420 & AR 0420 – School Plans
  - c. Second Reading and Adoption of BP 0450 & AR 0450 – Comprehensive Safety Plan
    - I. Tactical Response
  - d. Second Reading and Adoption of BP 0460 & AR 0460 – Local Control and Accountability Plan
  - e. Second Reading and Adoption of AR 1220 – Citizen Advisory Committees
  - f. Second Reading and Adoption of AR 3311.1 – Uniform Public Construction Cost Accounting Procedures
  - g. Second Reading and Adoption of AR 3543 – Transportation Safety and Emergencies
  - h. Second Reading and Adoption of AR 4200 – Classified Personnel
  - i. Second Reading and Adoption of AR 5113 – Absences and Excuses
  - j. Second Reading and Adoption of AR 5131.41 – Use of Seclusion and Restraint
  - k. Second Reading and Adoption of BP 5141.52 & AR 5141.52 – Suicide Prevention
  - l. Second Reading and Adoption of BP 5144 & AR 5144 – Discipline
  - m. Second Reading and Adoption of BP 5146 – Married/Pregnant/Parenting Students
  - n. Second Reading and Adoption of BP 6146.1 – High School Graduation Requirements
  - o. Second Reading and Adoption of AR 6173.2 – Education of Children of Military Families
  - p. Second Reading and Adoption of BP 6175 & AR 6175 – Migrant Education Program
  - q. Second Reading and Adoption of AR 6183 – Home and Hospital Instruction
  - r. Second Reading and Adoption of BB 9322 – Agenda/Meeting Materials
  - s. Second Reading and Adoption of BB 9324 – Minutes and Recordings

H. Motion to Approve Items on the Consent Action Agenda:

1. February 4, 2019 Special Board Meeting Minutes
2. February 11, 2019 Regular Board Meeting Minutes
3. Personnel Assignment Order
4. Account Payable and Payroll Warrants Register from 1/1/19 – 2/28/19
5. Purchase Orders Issued from 1/1-19 – 2/28/19
6. 2018-19 Shady Creek Outdoor School Program Agreement
7. 2019-20 Tenure Recommendations
8. Injury & Illness Prevention Program Plan

I. Hearing of the Public for Matters on Closed Session Agenda

J. Adjourn to Closed Session to consider and/or take action upon any of the following items:

1. Negotiations Pursuant to Government Code 54957.6  
Agency Designated Representatives: Dwayne Newman, Superintendent

Employee Organizations: California Teachers Association, California State Employees Association, and Unrepresented Employees

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)

2. Personnel Matters Pursuant to Government Code 54957  
Administration Representatives: Dwayne Newman, Superintendent
  - a. Consider Approval of 2019-20 Job Share Requests for Certificated Staff
3. Student Matters Pursuant to Government Code 48918  
Administration Representatives: Dwayne Newman, Superintendent
  - a. Consider Approval of Expulsion Recommendation for EH# 2018-19.04
  - b. Consider Approval of Expulsion Recommendation for EH# 2018-19.05
4. Discussion of 2018-19 Golden Apple Recipient

K. Reconvene Open Session

1. Announce Possible Action Regarding 2019-20 Job Share Requests for Certificated Staff
2. Announce Possible Action Regarding Expulsion Recommendation for EH# 2018-19.04
3. Announce Possible Action Regarding Expulsion Recommendation for EH# 2018-19.05

L. Adjournment of the Meeting

## Eight State Priorities Activity

### Priority 1

Facility Improvements

**Pick up / drop off - no parking in unloading zones**

No one leaves class without parent being present

Security issue with ALL schools

More teacher/parent interaction

More actual textbooks. Not printouts.

**Teach kids to be AWARE at pick up and drop off**

New school

New way of attracting teachers

Stronger whole group staff development

Some method for continually looking at what skills our student may need and evaluating programs accordingly

### Priority 2

**Standards aligned with report cards & concepts (don't put things that haven't yet been taught on the report)**

Parent needs to understand this better

### Priority 3

Do not discourage parent involvement by saying have not taught this way

More teacher/parent interaction (i.e.: conferences)

More teacher/parent trainings

Parent involvement by having a student of the month

3 mandatory meetings with parents per year

Career exploration efforts (mandatory internships, 1 per year, variety of formats)

Making a stronger connection with our Spanish speaking families and their role in education

Student recognitions

### Priority 4

Move to year round schools

Mandate summer school for low achieving students

Change Afterschool program. Target more troubled students

Make sure parents & students are aware of how important these tests are

### Priority 5

Meaningful connections: Goal of connecting ALL students to clubs/activities/CTE pathways. (Not IF they get involved but WHERE)

CTE Pathway for teaching/early childhood education

Exposing students to lots of outside experts (and career path ideas) in the context of lessons



# Eight State Priorities Activity

## Priority 6

Parent Surveys should be more in depth and address and concerns

Revise Parent Survey to align with goals

Clean campus incentives (Option 1: Catch students doing something right! Option 2: Restorative Justice

Community survey results

Results of surveys shared online

Improve on Student Surveys. Would like to see more true student feedback

Manners matter integration point at BPS and beyond

## Priority 7

### **Driver Education (Classroom Instruction)**

ROP (i.e. - small engine mechanics, cooking, sewing, basic life skills

Passion projects for ALL teachers

## Priority 8

Homework Assignment Board @ ASES

More Vocational Classes

### **ROP Courses**

Mandate Career

Community College Credit Options

College and Career Ready

AP Test Prep

More Interventions After School

Communication at BPS

Site Safety (Parking)

Library Cards for ALL Students. 1 Assignment Per Year

## OTHER

Better layout for grade reports

Year long calendar at each site

Award for every student

Standard I

## Eight State Priorities Activity - DELAC

### Priority 1

(2X) Benches for the Soccer field there is no place to sit during games at CHS.

check children's bathrooms during school hours in case they are dirty.

That all documents are sent home translated to Spanish.

More tablets so that each student has one.

A nurse who is at school all week or a team of staff who is trained.

(2x) Awnings so when it's raining the children and backpacks do not get wet. Also for hot weather to provide shade.

Improvement in drinking water at school sites.

Employees at school sites could be more attentive when we call them. Have Spanish speakers at school sites to communicate with parents.

Shade in the playground areas, where children play.

Translator in each classroom at Back to School Nights at school sites.

### Priority 2

Support (workshops) for parents in math so we are able to help our children.

All progress reports sent home in Spanish.

### Priority 3

(2) At Burchfield Primary School the staff is rude and gives very bad service.

The staff is fine, but my student's first-grade teacher does not send the information in Spanish.

(2) Have a table at Back to School Night with information about ELAC to invite parents to join.

How will the school district encourage parent participation from parents with special needs students?

Parent participation in helping with homework is difficult it's in English. BPS first grade.

### Priority 4

ESL classes for parents so we can help our students. Also to improve ourselves.

Information for parents on ELPAC test.

(2) Workshops for students to improve their conversational English.

CAHS students need more time in school NOT less. They need to be kept in school and be provided with classes to improve skills.

Keep motivating students so they continue to excel in their studies.

### Priority 5

School-Parents working together.

Teachers speaking to students as soon as they notice a change in behavior and or grades go down.

Staff notify parents of any change in student behavior/academic.

More bonding relationships between student and teachers sometimes the shy student needs this.

Make sure the ELD students are in their right classes and have enough support.

Motivate them to talk about the importance of work

Persistence

In order to have a better level of education for the student, a lot of communication between parents and children is required, no matter the grade.

## Eight State Priorities Activity - DELAC

### Priority 6

Put a part time person in the school to watch and monitor parents and students to make sure they follow the rules when leaving their children.

I ask for more security in the hours of entry and exit of the school there are cars that drive at high speed and park at the pedestrian crossings.

Have more security, have a student helper to cross the students at crosswalks.

More vigilance at the end of the school day. The children when they leave school they cross the street without paying attention and it is dangerous for them and for the parents driving.

Pedestrian monitoring There is a lot of disorder at the time of entry and exit from schools.

Have someone who is monitoring who the children are leaving with at the time of departure.

More vigilance in the hour of departures and entrances times, police patrol and pedestrian surveillance.

Put a person in charge of controlling traffic at the time of entry and exit at Egling to help the children cross safely.

(2) More security for the children in Burchfield, check well who picks them up.

Pay more attention to see who picks up the children at school.

Parents driving their children to school are not paying attention and letting the pedestrians cross.

### Priority 7

More activities in art and science.

arts, crafts, mariachis.

Academy of ecological sciences for students in general.

Classes on how to care for the environment.

In all schools: dance, art, sports and for CHS driving classes.

At Egling arts and crafts classes. At CHS cooking classes.

Bilingual school for kindergarten on.

### Priority 8

Bring teachers from Mexico to teach summer school courses.

Workshops for teens on how to get along better with your parents and teachers.

(2) Workshops for CHS students welding plumbing, trades in general.

Education and respect among students I have seen that children hit each other. Ask why they played like that? and they say it's allowed in school.

### OTHER

We need to have more sports in Egling so children can exercise and be healthy.

We need sports activities for k-3 students.

We need more information about the coaches' rules

We need to know why they do not put some players in the games. We feel that there is favoritism.

That the coaches could come to the ELAC meetings to inform the parents about the rules in their teams and how they choose the players.

Reach out to the dropout population with encouragement and resources in hopes that they come back to school.

More Cameras at EMS.

Chrome books for children to use while parents attend the DELAC or ELAC meetings.

The background of the slide is a light beige gradient. On the left and right sides, there are vertical decorative borders. These borders feature a dense, overlapping pattern of various currency symbols, including the dollar sign (\$), euro symbol (€), pound sterling symbol (£), and yen symbol (¥). The symbols are rendered in a golden-yellow color and have a 3D, embossed appearance.

# Colusa Unified School District

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Second Interim Report 2018-2019  
March 18, 2019

# BUDGET CYCLE

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## **Normal Budget Cycle – 22 Months**

- Budget Development w/Assumptions – February / March
- Budget Adoption – by July 1<sup>st</sup>
- 1<sup>st</sup> Interim Report (data thru 10/31) – December 15<sup>th</sup>
- **2<sup>nd</sup> Interim Report (data thru 1/31) – March 18<sup>th</sup>**
- Unaudited Actual (data thru 6/30) – September 15<sup>th</sup>
- Audit Report – December 15<sup>th</sup>

## **Currently Working in Two Fiscal Years**

- 2<sup>nd</sup> Interim Report for fiscal 2018/2019
- Budget Planning for fiscal 2019/2020

# MAINTAINING A POSITIVE BUDGET CERTIFICATION

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- Positive – a district will be able to meet its financial obligations for the current year and two subsequent fiscal years.
- Qualified – a district may not be able to meet its financial obligations for the current year or two subsequent fiscal years.
- Negative – a district will not be able to meet its financial obligations for the remainder of the current year or subsequent fiscal year.

# THE LOCAL CONTROL FUNDING FORMULA (LCFF) TARGET

The Local Control Funding Formula, or LCFF, is calculated on the latest funding model approved by FCMAT (v19.2b)

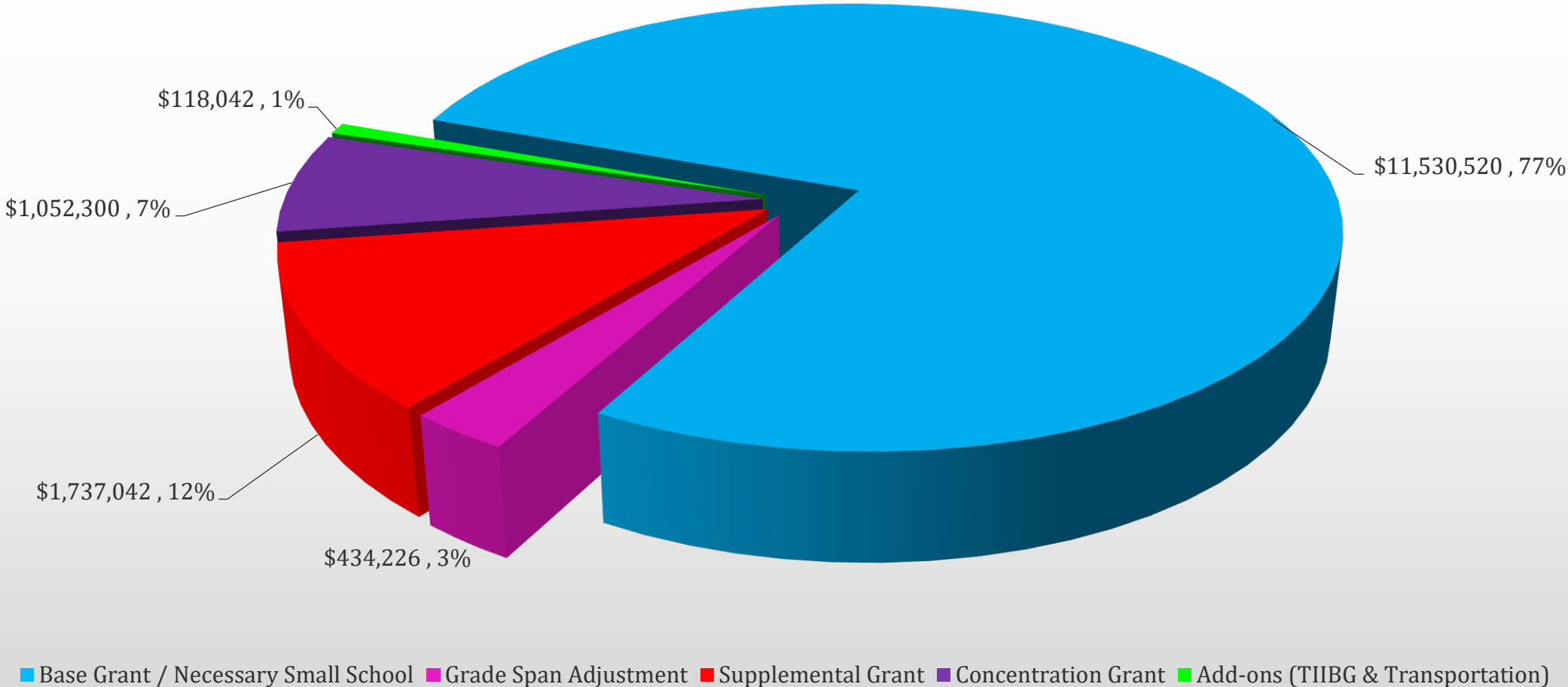
The model reflects a funding target of \$14.87M

Target represents the funding level as gap funding is 100%; 2-years earlier than the 2020-2021 goal

Colusa Unified (61598) - 2018.19 Second Interim Report		03.18.2019			v19.2b		
LOCAL CONTROL FUNDING FORMULA						2018-19	
CALCULATE LCFF TARGET							
Unduplicated as % of Enrollment		3 yr average			COLA & Augmentation 3.700%		
				72.59%	72.59%	<b>2018-19</b>	
		ADA	Base	Gr Span	Supp	Concen	TARGET
Grades TK-3		422.96	7,459	776	1,196	724	4,295,085
Grades 4-6		352.75	7,571		1,099	666	3,293,284
Grades 7-8		209.05	7,796		1,132	686	2,009,698
Grades 9-12		451.10	9,034	235	1,346	815	5,156,020
Subtract NSS		-	-	-			-
NSS Allowance			-				-
<b>TOTAL BASE</b>		<b>1,435.86</b>	<b>11,530,520</b>	<b>434,226</b>	<b>1,737,042</b>	<b>1,052,300</b>	<b>14,754,088</b>
Targeted Instructional Improvement Block Grant							72,847
Home-to-School Transportation							45,195
Small School District Bus Replacement Program							-
<b>LOCAL CONTROL FUNDING FORMULA (LCFF) TARGET</b>							<b>14,872,130</b>



# LCFF TARGET – COMPONENTS AS A PERCENT





# ENTITLEMENT: ADOPTED BUDGET VS. SECOND INTERIM

## First Interim Report

CALCULATE LCFF PHASE-IN ENTITLEMENT			
LOCAL CONTROL FUNDING FORMULA TARGET			
LOCAL CONTROL FUNDING FORMULA FLOOR			
LCFF Need (LCFF Target less LCFF Floor, if positive)			
Current Year Gap Funding			
ECONOMIC RECOVERY PAYMENT			
Miscellaneous Adjustments			
<b>LCFF Entitlement before Minimum State Aid provision</b>			
CALCULATE STATE AID			
Transition Entitlement			
Local Revenue (including RDA)			
Gross State Aid			
LCFF Phase-In Entitlement (b			
CHANGE OVER PRIOR YEAR		8.82%	
LCFF Entitlement PER ADA			
PER ADA CHANGE OVER PRIOR YEAR		7.92%	
BASIC AID STATUS (school districts only)			
LCFF SOURCES INCLUDING EXCESS TAXES			
		Increase	2018-19
State Aid	11.05%	1,113,658	11,195,226
Property Taxes net of in-lieu	2.51%	89,296	3,650,644
Charter in-Lieu Taxes	0.00%	-	-
LCFF pre COE, Choice, Supp	8.82%	1,202,954	14,845,870

CALCULATE LCFF PHASE-IN ENTITLEMENT			
			<b>2018-19</b>
LOCAL CONTROL FUNDING FORMULA TARGET			14,872,130
LOCAL CONTROL FUNDING FORMULA FLOOR			13,766,268
LCFF Need (LCFF Target less LCFF Floor, if positive)			1,105,862
Current Year Gap Funding	100.00%		1,105,862
ECONOMIC RECOVERY PAYMENT			-
Miscellaneous Adjustments			-
<b>LCFF Entitlement before Minimum State Aid provision</b>			<b>14,872,130</b>
(before COE transfer, Choice & Charter Supplemental)			14,872,130
CHANGE OVER PRIOR YEAR	9.01%	1,229,214	
LCFF Entitlement PER ADA			10,358
PER ADA CHANGE OVER PRIOR YEAR	7.92%	760	
BASIC AID STATUS (school districts only) <i>Non-Basic Aid</i>			
LCFF SOURCES INCLUDING EXCESS TAXES			
		Increase	2018-19
State Aid	11.31%	1,139,918	11,221,486
Property Taxes net of in-lieu	2.51%	89,296	3,650,644
Charter in-Lieu Taxes	0.00%	-	-
LCFF pre COE, Choice, Supp	9.01%	1,229,214	14,872,130

## Second Interim Report

\$26K change due to ADA update at P-1 Attendance

# PROJECTED ENDING FUND BALANCE FOR 2018-2019

Ending Fund Balance	<b>\$ 1,690,294</b>	<b>\$ 48,963</b>
<b>Components of Ending Fund Balance</b>		
Economic Uncertainty Reserve	854,455	-
Stores / Cash	30,350	-
Prepaid Expense	-	-
Legally Restricted	-	48,963
Set Aside for Technology	408,786	-
Set Aside for Vehicles	196,137	-
Set Aside for Curriculum	200,567	-
Unassigned/Unappropriated	<b>\$ -</b>	<b>\$ -</b>

- *The Unrestricted ending fund balance is projected to increase by \$256,020 compared to the First Interim Report. Restricted ending fund balance remains unchanged.*

# SECOND INTERIM ADJUSTMENTS

## Revenue Adjustments:

• Miscellaneous Other State Revenue	\$ (1)
Revenue Subtotal	<u>\$ (1)</u>

## Expense Adjustments:

• Adjustment to Certificated Salaries	\$ 100,000
• Adjustment to Certificated Benefits	\$ 79,525
• Adjustment to Supplies	\$ 65,000
• Adjustment to Consultants/Operating	\$ 11,500
Expense Subtotal	<u>\$ 256,025</u>

## Contribution Adjustment

• No Adjustment	\$ 0
Contribution Subtotal	<u>\$ 0</u>
Total Changes	<u>\$ 256,024</u>

# LCFF MULTI-YEAR PROJECTION

## LCFF Model Based on Department of Finance Projection(s)

CALCULATE LCFF PHASE-IN ENTITLEMENT			
		<u>2019-20</u>	<u>2020-21</u>
LOCAL CONTROL FUNDING FORMULA TARGET		15,420,164	15,811,546
LOCAL CONTROL FUNDING FORMULA FLOOR		<u>14,872,124</u>	<u>14,872,124</u>
LCFF Need (LCFF Target less LCFF Floor, if positive)		-	-
Current Year Gap Funding	100.00%	-	100.00%
ECONOMIC RECOVERY PAYMENT		-	-
Miscellaneous Adjustments		-	-
<b>LCFF Entitlement before Minimum State Aid provision</b>		<b><u>15,420,164</u></b>	<b><u>15,811,546</u></b>
CALCULATE STATE AID			
Transition Entitlement		15,420,164	15,811,546
Local Revenue (including RDA)		<u>(3,650,644)</u>	<u>(3,650,644)</u>
Gross State Aid		<u>11,769,520</u>	<u>12,160,902</u>
LCFF Phase-In Entitlement (before COE transfer, Choice & Charter Supplemental)			
		<u>15,420,164</u>	<u>15,811,546</u>
CHANGE OVER PRIOR YEAR	3.68% 548,034		2.54% 391,382

- DOF estimates assume a best-case scenario.
- Estimates were last updated in January 2019.
- Funding gap dollars are at 100% of target. Growth is COLA only; no ADA growth projected.

# CUSD MULTI-YEAR PROJECTION 2018-19 THRU 2020-21

	<i>Funded COLA 3.70%</i>		<i>Est. Funded Increase @ 3.46%</i>		<i>Est. Funded Increase @ 2.86%</i>	
	<u>2018/2019</u>		<u>2019/2020</u>		<u>2020/2021</u>	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Total Revenues	\$15,514,452	\$ 1,596,201	\$15,827,674	\$ 1,628,892	\$16,226,409	\$ 1,663,728
Total Expenditures / Uses / Sources	<u>15,492,986</u>	<u>1,596,112</u>	<u>15,607,978</u>	<u>1,614,805</u>	<u>15,896,825</u>	<u>1,634,233</u>
Net Increase/Decrease	\$ 21,466	\$ 89	\$ 219,696	\$ 14,086	\$ 329,584	\$ 29,494
Beginning Fund Balance	1,668,829	48,874	1,690,294	48,963	1,909,991	63,049
Ending Fund Balance	<u>\$ 1,690,294</u>	<u>\$ 48,963</u>	<u>\$ 1,909,991</u>	<u>\$ 63,049</u>	<u>\$ 2,239,575</u>	<u>\$ 92,543</u>

- CUSD Multi-Year Projection assumes a funded increase of 3.46% and 2.86%, respectively, on the LCFF Entitlement.
- Expenditure assumption *does not* include any salary or benefit increases.
- Expenditure assumption reduces \$168,000 of one-time spending.



# DETAILED MULTI-YEAR PROJECTION

Colusa Unified School District  
Second Interim Report - Multi Year Projection

	Second Interim 2018.19			Year 1 - Projected 2019.20			Year 2 - Projected 2020.21		
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
<b>A. REVENUES</b>									
LCFF Sources	14,845,870	-	14,845,870	15,420,164	-	15,420,164	15,811,546	-	15,811,546
Federal Revenues	10,000	314,301	324,301	10,000	314,301	324,301	10,000	314,301	324,301
Other State Revenues	536,482	1,272,025	1,808,507	275,410	1,304,716	1,580,126	282,763	1,339,552	1,622,315
Other Local Revenues	122,100	9,875	131,975	122,100	9,875	131,975	122,100	9,875	131,975
Other Sources	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>15,514,452</b>	<b>1,596,201</b>	<b>17,110,653</b>	<b>15,827,674</b>	<b>1,628,892</b>	<b>17,456,566</b>	<b>16,226,409</b>	<b>1,663,728</b>	<b>17,890,137</b>
<b>B. EXPENDITURES</b>									
Certificated Salaries									
Base Salaries	6,415,588	163,500	6,579,088	6,415,588	163,500	6,579,088	6,543,900	166,770	6,710,670
Step and Column				128,312	3,270	131,582	130,878	3,335	134,213
Cost of Living				-	-	-	-	-	-
Other Adjustments (STRS)			<i>Not included in total</i>	25,765	657	26,422	28,754	733	29,487
Total Certificated Salaries	6,415,588	163,500	6,579,088	6,543,900	166,770	6,710,670	6,674,778	170,105	6,844,883
Classified Salaries									
Base Salaries	1,936,342	536,100	2,472,442	1,936,342	536,100	2,472,442	1,975,068	546,821	2,521,889
Step and Column				38,726	10,721	49,447	39,501	10,936	50,437
Cost of Living				-	-	-	-	-	-
Other Adjustments (PERS)			<i>Not included in total</i>	10,882	3,013	13,895	12,181	3,372	15,553
Total Classified Salaries	1,936,342	536,100	2,472,442	1,975,068	546,821	2,521,889	2,014,569	557,757	2,572,326
Employee Benefits	3,033,736	672,736	3,706,472	3,070,383	676,406	3,746,789	3,111,318	680,511	3,791,829
Books and Supplies	809,712	295,840	1,105,552	657,906	301,757	959,663	671,064	307,792	978,856
Services, Other Operating Exp	1,234,650	358,576	1,593,226	1,259,343	365,748	1,625,091	1,284,530	373,063	1,657,593
Capital Outlay	122,000	172,173	294,173	122,000	172,173	294,173	122,000	172,173	294,173
Other Outgo	75,045	1,263,100	1,338,145	76,546	1,288,362	1,364,908	78,077	1,314,129	1,392,206
Direct Support / Indirect Cost	(47,459)	27,459	(20,000)	(48,408)	28,008	(20,400)	(49,376)	28,568	(20,808)
Other Financing Uses	-	-	-	-	-	-	-	-	-
Transfers Out	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000
<b>Future TFs / Shifts / Deducts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contributions	1,893,373	(1,893,373)	-	1,931,240	(1,931,240)	-	1,969,865	(1,969,865)	-
<b>TOTAL EXPENDITURES</b>	<b>15,492,986</b>	<b>1,596,112</b>	<b>17,089,099</b>	<b>15,607,978</b>	<b>1,614,805</b>	<b>17,222,783</b>	<b>15,896,825</b>	<b>1,634,233</b>	<b>17,531,058</b>
		18 of 324							
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>21,466</b>	<b>89</b>	<b>21,554</b>	<b>219,696</b>	<b>14,086</b>	<b>233,783</b>	<b>329,584</b>	<b>29,494</b>	<b>359,079</b>

## Next Steps...

Monitor Governor's Budget Proposal and Legislative Response

Budget Workshops for the May Revise

Continue to monitor and update attendance and enrollment

Continue to monitor and update program expenditures

Development and Presentation of the 2019.2020 LCAP and Budget in June

## **Approval of the Colusa Unified School District Second Interim Report 2018-2019 (Business Services).**

### **Recommended Motion:**

Request approval of the Colusa Unified School District's Second Interim Report 2018-2019 with a Positive Certification

### **Rationale:**

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After approving their annual budget, the California Education Code (Ed Code) requires school district governing boards to approve and certify four financial reports each year. Three of these reports: First Interim (covering July 1 through October 31) Second Interim (covering July 1 through January 31) and Unaudited Actuals (covering July 1 through June 30) must be prepared using the Standardized Account Code Structure (SACS) software developed by the California Department of Education. Attached is the Second Interim Report for fiscal 2018-2019.

Over the past years, this report has become more significant as it includes the application of the Local Control Funding Formula and the Local Control and Accountability Plan. Included with the financial statements are the Financial Statement Notes at the beginning of the Second Interim Report. It is important to review the Financial Statement Notes in conjunction with the Second Interim Report as the notes discuss key points in the revenue and expense streams of the budget.

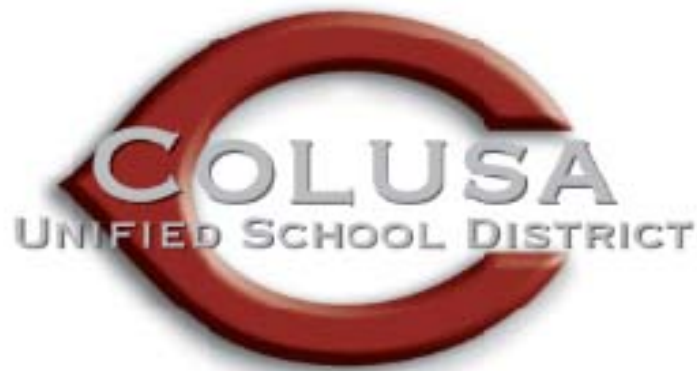
### **Financial Impact:**

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The Second Interim Financial Report identifies the financial position of the District and the impact of the 2018-2019 Budget Act. The Second Interim Financial Report is inclusive of the current year federal dollars, the State Local Control Funding Formula, and the Local Accountability Plan. The Multi-Year Projection meets the criteria and standard for fiscal solvency and therefore, meets the definition required for a positive certification.

Approval of the Interim report also approves the budget transfers (#30 thru #33 QCC; BR19-00006 and BR19-00007 Escape), transfers (#7 thru #10 QCC; GJ19-00136 thru GJ19-00140 Escape), and journal entries (#8 and #9 QCC).





# COLUSA UNIFIED SCHOOL DISTRICT

## SECOND INTERIM REPORT

FISCAL YEAR  
2018-2019

# COLUSA UNIFIED SCHOOL DISTRICT

## SECOND INTERIM REPORT 2018-2019

### FINANCIAL STATEMENT NOTES

#### REPORTING FORMAT

The California Education Code (Ed Code) requires school district governing boards to approve and certify four financial reports each year. Three of these reports: First Interim (covering July 1 through October 31) Second Interim (covering July 1 through January 31) and Unaudited Actuals (covering July 1 through June 30) must be prepared using the Standardized Account Code Structure (SACS) software developed by the California Department of Education. The fourth report is the audited financial statements prepared by an independent audit firm in accordance with Generally Accepted Accounting Principles (GAAP). Based on the information presented, the Board must make one of three certifications:

- Positive Certification: This means the District can reasonably expect to meet its obligations for the current year and subsequent two years.
- Qualified Certification: This means the District may not be able to meet its obligations for the current year and subsequent two years.
- Negative Certification: This means the District is in danger of not meeting its obligations for the current year and subsequent two years.

The format for the Second Interim Report meets the Ed Code requirements. The report includes documents for each “fund” of the district showing revenues and expenditures. The first pages of the fund documents identify revenues and expenditures at a summary level of information followed by additional documents that disclose the details behind the revenues and expenditures. The Second Interim Report also meets the criteria for a Positive Certification.

#### CHANGES IN THE STATE BUDGET SINCE ADOPTION

- There are no changes in factors for the 2018-19 fiscal year. However, the proposed State Budget for fiscal 2019-2020 will affect multiyear projection factors. Projected COLAs for 2019-2020 and 2020-2021 have increased to 3.46% and 2.86%, respectively. These increase the cost to fund the 2019-2020 Local Control Funding Formula (LCFF). COLA has increased to \$2.0 billion, up from the previous \$1.6 billion estimate.
- A total of \$3 billion in one-time non-Proposition 98 funding is proposed to address increasing CalSTRS costs. A \$700 million one-time allocation to reduce the CalSTRS liability for school employers is proposed to lower the current statutory increase of the employers’ rate in 2019-2020 and 2020-2021 by approximately 1%. An additional \$2.3 billion investment may lower future rates by an estimated 0.5%.
- Due to the larger proposed state bond issuances, Districts are advised to identify the impact on local facility project schedules.

- The Governor’s proposal includes special education concentration grants, providing additional resources for interventions and support of LEAs with both high concentrations of Students with Disabilities and unduplicated pupils, and a first step toward universal preschool with a proposal increasing access to the existing State Preschool program for low-income four-year old children.

## LOCAL CONTROL FUNDING FORMULA (LCFF)

The Local Control Funding Formula (LCFF) is intended to provide a funding mechanism that is simple and transparent while allowing local educational agencies (LEAs) maximum flexibility in allocating resources to meet local needs. While the formula itself is relatively straightforward, the transition from revenue limit funding to the LCFF is very complex. The primary cause for this complexity is the state’s commitment to ensuring all LEAs are funded at no less than they received in 2012-13. This is simple in concept and extremely complex in application.

For the Colusa Unified School District, several of the variables in the formula, although calculated, do not apply. For example, the LCFF has an Economic Recovery Target, a Hold Harmless calculation, and a Necessary Small School calculation that do not apply. However, several aspects of the formula have a significant impact on determining the District’s funding level. The most significant of these are noted in the paragraphs below.

The LCFF Calculator is designed to calculate LCFF revenue projections for 2018-2019, 2019-2020, and 2020-2021. It provides input fields to incorporate year-to-year changes in COLA, average daily attendance (ADA), property taxes, unduplicated pupil counts and gap funding. The calculator also incorporates the minimum state aid calculations of the LCFF.

Full implementation of the LCFF was obtained this year; two years earlier than the anticipated 2020-21 implementation. While the economy has improved quickly over the last several years, both the Governor and the Department of Finance (DOF) continue to remind educational entities that an economic downturn is inevitable and would negatively affect school funding.

**Grade Span Adjustment (GSA):** The base grant for the TK-3 grade span increases by 10.4% for maintaining class size ratios at 24:1, or a locally bargained alternative ratio, at full implementation of the LCFF. To receive these funds districts must maintain enrollment at all school sites at an average of no more than 24 students per class at full implementation of LCFF. The current locally bargained ratios are 24:1 (TK – 3).

*Districts that fail to meet the above requirements at each school site will lose 100% of this additional funding in that fiscal year.* If a district’s LCFF gap funding is negative or zero, the district must maintain the same class enrollment for each school site in the 2014-15 year, unless there is a collectively bargained alternative ratio.

**Cost of Living Adjustment (COLA):** The difference between a districts’ starting point, its LCFF target (gap) and the state’s LCFF gap percentage funding were the drivers of funding for all districts until full implementation. Under the LCFF at full implementation, the COLA is the

driving factor as it is applied to the entitlement targets. The FCMAT LCFF Calculator will yield specific projected dollars and percentage funding increases for individual districts and charter schools.

Districts whose current funding exceeds their LCFF target amount (hold harmless / minimum state aid) will not receive an increase attributed to the COLA percentage. Annual COLAs are applied to LCFF target amounts. The DOF published the 2019-2020 COLA as 3.467%, 2020-2021 as 2.86% (estimated), and 2021-2022 as 2.92% (estimated).

**Supplemental and Concentration Grants:** Education Code Section 42238.02 increases the LCFF base grant by a supplemental grant and a concentration grant. These are determined by the District’s unduplicated count of pupils who are eligible for free and reduced price meals, homeless, or who are classified as English Learners, or as Foster Youth.

The supplemental grant is equal to 20% of the grade span base grant as increased by the grade-span adjustments of 10.4% in TK-3 and 2.6% in 9-12, multiplied by the unduplicated pupil count percentage.

If the District’s unduplicated pupil count percentage exceeds 55% then the District will receive a concentration grant. The concentration grant is equal to 50% of the grade span base grant for each applicable grade level, after being increased by the additional adjustments for the TK-3 and 9-12 grade span adjustments. For the Colusa Unified School District, its 72.59% unduplicated percentage would generate a concentration grant for 17.59% of its ADA.

The application of the variables that impact the District’s LCFF target are shown below in Chart #1 – LCFF Target Calculation. The LCFF Target for fiscal 2018-2019 is \$14,872,130.

Colusa Unified (61598) - 2018.19 Second Interim Report				03.18.2019		v19.2b
LOCAL CONTROL FUNDING FORMULA				2018-19		
CALCULATE LCFF TARGET						
Unduplicated as % of Enrollment	3 yr average			COLA & Augmentation		3.700%
	ADA	Base	Gr Span	Supp	Concen	<b>2018-19</b>
Grades TK-3	422.96	7,459	776	1,196	724	4,295,085
Grades 4-6	352.75	7,571		1,099	666	3,293,284
Grades 7-8	209.05	7,796		1,132	686	2,009,698
Grades 9-12	451.10	9,034	235	1,346	815	5,156,020
Subtract NSS	-	-	-			-
NSS Allowance						-
<b>TOTAL BASE</b>	<b>1,435.86</b>	<b>11,530,520</b>	<b>434,226</b>	<b>1,737,042</b>	<b>1,052,300</b>	<b>14,754,088</b>
Targeted Instructional Improvement Block Grant						72,847
Home-to-School Transportation						45,195
Small School District Bus Replacement Program						
<b>LOCAL CONTROL FUNDING FORMULA (LCFF) TARGET</b>						<b>14,872,130</b>

Chart #1 – LCFF Target Calculation

For fiscal 2018-2019, the LCFF Entitlement is estimated to be \$14,872,130 as shown below in Chart #2 – LCFF Entitlement Calculation. Note: this level of funding shows no gap between the target and entitlement funding levels.

CALCULATE LCFF PHASE-IN ENTITLEMENT			
			<b>2018-19</b>
LOCAL CONTROL FUNDING FORMULA TARGET			14,872,130
LOCAL CONTROL FUNDING FORMULA FLOOR			13,766,268
LCFF Need (LCFF Target less LCFF Floor, if positive)			1,105,862
Current Year Gap Funding	100.00%		1,105,862
ECONOMIC RECOVERY PAYMENT			-
Miscellaneous Adjustments			-
<b>LCFF Entitlement before Minimum State Aid provision</b>			<b>14,872,130</b>
(before COE transfer, Choice & Charter Supplemental)			
			14,872,130
CHANGE OVER PRIOR YEAR	9.01%	1,229,214	
LCFF Entitlement PER ADA			10,358
PER ADA CHANGE OVER PRIOR YEAR	7.92%	760	
BASIC AID STATUS (school districts only)			<i>Non-Basic Aid</i>
LCFF SOURCES INCLUDING EXCESS TAXES			
		Increase	2018-19
State Aid	11.31%	1,139,918	11,221,486
Property Taxes net of in-lieu	2.51%	89,296	3,650,644
Charter in-Lieu Taxes	0.00%	-	-
LCFF pre COE, Choice, Supp	9.01%	1,229,214	14,872,130

Chart #2 – LCFF Entitlement Calculation

## FEDERAL FUNDING

In regards to funds received from the Federal Government, the following multiyear assumptions are assumed:

- **2019-2020:** Small increases in funding for the Individuals with Disabilities Education Act (approximately \$40 million statewide) and Title I (approximately \$50 million statewide); level funding for Career and Technical Education. No Budget Control Act sequestration cuts.
- **2020-2021:** Congress will determine actual funding when it returns for the post-election session in December and January. Current assumption is revenue growth will be flat.

## CASH MANAGEMENT

The State Controller’s Office has posted estimated payment dates for K-12 principal apportionments, lottery apportionments, and Prop. 30 Education Protection Account (EPA)

apportionments through March 2019. The table below illustrates state apportionments for February and March 2019.

Months	Principal Apportionment	Proposition 30 EPA	Lottery
February 2019	02/21/2019		
March 2019	03/27/2019	3/21/2019	

CDE provides a monthly update of estimated cash flow for state and federal categorical programs that can be downloaded from the following webpage:

<http://www.cde.ca.gov/fg/aa/ca/estcashflow.asp>

The schedule provides cash flow estimates for the following programs: Mandate Block Grant,

Temporary taxes from EPA, are to continue through the 2018-2019 fiscal year. The DOF estimates the total K-14 EPA funds available for 2018-2019 are \$7.3 billion, of which the K-12 share is 89%.

### CATEGORICAL FUNDING PHILOSOPHY SHIFT

The enacted State Budget eliminates most state categorical program funding, except for a few programs funded outside the LCFF. The State Budget maintained funding for programs that impact the District such as the After School Education & Safety Program (ASES), Early Childhood Education Program, Partnership Academies, Special Education, and State Preschool. However, there are programs that were previously a part of the Tier III Flexibility program that are now permanently a part of the LCFF with program requirements intact. Some of the programs are:

**Williams Act:** Funding is absorbed by the LCFF but the requirements are still in place. It is expected that LCFF funds will be used to meet the requirements.

**Deferred Maintenance:** While funding for deferred maintenance is part of the base in the LCFF, the responsibility for maintaining district facilities becomes part of a district’s Local Control Accountability Plan (LCAP). The 3% contribution requirement to Routine Repair and Maintenance that had been waived in years past has been reinstated. See Routine Repair and Maintenance below.

**Economic Impact Aid (EIA) Funding:** EIA is now one of the categorical programs included in the LCFF formula. Carryover funds from EIA entitlements for 2012-13 and any previous fiscal years were completely expended under the former EIA restrictions. The District continues to track EIA related expenditures in a locally defined resource and are identified in the LCAP as part of the Supplemental and Concentration expenditures.

**Lottery:** Lottery funding is calculated in the same manner as prior years. The CDE estimates the lottery will provide \$204 per ADA (\$151 per ADA in unrestricted lottery revenues and \$53 per

ADA in Prop. 20 revenues) for 2018-2019. These rates calculate to funding of \$290,000 (\$213,120 unrestricted / \$76,880 restricted).

**Mandated Costs:** The proposed budget increases the Mandate Block Grant (MBG) allocation by \$6.2 million to reflect an increase in the participation of the MBG. Districts opting to accept the MBG will receive \$31.16 per ADA for students in grades TK-8, and \$59.83 per ADA for students in grades 9-12. Opting into the MBG program for fiscal 2018-2019 is expected to generate additional revenues of \$57,270. In addition, for fiscal 2018-2019, a one-time mandate reimbursement payment of \$184 per average daily attendance will be allocated to the District; or \$261,072. As with prior mandate reimbursement, there are no conditions on how these dollars are spent but there is a strong recommendation that they be spent to support Common Core and professional development.

**Routine Repair and Maintenance (RRM):** The attempt to permanently repeal the RRM 3% contribution requirement that was in the last year’s May Revision did not make it into the final budget. In addition, the passage of Proposition 51, LEAs flexibility to reduce the contribution to 1% (or 0% if in compliance with Williams) is repealed; the 3% contribution requirement is in effect for 2018-2019. Although this requirement does not apply to the District, a 2% contribution does apply as a result of participation in the Leroy Green Facilities Act.

ENDING FUND BALANCE

The projected ending fund balance for fiscal 2018-2019 for the Unrestricted and Restricted general fund is as follows:

Ending Fund Balance	<b>\$ 1,690,294</b>	<b>\$ 48,963</b>
<b>Components of Ending Fund Balance</b>		
Economic Uncertainty Reserve	854,455	-
Stores / Cash	30,350	-
Prepaid Expense	-	-
Legally Restricted	-	48,963
Set Aside for Technology	408,786	-
Set Aside for Vehicles	196,137	-
Set Aside for Curriculum	200,567	-
Unassigned/Unappropriated	<b>\$ -</b>	<b>\$ -</b>

When compared to the Adopted Budget, the projected ending fund balance for the Unrestricted general fund has decreased by \$395,414 while the ending fund balance for the Restricted general fund has increased by \$88; a combined net decrease to the ending fund balance of \$395,326. This is an improvement from first interim of \$256,020. Budgeted expenses were evaluated and the following budget reductions were made for the Second Interim Report as outlined in the table below on the following page.



Revenue Adjustments:

• Miscellaneous Other State Revenue	\$ (1)
Revenue Subtotal	<u>\$ (1)</u>

Expense Adjustments:

• Adjustment to Certificated Salaries	\$ 100,000
• Adjustment to Certificated Benefits	\$ 79,525
• Adjustment to Supplies	\$ 65,000
• Adjustment to Consultants/Operating	\$ 11,500
Expense Subtotal	<u>\$ 256,025</u>

Contribution Adjustment

• No Adjustment	\$ 0
Contribution Subtotal	<u>\$ 0</u>
Total Changes	<u>\$ (256,024)</u>

### MULTI-YEAR PROJECTIONS

As the LCFF and the LCAP continue to evolve, the impact to the District remains unique and budget guidance continues to be situational as one-size solutions never fit all situations; there are several calculations that determine the amount a district will receive in a given year under the LCFF. The core components of this formula are the calculation of each district's Floor, Minimum State Aid (commonly referred to as "hold harmless"), and LCFF Target.

Regardless, the basics of fiscal solvency remain the same. Budgets and multi-year projections (MYPs) will continue to be prepared with the same acute awareness of the district's tolerance for risk, trend analysis, structural deficits, cash position, status of labor negotiations, student enrollment, and reserve levels.

As the District incorporates full implementation of the LCFF into the MYP, a unique set of financial risk factors combined with overarching risk factors such as uncertainty over the state's economic forecast will have to be considered. All of these risk factors are critically important in determining reserve levels and contingency planning. In July, the Department of Finance (DOF) updated its estimates for LCFF gap funding for 2018-19 and beyond at 100%.

Although full implementation of the LCFF is welcome, it does being another unique variable to the MYP; funding increases will be tied to COLA only. For the District, estimated increases in 2019-2020, 2020-2021 are \$548,034 and \$391,382 respectively as shown in Chart #3 – MYP LCFF Entitlement Calculation, on the following page



CALCULATE LCFF PHASE-IN ENTITLEMENT			2019-20	2020-21
LOCAL CONTROL FUNDING FORMULA TARGET			15,420,164	15,811,546
LOCAL CONTROL FUNDING FORMULA FLOOR			14,872,124	14,872,124
LCFF Need (LCFF Target less LCFF Floor, if positive)			-	-
Current Year Gap Funding	100.00%		-	100.00%
ECONOMIC RECOVERY PAYMENT			-	-
Miscellaneous Adjustments			-	-
<b>LCFF Entitlement before Minimum State Aid provision</b>			<b>15,420,164</b>	<b>15,811,546</b>
<b>CALCULATE STATE AID</b>				
Transition Entitlement			15,420,164	15,811,546
Local Revenue (including RDA)			(3,650,644)	(3,650,644)
Gross State Aid			11,769,520	12,160,902
LCFF Phase-In Entitlement (before COE transfer, Choice & Charter Supplemental)			15,420,164	15,811,546
CHANGE OVER PRIOR YEAR	3.68%	548,034		2.54%
				391,382

Chart #3 – MYP LCFF Entitlement Calculation

As the level of funding has tapered off, the disproportion between the rate of increase for revenues versus the rate of increase in expenses is clear. Although the MYP shows projected year #1 and projected year #2 as being structurally balanced, it is based upon on-going expenditure reductions associated with one-time funding of \$168,000. The specifics of these reductions will still have to be defined as part of Budget Development of fiscal 2019-2020

The MYP is conservative in nature and this current iteration is a “worst-case scenario” to allow risk(s) to be highlighted. The 2018-2019 budget will continue to be evaluated and recommended changes will be presented to the Board of Education at the time of the Estimated Actuals Report.

Colusa Unified School District  
Second Interim Report - Multi Year Projection

	Second Interim 2018.19			Year 1 - Projected 2019.20			Year 2 - Projected 2020.21		
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
<b>A. REVENUES</b>									
LCFF Sources	14,845,870	-	14,845,870	15,420,164	-	15,420,164	15,811,546	-	15,811,546
Federal Revenues	10,000	314,301	324,301	10,000	314,301	324,301	10,000	314,301	324,301
Other State Revenues	536,482	1,272,025	1,808,507	275,410	1,304,716	1,580,126	282,763	1,339,552	1,622,315
Other Local Revenues	122,100	9,875	131,975	122,100	9,875	131,975	122,100	9,875	131,975
Other Sources	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>15,514,452</b>	<b>1,596,201</b>	<b>17,110,653</b>	<b>15,827,674</b>	<b>1,628,892</b>	<b>17,456,566</b>	<b>16,226,409</b>	<b>1,663,728</b>	<b>17,890,137</b>
<b>B. EXPENDITURES</b>									
<b>Certificated Salaries</b>									
Base Salaries	6,415,588	163,500	6,579,088	6,415,588	163,500	6,579,088	6,543,900	166,770	6,710,670
Step and Column				128,312	3,270	131,582	130,878	3,335	134,213
Cost of Living									
Other Adjustments (STRS)				25,765	657	26,422	28,754	733	29,487
<b>Total Certificated Salaries</b>	<b>6,415,588</b>	<b>163,500</b>	<b>6,579,088</b>	<b>6,543,900</b>	<b>166,770</b>	<b>6,710,670</b>	<b>6,674,778</b>	<b>170,105</b>	<b>6,844,883</b>
<b>Classified Salaries</b>									
Base Salaries	1,936,342	536,100	2,472,442	1,936,342	536,100	2,472,442	1,975,068	546,821	2,521,889
Step and Column				38,726	10,721	49,447	39,501	10,936	50,437
Cost of Living									
Other Adjustments (PERS)				10,882	3,013	13,895	12,181	3,372	15,553
<b>Total Classified Salaries</b>	<b>1,936,342</b>	<b>536,100</b>	<b>2,472,442</b>	<b>1,975,068</b>	<b>546,821</b>	<b>2,521,889</b>	<b>2,014,569</b>	<b>557,757</b>	<b>2,572,326</b>
Employee Benefits	3,033,736	672,736	3,706,472	3,070,383	676,406	3,746,789	3,111,318	680,511	3,791,829
Books and Supplies	809,712	295,840	1,105,552	657,906	301,757	959,663	671,064	307,792	978,856
Services, Other Operating Exp	1,234,650	358,576	1,593,226	1,259,343	365,748	1,625,091	1,284,530	373,063	1,657,593
Capital Outlay	122,000	172,173	294,173	122,000	172,173	294,173	122,000	172,173	294,173
Other Outgo	75,045	1,263,100	1,338,145	76,546	1,288,362	1,364,908	78,077	1,314,129	1,392,206
Direct Support / Indirect Cost	(47,459)	27,459	(20,000)	(48,408)	28,008	(20,400)	(49,376)	28,568	(20,808)
Other Financing Uses	-	-	-	-	-	-	-	-	-
Transfers Out	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000
<b>Future TFs / Shifts / Deducts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contributions	1,893,373	(1,893,373)	-	1,931,240	(1,931,240)	-	1,969,865	(1,969,865)	-
<b>TOTAL EXPENDITURES</b>	<b>15,492,986</b>	<b>1,596,112</b>	<b>17,089,099</b>	<b>15,607,978</b>	<b>1,614,805</b>	<b>17,222,783</b>	<b>15,896,825</b>	<b>1,634,233</b>	<b>17,531,058</b>
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>21,466</b>	<b>89</b>	<b>21,554</b>	<b>219,696</b>	<b>14,086</b>	<b>233,783</b>	<b>329,584</b>	<b>29,494</b>	<b>359,079</b>

Chart #4 – Second Interim MYP

## RESERVES

The District's oversight agent, the Colusa County Office of Education, continues to reinforce the need for reserves over the minimum reserve requirements. The experience of the latest recession has clearly demonstrated the minimum levels are not sufficient to protect educational programs from severe disruption in an economic downturn. The typical 3% reserve minimum represents less than one month of payroll for many districts. As such, the Board of Education and the Administration have established a minimum fund balance reserve of 5%, or \$854,455.

The adequacy of a reserve level should be assessed based on the LEA's own specific circumstances, and numerous models are available for consideration. Examples include:

- The Government Finance Officers Association recommends reserves equal to two months of average general fund operating expenditures, or about 17%.
- Rating agencies like Fitch or Moody's typically assess the adequacy of a district's reserves by comparing them to statewide averages, which have hovered around 15% for California unified school districts in recent years.
- The Fiscal Crisis and Management Assistance Team emphasizes the need to assess not only fund balance but also actual cash on hand.

There are a variety of benefits to the District for maintaining higher than minimum reserves including but not limited to:

- Financial flexibility to absorb unanticipated expenditures without significant disruption to educational programs.
- Protection against exposure to significant one-time outlays such as disasters, lawsuits, or material audit finding.
- Protection against the volatility of state revenues.
- Protection against the volatility of property tax revenues for basic aid districts.
- Cash management / avoiding the cost of borrowing cash.
- Protection against declining enrollment.
- Protection against the expiration of parcel taxes.
- Protection to cover increases in fixed and statutory costs.
- Financial flexibility to shift resources as priorities set through the LCAP process change.
- Planning for major projects such as information technology upgrades or deferred maintenance.

However, of all the reasons for carrying higher than minimum reserves, protecting against state revenue volatility is one of the most compelling. This was especially true during LCFF implementation because gap percentage funding is correlated with Proposition 98 growth. By providing a buffer from volatile state revenues, maintaining higher than minimum reserves creates stability to maintain instructional services and programs.

## CONCLUSION

Overall the District's fiscal position is stable. The current interim report has made adjustments to expenses, however continued evaluation of the budget still needs to occur for the remainder of

this fiscal year. A new Governor has taken office and it is clear that although education is important, expansion of the LCFF base is not a top priority. The District should remain cautious regarding priority commitments to the LCFF and discretionary funding. The Governor is to reveal any adjustments to his priorities with the May Revision due in May; the final tune-up of his budget proposal for fiscal 2019-2020. In the interim, we must continue to be prudent in the development of the Local Control Accountability Plan which will continue to guide the spending habits of the District for the foreseeable future.

# GENERAL FUND

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	15,064,929.00	14,845,870.00	8,775,249.33	14,845,870.00	0.00	0.0%
2) Federal Revenue		8100-8299	10,000.00	10,000.00	0.00	10,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	717,608.00	536,482.00	267,361.24	536,482.00	0.00	0.0%
4) Other Local Revenue		8600-8799	122,000.00	122,100.00	133,997.44	122,100.00	0.00	0.0%
5) TOTAL, REVENUES			15,914,537.00	15,514,452.00	9,176,608.01	15,514,452.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	6,493,588.00	6,515,588.00	3,827,690.22	6,415,588.00	100,000.00	1.5%
2) Classified Salaries		2000-2999	1,936,342.00	1,936,342.00	1,135,848.13	1,936,342.00	0.00	0.0%
3) Employee Benefits		3000-3999	3,112,153.00	3,115,640.00	1,727,822.75	3,033,735.55	81,904.45	2.6%
4) Books and Supplies		4000-4999	797,412.00	864,317.00	348,144.39	809,712.01	54,604.99	6.3%
5) Services and Other Operating Expenditures		5000-5999	1,243,084.00	1,259,162.00	878,423.93	1,234,649.90	24,512.10	1.9%
6) Capital Outlay		6000-6999	117,000.00	117,000.00	28,279.96	122,000.00	(5,000.00)	-4.3%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	75,045.00	75,045.00	30,772.33	75,045.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(47,459.00)	(47,459.00)	0.00	(47,459.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			13,727,165.00	13,835,635.00	7,976,981.71	13,579,613.46		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			2,187,372.00	1,678,817.00	1,199,626.30	1,934,838.54		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	20,000.00	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	(1,750,492.00)	(1,893,373.00)	0.00	(1,893,373.00)	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,770,492.00)	(1,913,373.00)	0.00	(1,913,373.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			416,880.00	(234,556.00)	1,199,626.30	21,465.54		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,668,829.53	1,668,831.00		1,668,829.53	(1.47)	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,668,829.53	1,668,831.00		1,668,829.53		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,668,829.53	1,668,831.00		1,668,829.53		
2) Ending Balance, June 30 (E + F1e)			2,085,709.53	1,434,275.00		1,690,295.07		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	30,350.00		30,350.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	1,251,234.53	536,670.00		805,490.07		
Set Aside for Technology	0000	9780		272,366.00				
Set Aside for Vehicles	0000	9780		130,682.00				
Set Aside for Curriculum	0000	9780		86,081.00				
Set Aside for Curriculum	1100	9780		47,541.00				
Set Aside for Technology	0000	9780				408,786.00		
Set Aside for Vehicles	0000	9780				196,137.00		
Set Aside for Curriculum	0000	9780				153,026.48		
Set Aside for Curriculum	1100	9780				47,540.59		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	834,475.00	867,255.00		854,455.00		
Unassigned/Unappropriated Amount			0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	9,598,869.00	8,947,074.00	5,852,079.00	8,947,074.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	1,966,060.00	2,248,152.00	1,124,076.00	2,248,152.00	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	11,422.08	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	488.40	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	3,500,000.00	3,298,270.00	1,485,811.00	3,298,270.00	0.00	0.0%
Unsecured Roll Taxes		8042	0.00	296,763.00	272,670.25	296,763.00	0.00	0.0%
Prior Years' Taxes		8043	0.00	6,915.00	8,809.74	6,915.00	0.00	0.0%
Supplemental Taxes		8044	0.00	54,561.00	19,892.86	54,561.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	(28,672.00)	0.00	(28,672.00)	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	22,807.00	0.00	22,807.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal, LCFF Sources</b>			<b>15,064,929.00</b>	<b>14,845,870.00</b>	<b>8,775,249.33</b>	<b>14,845,870.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	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%
<b>TOTAL, LCFF SOURCES</b>			<b>15,064,929.00</b>	<b>14,845,870.00</b>	<b>8,775,249.33</b>	<b>14,845,870.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
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		
Title I, Part A, Basic	3010	8290						
Title I, Part D, Local Delinquent Programs	3025	8290						
Title II, Part A, Educator 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)
Title III, Part A, Immigrant Education Program	4201	8290						
Title III, Part A, English Learner Program	4203	8290						
Public Charter Schools Grant Program (PCSGP)	4610	8290						
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3185, 4050, 4123, 4124, 4126, 4127, 5510, 5630	8290						
Career and Technical Education	3500-3599	8290						
All Other Federal Revenue	All Other	8290	10,000.00	10,000.00	0.00	10,000.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319						
Special Education Master Plan Current Year	6500	8311						
Prior Years	6500	8319						
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	499,488.00	318,362.00	187,809.00	318,362.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	213,120.00	213,120.00	79,552.24	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, 6695	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						
All Other State Revenue	All Other	8590	5,000.00	5,000.00	0.00	5,000.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>717,608.00</b>	<b>536,482.00</b>	<b>267,361.24</b>	<b>536,482.00</b>	<b>0.00</b>	<b>0.0%</b>



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	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	2,700.00	9,000.00	0.00	0.0%
Interest		8660	5,000.00	5,000.00	25,043.23	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	10,000.00	10,000.00	0.00	10,000.00	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%) 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	98,000.00	98,100.00	106,254.21	98,100.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792						
From JPAs	6360	8793						
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>122,000.00</b>	<b>122,100.00</b>	<b>133,997.44</b>	<b>122,100.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>15,914,537.00</b>	<b>15,514,452.00</b>	<b>9,176,608.01</b>	<b>15,514,452.00</b>	<b>0.00</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Certificated Teachers' Salaries		1100	5,505,988.00	5,505,988.00	3,278,318.31	5,405,988.00	100,000.00	1.8%
Certificated Pupil Support Salaries		1200	272,900.00	272,900.00	135,868.43	272,900.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	691,700.00	691,700.00	400,103.48	691,700.00	0.00	0.0%
Other Certificated Salaries		1900	23,000.00	45,000.00	13,400.00	45,000.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>6,493,588.00</b>	<b>6,515,588.00</b>	<b>3,827,690.22</b>	<b>6,415,588.00</b>	<b>100,000.00</b>	<b>1.5%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	209,042.00	209,042.00	146,030.23	209,042.00	0.00	0.0%
Classified Support Salaries		2200	799,200.00	799,200.00	435,309.28	799,200.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	211,000.00	211,000.00	122,928.77	211,000.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	535,200.00	535,200.00	318,107.38	535,200.00	0.00	0.0%
Other Classified Salaries		2900	181,900.00	181,900.00	113,472.47	181,900.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>1,936,342.00</b>	<b>1,936,342.00</b>	<b>1,135,848.13</b>	<b>1,936,342.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	998,510.00	1,001,828.00	608,308.60	1,001,825.05	2.95	0.0%
PERS		3201-3202	288,520.00	288,682.00	163,907.77	288,681.19	0.81	0.0%
OASDI/Medicare/Alternative		3301-3302	242,497.00	242,504.00	129,982.55	232,103.31	10,400.69	4.3%
Health and Welfare Benefits		3401-3402	1,232,960.00	1,232,960.00	670,390.28	1,186,460.00	46,500.00	3.8%
Unemployment Insurance		3501-3502	4,159.00	4,159.00	2,450.18	4,159.00	0.00	0.0%
Workers' Compensation		3601-3602	245,507.00	245,507.00	117,983.89	220,507.00	25,000.00	10.2%
OPEB, Allocated		3701-3702	100,000.00	100,000.00	32,494.57	100,000.00	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	2,304.91	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>3,112,153.00</b>	<b>3,115,640.00</b>	<b>1,727,822.75</b>	<b>3,033,735.55</b>	<b>81,904.45</b>	<b>2.6%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	189,500.00	188,500.00	34,247.07	120,294.00	68,206.00	36.2%
Books and Other Reference Materials		4200	41,675.00	41,675.00	26,795.85	40,175.00	1,500.00	3.6%
Materials and Supplies		4300	325,799.00	390,403.00	174,135.88	412,504.58	(22,101.58)	-5.7%
Noncapitalized Equipment		4400	240,438.00	243,739.00	112,965.59	236,738.43	7,000.57	2.9%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>797,412.00</b>	<b>864,317.00</b>	<b>348,144.39</b>	<b>809,712.01</b>	<b>54,604.99</b>	<b>6.3%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	81,724.00	80,032.00	31,287.20	81,520.00	(1,488.00)	-1.9%
Dues and Memberships		5300	12,061.00	15,148.00	13,853.49	15,148.00	0.00	0.0%
Insurance		5400-5450	158,827.00	175,846.00	163,367.90	175,845.90	0.10	0.0%
Operations and Housekeeping Services		5500	456,000.00	456,000.00	322,269.28	456,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	126,600.00	119,970.00	48,762.43	119,970.00	0.00	0.0%
Transfers of Direct Costs		5710	(116,876.00)	(110,357.00)	0.00	(110,357.00)	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(40,000.00)	(40,000.00)	0.00	(40,000.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	455,748.00	457,523.00	289,357.76	436,523.00	21,000.00	4.6%
Communications		5900	109,000.00	105,000.00	9,525.87	100,000.00	5,000.00	4.8%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>1,243,084.00</b>	<b>1,259,162.00</b>	<b>878,423.93</b>	<b>1,234,649.90</b>	<b>24,512.10</b>	<b>1.9%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	11,000.00	11,000.00	(41,966.44)	11,000.00	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	106,000.00	106,000.00	70,246.40	111,000.00	(5,000.00)	-4.7%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>117,000.00</b>	<b>117,000.00</b>	<b>28,279.96</b>	<b>122,000.00</b>	<b>(5,000.00)</b>	<b>-4.3%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	20,000.00	20,000.00	3,250.00	20,000.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222						
To JPAs	6500	7223						
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222						
To JPAs	6360	7223						
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>75,045.00</b>	<b>75,045.00</b>	<b>30,772.33</b>	<b>75,045.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	(27,459.00)	(27,459.00)	0.00	(27,459.00)	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%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>(47,459.00)</b>	<b>(47,459.00)</b>	<b>0.00</b>	<b>(47,459.00)</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>13,727,165.00</b>	<b>13,835,635.00</b>	<b>7,976,981.71</b>	<b>13,579,613.46</b>	<b>256,021.54</b>	<b>1.9%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	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%
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	20,000.00	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			20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
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%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	(1,750,492.00)	(1,893,373.00)	0.00	(1,893,373.00)	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(1,750,492.00)	(1,893,373.00)	0.00	(1,893,373.00)	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
(a - b + c - d + e)			(1,770,492.00)	(1,913,373.00)	0.00	(1,913,373.00)	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)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	343,910.00	314,301.00	201,148.00	314,301.00	0.00	0.0%
3) Other State Revenue		8300-8599	838,105.00	1,272,026.00	542,377.33	1,272,024.72	(1.28)	0.0%
4) Other Local Revenue		8600-8799	9,875.00	9,875.00	0.00	9,875.00	0.00	0.0%
5) TOTAL, REVENUES			1,191,890.00	1,596,202.00	743,525.33	1,596,200.72		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	178,500.00	163,500.00	70,925.85	163,500.00	0.00	0.0%
2) Classified Salaries		2000-2999	546,100.00	536,100.00	306,726.26	536,100.00	0.00	0.0%
3) Employee Benefits		3000-3999	671,219.00	672,738.00	124,885.47	672,736.45	1.55	0.0%
4) Books and Supplies		4000-4999	152,994.00	295,840.00	101,312.53	237,840.00	58,000.00	19.6%
5) Services and Other Operating Expenditures		5000-5999	239,567.00	358,577.00	86,107.22	358,576.29	0.71	0.0%
6) Capital Outlay		6000-6999	21,000.00	172,174.00	26,267.40	230,173.43	(57,999.43)	-33.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,105,543.00	1,263,100.00	1,136,790.00	1,263,100.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	27,459.00	27,459.00	0.00	27,459.00	0.00	0.0%
9) TOTAL, EXPENDITURES			2,942,382.00	3,489,488.00	1,853,014.73	3,489,485.17		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			(1,750,492.00)	(1,893,286.00)	(1,109,489.40)	(1,893,284.45)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	1,750,492.00	1,893,373.00	0.00	1,893,373.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			1,750,492.00	1,893,373.00	0.00	1,893,373.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	87.00	(1,109,489.40)	88.55		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	48,874.33	48,875.00		48,874.33	(0.67)	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			48,874.33	48,875.00		48,874.33		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			48,874.33	48,875.00		48,874.33		
2) Ending Balance, June 30 (E + F1e)			48,874.33	48,962.00		48,962.88		
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 Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			48,874.33	48,962.00		48,962.88		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount			0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year		8012	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00		
Timber Yield Tax		8022	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00		
County & District Taxes								
Secured Roll Taxes		8041	0.00	0.00	0.00	0.00		
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00		
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00		
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, LCFF Sources			0.00	0.00	0.00	0.00		
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091						
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00		
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	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%
Title I, Part A, Basic	3010	8290	255,333.00	214,985.00	156,378.00	214,985.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	40,000.00	33,477.00	16,138.00	33,477.00	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)
Title III, Part A, Immigrant Education Program	4201	8290	0.00	2,586.00	1,294.00	2,586.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	40,000.00	54,676.00	27,338.00	54,676.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3185, 4050, 4123, 4124, 4126, 4127, 5510, 5630	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	8,577.00	8,577.00	0.00	8,577.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>343,910.00</b>	<b>314,301.00</b>	<b>201,148.00</b>	<b>314,301.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319	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 Materie		8560	76,880.00	76,880.00	7,623.54	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	273,225.00	273,225.00	177,591.96	273,225.00	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	285,234.00	285,233.43	285,233.43	(0.57)	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
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%
All Other State Revenue	All Other	8590	488,000.00	636,687.00	71,928.40	636,686.29	(0.71)	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>838,105.00</b>	<b>1,272,026.00</b>	<b>542,377.33</b>	<b>1,272,024.72</b>	<b>(1.28)</b>	<b>0.0%</b>



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	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	9,875.00	9,875.00	0.00	9,875.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustme		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>9,875.00</b>	<b>9,875.00</b>	<b>0.00</b>	<b>9,875.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>1,191,890.00</b>	<b>1,596,202.00</b>	<b>743,525.33</b>	<b>1,596,200.72</b>	<b>(1.28)</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	178,500.00	163,500.00	70,925.85	163,500.00	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%
<b>TOTAL, CERTIFICATED SALARIES</b>			178,500.00	163,500.00	70,925.85	163,500.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	270,500.00	260,500.00	165,035.40	260,500.00	0.00	0.0%
Classified Support Salaries		2200	152,400.00	152,400.00	81,200.60	152,400.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	123,200.00	123,200.00	60,490.26	123,200.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			546,100.00	536,100.00	306,726.26	536,100.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	427,300.00	427,300.00	10,296.37	427,300.00	0.00	0.0%
PERS		3201-3202	92,300.00	93,414.00	46,804.99	93,413.35	0.65	0.0%
OASDI/Medicare/Alternative		3301-3302	44,556.00	44,961.00	23,514.79	44,960.10	0.90	0.0%
Health and Welfare Benefits		3401-3402	74,600.00	74,600.00	35,271.07	74,600.00	0.00	0.0%
Unemployment Insurance		3501-3502	361.00	361.00	186.41	361.00	0.00	0.0%
Workers' Compensation		3601-3602	32,102.00	32,102.00	8,681.02	32,102.00	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	130.82	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			671,219.00	672,738.00	124,885.47	672,736.45	1.55	0.0%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	0.00	500.00	240.77	500.00	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	141,994.00	284,340.00	100,255.86	225,524.00	58,816.00	20.7%
Noncapitalized Equipment		4400	11,000.00	11,000.00	815.90	11,816.00	(816.00)	-7.4%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			152,994.00	295,840.00	101,312.53	237,840.00	58,000.00	19.6%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	35,687.00	21,856.00	10,292.60	21,855.40	0.60	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	87,000.00	79,400.00	26,577.93	79,400.00	0.00	0.0%
Transfers of Direct Costs		5710	116,880.00	110,357.00	0.00	110,357.00	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	146,964.00	49,236.69	146,963.89	0.11	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			239,567.00	358,577.00	86,107.22	358,576.29	0.71	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)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	21,000.00	172,174.00	19,243.02	172,173.43	0.57	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	7,024.38	58,000.00	(58,000.00)	New
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>21,000.00</b>	<b>172,174.00</b>	<b>26,267.40</b>	<b>230,173.43</b>	<b>(57,999.43)</b>	<b>-33.7%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	1,105,543.00	1,263,100.00	1,136,790.00	1,263,100.00	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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>1,105,543.00</b>	<b>1,263,100.00</b>	<b>1,136,790.00</b>	<b>1,263,100.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	27,459.00	27,459.00	0.00	27,459.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>27,459.00</b>	<b>27,459.00</b>	<b>0.00</b>	<b>27,459.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>2,942,382.00</b>	<b>3,489,488.00</b>	<b>1,853,014.73</b>	<b>3,489,485.17</b>	<b>2.83</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00		
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
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%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	1,750,492.00	1,893,373.00	0.00	1,893,373.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			1,750,492.00	1,893,373.00	0.00	1,893,373.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
(a - b + c - d + e)			1,750,492.00	1,893,373.00	0.00	1,893,373.00	0.00	0.0%

2018-19 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)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	15,064,929.00	14,845,870.00	8,775,249.33	14,845,870.00	0.00	0.0%
2) Federal Revenue		8100-8299	353,910.00	324,301.00	201,148.00	324,301.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,555,713.00	1,808,508.00	809,738.57	1,808,506.72	(1.28)	0.0%
4) Other Local Revenue		8600-8799	131,875.00	131,975.00	133,997.44	131,975.00	0.00	0.0%
5) TOTAL, REVENUES			17,106,427.00	17,110,654.00	9,920,133.34	17,110,652.72		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	6,672,088.00	6,679,088.00	3,898,616.07	6,579,088.00	100,000.00	1.5%
2) Classified Salaries		2000-2999	2,482,442.00	2,472,442.00	1,442,574.39	2,472,442.00	0.00	0.0%
3) Employee Benefits		3000-3999	3,783,372.00	3,788,378.00	1,852,708.22	3,706,472.00	81,906.00	2.2%
4) Books and Supplies		4000-4999	950,406.00	1,160,157.00	449,456.92	1,047,552.01	112,604.99	9.7%
5) Services and Other Operating Expenditures		5000-5999	1,482,651.00	1,617,739.00	964,531.15	1,593,226.19	24,512.81	1.5%
6) Capital Outlay		6000-6999	138,000.00	289,174.00	54,547.36	352,173.43	(62,999.43)	-21.8%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,180,588.00	1,338,145.00	1,167,562.33	1,338,145.00	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			16,669,547.00	17,325,123.00	9,829,996.44	17,069,098.63		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			436,880.00	(214,469.00)	90,136.90	41,554.09		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	20,000.00	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			(20,000.00)	(20,000.00)	0.00	(20,000.00)		

2018-19 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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			416,880.00	(234,469.00)	90,136.90	21,554.09		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,717,703.86	1,717,706.00		1,717,703.86	(2.14)	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,717,703.86	1,717,706.00		1,717,703.86		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,717,703.86	1,717,706.00		1,717,703.86		
2) Ending Balance, June 30 (E + F1e)			2,134,583.86	1,483,237.00		1,739,257.95		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	30,350.00		30,350.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			48,874.33	48,962.00		48,962.88		
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	1,251,234.53	536,670.00		805,490.07		
Set Aside for Technology	0000	9780		272,366.00				
Set Aside for Vehicles	0000	9780		130,682.00				
Set Aside for Curriculum	0000	9780		86,081.00				
Set Aside for Curriculum	1100	9780		47,541.00				
Set Aside for Technology	0000	9780				408,786.00		
Set Aside for Vehicles	0000	9780				196,137.00		
Set Aside for Curriculum	0000	9780				153,026.48		
Set Aside for Curriculum	1100	9780				47,540.59		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	834,475.00	867,255.00		854,455.00		
Unassigned/Unappropriated Amount			0.00	0.00		0.00		

2018-19 Second Interim  
General Fund  
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Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	9,598,869.00	8,947,074.00	5,852,079.00	8,947,074.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	1,966,060.00	2,248,152.00	1,124,076.00	2,248,152.00	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	11,422.08	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	488.40	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	3,500,000.00	3,298,270.00	1,485,811.00	3,298,270.00	0.00	0.0%
Unsecured Roll Taxes		8042	0.00	296,763.00	272,670.25	296,763.00	0.00	0.0%
Prior Years' Taxes		8043	0.00	6,915.00	8,809.74	6,915.00	0.00	0.0%
Supplemental Taxes		8044	0.00	54,561.00	19,892.86	54,561.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	(28,672.00)	0.00	(28,672.00)	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	22,807.00	0.00	22,807.00	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			15,064,929.00	14,845,870.00	8,775,249.33	14,845,870.00	0.00	0.0%
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	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%
<b>TOTAL, LCFF SOURCES</b>			<b>15,064,929.00</b>	<b>14,845,870.00</b>	<b>8,775,249.33</b>	<b>14,845,870.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
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%
Title I, Part A, Basic	3010	8290	255,333.00	214,985.00	156,378.00	214,985.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	40,000.00	33,477.00	16,138.00	33,477.00	0.00	0.0%

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Title III, Part A, Immigrant Education Program	4201	8290	0.00	2,586.00	1,294.00	2,586.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	40,000.00	54,676.00	27,338.00	54,676.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3185, 4050, 4123, 4124, 4126, 4127, 5510, 5630	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	8,577.00	8,577.00	0.00	8,577.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	10,000.00	10,000.00	0.00	10,000.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>353,910.00</b>	<b>324,301.00</b>	<b>201,148.00</b>	<b>324,301.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	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	499,488.00	318,362.00	187,809.00	318,362.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	290,000.00	290,000.00	87,175.78	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	273,225.00	273,225.00	177,591.96	273,225.00	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	285,234.00	285,233.43	285,233.43	(0.57)	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
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%
All Other State Revenue	All Other	8590	493,000.00	641,687.00	71,928.40	641,686.29	(0.71)	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>1,555,713.00</b>	<b>1,808,508.00</b>	<b>809,738.57</b>	<b>1,808,506.72</b>	<b>(1.28)</b>	<b>0.0%</b>



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General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	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	2,700.00	9,000.00	0.00	0.0%
Interest		8660	5,000.00	5,000.00	25,043.23	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	19,875.00	19,875.00	0.00	19,875.00	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	98,000.00	98,100.00	106,254.21	98,100.00	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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			131,875.00	131,975.00	133,997.44	131,975.00	0.00	0.0%
<b>TOTAL, REVENUES</b>			17,106,427.00	17,110,654.00	9,920,133.34	17,110,652.72	(1.28)	0.0%

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<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	5,684,488.00	5,669,488.00	3,349,244.16	5,569,488.00	100,000.00	1.8%
Certificated Pupil Support Salaries		1200	272,900.00	272,900.00	135,868.43	272,900.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	691,700.00	691,700.00	400,103.48	691,700.00	0.00	0.0%
Other Certificated Salaries		1900	23,000.00	45,000.00	13,400.00	45,000.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>6,672,088.00</b>	<b>6,679,088.00</b>	<b>3,898,616.07</b>	<b>6,579,088.00</b>	<b>100,000.00</b>	<b>1.5%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	479,542.00	469,542.00	311,065.63	469,542.00	0.00	0.0%
Classified Support Salaries		2200	951,600.00	951,600.00	516,509.88	951,600.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	334,200.00	334,200.00	183,419.03	334,200.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	535,200.00	535,200.00	318,107.38	535,200.00	0.00	0.0%
Other Classified Salaries		2900	181,900.00	181,900.00	113,472.47	181,900.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>2,482,442.00</b>	<b>2,472,442.00</b>	<b>1,442,574.39</b>	<b>2,472,442.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	1,425,810.00	1,429,128.00	618,604.97	1,429,125.05	2.95	0.0%
PERS		3201-3202	380,820.00	382,096.00	210,712.76	382,094.54	1.46	0.0%
OASDI/Medicare/Alternative		3301-3302	287,053.00	287,465.00	153,497.34	277,063.41	10,401.59	3.6%
Health and Welfare Benefits		3401-3402	1,307,560.00	1,307,560.00	705,661.35	1,261,060.00	46,500.00	3.6%
Unemployment Insurance		3501-3502	4,520.00	4,520.00	2,636.59	4,520.00	0.00	0.0%
Workers' Compensation		3601-3602	277,609.00	277,609.00	126,664.91	252,609.00	25,000.00	9.0%
OPEB, Allocated		3701-3702	100,000.00	100,000.00	32,494.57	100,000.00	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	2,435.73	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>3,783,372.00</b>	<b>3,788,378.00</b>	<b>1,852,708.22</b>	<b>3,706,472.00</b>	<b>81,906.00</b>	<b>2.2%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	189,500.00	189,000.00	34,487.84	120,794.00	68,206.00	36.1%
Books and Other Reference Materials		4200	41,675.00	41,675.00	26,795.85	40,175.00	1,500.00	3.6%
Materials and Supplies		4300	467,793.00	674,743.00	274,391.74	638,028.58	36,714.42	5.4%
Noncapitalized Equipment		4400	251,438.00	254,739.00	113,781.49	248,554.43	6,184.57	2.4%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>950,406.00</b>	<b>1,160,157.00</b>	<b>449,456.92</b>	<b>1,047,552.01</b>	<b>112,604.99</b>	<b>9.7%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	117,411.00	101,888.00	41,579.80	103,375.40	(1,487.40)	-1.5%
Dues and Memberships		5300	12,061.00	15,148.00	13,853.49	15,148.00	0.00	0.0%
Insurance		5400-5450	158,827.00	175,846.00	163,367.90	175,845.90	0.10	0.0%
Operations and Housekeeping Services		5500	456,000.00	456,000.00	322,269.28	456,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	213,600.00	199,370.00	75,340.36	199,370.00	0.00	0.0%
Transfers of Direct Costs		5710	4.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(40,000.00)	(40,000.00)	0.00	(40,000.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	455,748.00	604,487.00	338,594.45	583,486.89	21,000.11	3.5%
Communications		5900	109,000.00	105,000.00	9,525.87	100,000.00	5,000.00	4.8%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>1,482,651.00</b>	<b>1,617,739.00</b>	<b>964,531.15</b>	<b>1,593,226.19</b>	<b>24,512.81</b>	<b>1.5%</b>

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<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	32,000.00	183,174.00	(22,723.42)	183,173.43	0.57	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	106,000.00	106,000.00	77,270.78	169,000.00	(63,000.00)	-59.4%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>138,000.00</b>	<b>289,174.00</b>	<b>54,547.36</b>	<b>352,173.43</b>	<b>(62,999.43)</b>	<b>-21.8%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	1,125,543.00	1,283,100.00	1,140,040.00	1,283,100.00	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	55,045.00	55,045.00	27,522.33	55,045.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>1,180,588.00</b>	<b>1,338,145.00</b>	<b>1,167,562.33</b>	<b>1,338,145.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>(20,000.00)</b>	<b>(20,000.00)</b>	<b>0.00</b>	<b>(20,000.00)</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>16,669,547.00</b>	<b>17,325,123.00</b>	<b>9,829,996.44</b>	<b>17,069,098.63</b>	<b>256,024.37</b>	<b>1.5%</b>

2018-19 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)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	20,000.00	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			20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
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%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
(a - b + c - d + e)			(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00	0.0%

<b>Resource</b>	<b>Description</b>	<b>2018-19 Projected Year Totals</b>
3010	ESSA: Title I, Part A, Basic Grants Low-Inco	88.55
6300	Lottery: Instructional Materials	11,971.44
7338	College Readiness Block Grant	36,902.89
Total, Restricted Balance		<u>48,962.88</u>

# OTHER FUNDS

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	630,000.00	630,000.00	277,256.32	630,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	73,000.00	73,000.00	20,880.24	73,000.00	0.00	0.0%
4) Other Local Revenue		8600-8799	214,700.00	214,700.00	64,087.51	214,700.00	0.00	0.0%
5) TOTAL, REVENUES			917,700.00	917,700.00	362,224.07	917,700.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	321,071.00	322,071.00	179,385.99	322,071.00	0.00	0.0%
3) Employee Benefits		3000-3999	164,421.00	164,421.00	75,825.47	164,421.00	0.00	0.0%
4) Books and Supplies		4000-4999	341,500.00	341,500.00	164,748.99	341,500.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	53,500.00	53,500.00	1,180.60	53,500.00	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			900,492.00	901,492.00	421,141.05	901,492.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			17,208.00	16,208.00	(58,916.98)	16,208.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	20,000.00	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			20,000.00	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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			37,208.00	36,208.00	(58,916.98)	36,208.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	40,244.96	40,245.00		40,244.96	(0.04)	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			40,244.96	40,245.00		40,244.96		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			40,244.96	40,245.00		40,244.96		
2) Ending Balance, June 30 (E + F1e)			77,452.96	76,453.00		76,452.96		
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 Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			77,452.96	76,453.00		76,452.96		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount			0.00	0.00		0.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>FEDERAL REVENUE</b>								
Child Nutrition Programs		8220	630,000.00	630,000.00	277,256.32	630,000.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>630,000.00</b>	<b>630,000.00</b>	<b>277,256.32</b>	<b>630,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
Child Nutrition Programs		8520	73,000.00	73,000.00	20,880.24	73,000.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>73,000.00</b>	<b>73,000.00</b>	<b>20,880.24</b>	<b>73,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	214,000.00	214,000.00	63,493.66	214,000.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	700.00	700.00	593.85	700.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>214,700.00</b>	<b>214,700.00</b>	<b>64,087.51</b>	<b>214,700.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>917,700.00</b>	<b>917,700.00</b>	<b>362,224.07</b>	<b>917,700.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Support Salaries		2200	240,230.00	241,230.00	124,809.80	241,230.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	80,841.00	80,841.00	54,576.19	80,841.00	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			321,071.00	322,071.00	179,385.99	322,071.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	57,992.00	57,992.00	27,544.08	57,992.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	24,562.00	24,562.00	12,865.76	24,562.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	74,000.00	74,000.00	31,111.55	74,000.00	0.00	0.0%
Unemployment Insurance		3501-3502	161.00	161.00	89.01	161.00	0.00	0.0%
Workers' Compensation		3601-3602	7,706.00	7,706.00	4,167.67	7,706.00	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	47.40	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			164,421.00	164,421.00	75,825.47	164,421.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	20,000.00	20,000.00	6.09	20,000.00	0.00	0.0%
Noncapitalized Equipment		4400	1,500.00	1,500.00	0.00	1,500.00	0.00	0.0%
Food		4700	320,000.00	320,000.00	164,742.90	320,000.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			341,500.00	341,500.00	164,748.99	341,500.00	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)
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	1,500.00	1,500.00	836.55	1,500.00	0.00	0.0%
Dues and Memberships		5300	1,000.00	1,000.00	0.00	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	5,000.00	5,000.00	344.05	5,000.00	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	0.00	40,000.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	6,000.00	6,000.00	0.00	6,000.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>53,500.00</b>	<b>53,500.00</b>	<b>1,180.60</b>	<b>53,500.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY</b>								
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs - Interfund		7350	20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>900,492.00</b>	<b>901,492.00</b>	<b>421,141.05</b>	<b>901,492.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: General Fund		8916	20,000.00	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%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>		

<b>Resource</b>	<b>Description</b>	<b>2018/19 Projected Year Totals</b>
5310	Child Nutrition: School Programs (e.g., School Lunch, School	76,452.96
Total, Restricted Balance		<u>76,452.96</u>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	(24.64)	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	(24.64)	0.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	0.00	(24.64)	0.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	(24.64)	0.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	0.00	0.00		0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00		0.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00		0.00		
2) Ending Balance, June 30 (E + F1e)			0.00	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 Items		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	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)
<b>FEDERAL REVENUE</b>								
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%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
County and District Taxes								
Other Restricted Levies Secured Roll								
Unsecured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes								
Other		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction								
Penalties and Interest from Delinquent Non-LCFF 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%
Sales Sale of Equipment/Supplies								
Leases and Rentals		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8629	0.00	0.00	(24.64)	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue		8650	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8660	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8662	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			0.00	0.00	(24.64)	0.00	0.00	0.0%
<b>TOTAL, REVENUES</b>			0.00	0.00	(24.64)	0.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CLASSIFIED SALARIES</b>								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	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%
<b>TOTAL, BOOKS AND SUPPLIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.00	0.00		

<u>Resource</u>	<u>Description</u>	<u>2018/19 Projected Year Totals</u>
	Total, Restricted Balance	<u>0.00</u>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	103,000.00	103,000.00	13,551.83	103,000.00	0.00	0.0%
5) TOTAL, REVENUES			103,000.00	103,000.00	13,551.83	103,000.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	3,000.00	13,000.00	8,573.13	13,000.00	0.00	0.0%
6) Capital Outlay		6000-6999	100,000.00	90,000.00	0.00	90,000.00	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			103,000.00	103,000.00	8,573.13	103,000.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	0.00	4,978.70	0.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	4,978.70	0.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	445,068.56	445,069.00		445,068.56	(0.44)	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			445,068.56	445,069.00		445,068.56		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			445,068.56	445,069.00		445,068.56		
2) Ending Balance, June 30 (E + F1e)			445,068.56	445,069.00		445,068.56		
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 Items		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	0.00		0.00		
d) Assigned								
Other Assignments		9780	445,068.56	445,069.00		445,068.56		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>OTHER STATE REVENUE</b>								
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
County and District Taxes								
Other Restricted Levies Secured Roll								
		8615	0.00	0.00	0.00	0.00	0.00	0.0%
		8616	0.00	0.00	0.00	0.00	0.00	0.0%
		8617	0.00	0.00	0.00	0.00	0.00	0.0%
		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%
		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%
		8660	5,000.00	5,000.00	4,784.12	5,000.00	0.00	0.0%
		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts Mitigation/Developer Fees								
		8681	98,000.00	98,000.00	8,767.71	98,000.00	0.00	0.0%
Other Local Revenue All Other Local Revenue								
		8699	0.00	0.00	0.00	0.00	0.00	0.0%
		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			103,000.00	103,000.00	13,551.83	103,000.00	0.00	0.0%
<b>TOTAL, REVENUES</b>			103,000.00	103,000.00	13,551.83	103,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CERTIFICATED SALARIES</b>								
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,000.00	12,000.00	8,573.13	12,000.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			3,000.00	13,000.00	8,573.13	13,000.00	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)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	100,000.00	90,000.00	0.00	90,000.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>100,000.00</b>	<b>90,000.00</b>	<b>0.00</b>	<b>90,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>			<b>103,000.00</b>	<b>103,000.00</b>	<b>8,573.13</b>	<b>103,000.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.00	0.00		

<u>Resource</u>	<u>Description</u>	<u>2018/19 Projected Year Totals</u>
	Total, Restricted Balance	<u>0.00</u>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	3,500.00	3,500.00	932.76	3,500.00	0.00	0.0%
4) Other Local Revenue		8600-8799	406,500.00	406,500.00	161,103.56	406,500.00	0.00	0.0%
5) TOTAL, REVENUES			410,000.00	410,000.00	162,036.32	410,000.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	410,000.00	410,000.00	105,125.00	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	105,125.00	410,000.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	0.00	56,911.32	0.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	56,911.32	0.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited								
		9791	449,490.77	449,491.00		449,490.77	(0.23)	0.0%
b) Audit Adjustments								
		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			449,490.77	449,491.00		449,490.77		
d) Other Restatements								
		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			449,490.77	449,491.00		449,490.77		
2) Ending Balance, June 30 (E + F1e)			449,490.77	449,491.00		449,490.77		
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 Items								
		9713	0.00	0.00		0.00		
All Others								
		9719	0.00	0.00		0.00		
b) Legally Restricted Balance								
c) Committed								
Stabilization Arrangements								
		9750	0.00	0.00		0.00		
Other Commitments								
		9760	449,490.77	449,491.00		449,490.77		
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)
<b>FEDERAL REVENUE</b>								
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
Tax Relief Subventions								
Voted Indebtedness Levies								
Homeowners' Exemptions		8571	3,000.00	3,000.00	932.76	3,000.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8572	500.00	500.00	0.00	500.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			3,500.00	3,500.00	932.76	3,500.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
County and District Taxes								
Voted Indebtedness Levies								
Secured Roll		8611	403,000.00	403,000.00	92,099.00	403,000.00	0.00	0.0%
Unsecured Roll		8612	0.00	0.00	17,367.62	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	46,751.86	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	4,885.08	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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			406,500.00	406,500.00	161,103.56	406,500.00	0.00	0.0%
<b>TOTAL, REVENUES</b>			410,000.00	410,000.00	162,036.32	410,000.00		
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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	105,125.00	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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			410,000.00	410,000.00	105,125.00	410,000.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			410,000.00	410,000.00	105,125.00	410,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
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>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.00	0.00		

<u>Resource</u>	<u>Description</u>	<u>2018/19 Projected Year Totals</u>
	Total, Restricted Balance	<u>0.00</u>



# SUPPLEMENTAL SCHEDULES

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: March 18, 2019 Signed: \_\_\_\_\_  
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Scott A. Lantsberger Telephone: 530.458.7791 x4002  
Title: Chief Business Official E-mail: slantsberger@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	

<b>CRITERIA AND STANDARDS (continued)</b>			<b>Met</b>	<b>Not Met</b>
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) Revenue	Projected LCFF revenue 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	

<b>SUPPLEMENTAL INFORMATION</b>			<b>No</b>	<b>Yes</b>
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	

<b>SUPPLEMENTAL INFORMATION (continued)</b>			<b>No</b>	<b>Yes</b>
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		<b>X</b>
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2017-18) annual payment?	<b>X</b>	
		• 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?	<b>X</b>	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		<b>X</b>
		• If yes, have there been changes since first interim in OPEB liabilities?	<b>X</b>	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	<b>X</b>	
		• If yes, have there been changes since first interim in self-insurance liabilities?	<b>n/a</b>	
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for:		<b>X</b>
		• Certificated? (Section S8A, Line 1b)		<b>X</b>
		• Classified? (Section S8B, Line 1b)	<b>n/a</b>	
S8	Labor Agreement Budget Revisions	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)	<b>n/a</b>	
		• Classified? (Section S8B, Line 3)	<b>n/a</b>	
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?	<b>X</b>	

<b>ADDITIONAL FISCAL INDICATORS</b>			<b>No</b>	<b>Yes</b>
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?	<b>X</b>	
A2	Independent Position Control	Is personnel position control independent from the payroll system?		<b>X</b>
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	<b>X</b>	
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?	<b>X</b>	
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?	<b>X</b>	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	<b>X</b>	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	<b>X</b>	
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).	<b>X</b>	
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?		<b>X</b>

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	1,454.68	1,430.33	1,430.33	1,430.33	0.00	0%
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
<b>4. Total, District Regular ADA (Sum of Lines A1 through A3)</b>	1,454.68	1,430.33	1,430.33	1,430.33	0.00	0%
<b>5. District Funded County Program ADA</b>						
a. County Community Schools	2.56	2.90	2.60	2.60	(0.30)	-10%
b. Special Education-Special Day Class	0.00	0.00	2.93	2.93	2.93	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	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
<b>g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)</b>	2.56	2.90	5.53	5.53	2.63	91%
<b>6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)</b>	1,457.24	1,433.23	1,435.86	1,435.86	2.63	0%
<b>7. Adults in Correctional Facilities</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

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>B. COUNTY OFFICE OF EDUCATION</b>						
<b>1. County Program Alternative Education ADA</b>						
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%
<b>d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>2. District Funded County Program ADA</b>						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	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	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
<b>g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>4. Adults in Correctional Facilities</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>5. County Operations Grant ADA</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

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>C. CHARTER SCHOOL ADA</b>						
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.						
<b>FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.</b>						
<b>1. Total Charter School Regular ADA</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>2. Charter School County Program Alternative Education ADA</b>						
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%
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>3. Charter School Funded County Program ADA</b>						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	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	0.00	0.00	0.00	0.00	0.00	0%
<b>f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.</b>						
<b>5. Total Charter School Regular ADA</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>6. Charter School County Program Alternative Education ADA</b>						
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%
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>7. Charter School Funded County Program ADA</b>						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	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	0.00	0.00	0.00	0.00	0.00	0%
<b>f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)</b>	0.00	0.00	0.00	0.00	0.00	0%

Colusa Unified (61598) - 2018.19 Second Interim Report		03.18.2019		v19.2b	
<b>LOCAL CONTROL FUNDING FORMULA</b>			<b>2018-19</b>		
CALCULATE LCFF TARGET					
Unduplicated as % of Enrollment		3 yr average		COLA & Augmentation	3.700%
				72.59%	72.59%
				<b>2018-19</b>	
	ADA	Base	Gr Span	Supp	Concen
Grades TK-3	422.96	7,459	776	1,196	724
Grades 4-6	352.75	7,571		1,099	666
Grades 7-8	209.05	7,796		1,132	686
Grades 9-12	451.10	9,034	235	1,346	815
Subtract NSS	-	-	-	-	-
NSS Allowance	-	-	-	-	-
TOTAL BASE	1,435.86	11,530,520	434,226	1,737,042	1,052,300
Targeted Instructional Improvement Block Grant					72,847
Home-to-School Transportation					45,195
Small School District Bus Replacement Program					-
LOCAL CONTROL FUNDING FORMULA (LCFF) TARGET	<b>14,872,130</b>				
Funded Based on Target Formula (based on prior year P-2 certification)	<b>FALSE</b>				
<b>ECONOMIC RECOVERY TARGET PAYMENT</b>			3/4		-
CALCULATE LCFF FLOOR					
Current year Funded ADA times Base per ADA		12-13 Rate		18-19 ADA	8,003,426
Current year Funded ADA times Other RL per ADA		5,573.96		1,435.86	68,246
Necessary Small School Allowance at 12-13 rates		47.53		1,435.86	-
2012-13 Categoricals					1,491,489
Floor Adjustments					-
2012-13 Categorical Program Entitlement Rate per ADA * cy ADA					-
Less Fair Share Reduction					-
Non-CDE certified New Charter: District PY rate * CY ADA					-
Beginning in 2014-15, prior year LCFF gap funding per ADA * cy ADA		\$ 2,927.24		1,435.86	4,203,107
LOCAL CONTROL FUNDING FORMULA (LCFF) FLOOR					<b>13,766,268</b>
CALCULATE LCFF PHASE-IN ENTITLEMENT					
LOCAL CONTROL FUNDING FORMULA TARGET			<b>14,872,130</b>		
LOCAL CONTROL FUNDING FORMULA FLOOR			<b>13,766,268</b>		
LCFF Need (LCFF Target less LCFF Floor, if positive)			1,105,862		
Current Year Gap Funding			100.00%		1,105,862
ECONOMIC RECOVERY PAYMENT			-		
Miscellaneous Adjustments			-		
<b>LCFF Entitlement before Minimum State Aid provision</b>			<b>14,872,130</b>		
CALCULATE STATE AID					
Transition Entitlement			14,872,130		
Local Revenue (including RDA)			(3,650,644)		
Gross State Aid			<b>11,221,486</b>		
CALCULATE MINIMUM STATE AID					
2012-13 RL/Charter Gen BG adjusted for ADA		12-13 Rate	18-19 ADA	N/A	
2012-13 NSS Allowance (deficit)		5,621.49	1,435.86	8,071,673	
Minimum State Aid Adjustments				-	
Less Current Year Property Taxes/In Lieu				(3,650,644)	
Subtotal State Aid for Historical RL/Charter General BG				4,421,029	
Categorical funding from 2012-13				1,491,489	
Charter Categorical Block Grant adjusted for ADA				-	
Minimum State Aid Guarantee				<b>5,912,518</b>	
CHARTER SCHOOL MINIMUM STATE AID OFFSET					
Local Control Funding Formula Floor plus Funded Gap			-		
Minimum State Aid plus Property Taxes including RDA			-		
Offset			-		
Minimum State Aid Prior to Offset			-		
Total Minimum State Aid with Offset			-		
TOTAL STATE AID			<b>11,221,486</b>		
<b>Additional State Aid (Additional SA)</b>			-		
LCFF Phase-In Entitlement (before COE transfer, Choice & Charter Supplemental)			<b>14,872,130</b>		
CHANGE OVER PRIOR YEAR			9.01%	1,229,214	
LCFF Entitlement PER ADA			10,358		
PER ADA CHANGE OVER PRIOR YEAR			7.92%	760	
BASIC AID STATUS (school districts only)			Non-Basic Aid		
LCFF SOURCES INCLUDING EXCESS TAXES					
State Aid		Increase		2018-19	
Property Taxes net of in-lieu		11.31%	1,139,918	11,221,486	
Charter in-Lieu Taxes		2.51%	89,296	3,650,644	
LCFF pre COE, Choice, Supp		0.00%	-	-	
		9.01%	1,229,214	<b>14,872,130</b>	



Colusa Unified School District  
Multiyear Projection Assumptions Summary  
2018-2019 Second Interim Budget  
March 18, 2019

Fiscal 2018-19

Revenues: Overall revenues for fiscal 2018-19 are flat compared to the First Interim report. Overall revenues are anticipated to be \$17,110,652. The revenue projection assumes 100% of ADA projected growth will materialize.

Expenditures: Overall expenditures are projected to decrease by \$256,024 or 1.5%. The expenditure decrease is attributable primarily to balancing salary and benefit cost(s) as well as decrease in professional services.

Fiscal 2019-20

Revenues: State revenues are projected to be funded at 100% of the LCFE projected COLA of 3.46%. This results in a projected increase in revenue of \$574,294. However, this increase is offset by the lack of one-time funding, reducing revenue growth by \$261,072. Other state revenue received COLA for a net increase in revenue of \$345,913. Enrollment projections will remain conservative and continue to assume no growth in enrollment or attendance until the spring of 2019. Federal revenues are assumed flat.

Expenditures: Salaries and statutory benefits will increase by step and column of approximately 2% for both unrestricted and restricted expenditures. Contributions to CalSTRS and CalPERS increase by \$76K. One-time expenditures were removed (due to one-time revenue loss). All other expenses assume an inflationary factor of 2.0%.

Fiscal 2020-21

Revenues: State revenues are projected to be funded at 100% of the LCFE projected COLA, or 2.86%. This results in a projected increase in funding of \$391,382. Overall revenue is projected to increase by \$433,570. Enrollment projections remain conservative and continue to assume no growth in enrollment or attendance. Federal revenues are assumed flat.

Expenditures: Salaries and statutory benefits will increase by step and column of approximately 2% for both unrestricted and restricted expenditures plus an increase to CalSTRS and CalPERS of \$95K. All other expenses assume an inflationary factor of 2.0%.

Colusa Unified School District  
Second Interim Report - Multi Year Projection

	Second Interim 2018.19			Year 1 - Projected 2019.20			Year 2 - Projected 2020.21		
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
<b>A. REVENUES</b>									
LCFF Sources	14,845,870	-	14,845,870	15,420,164	-	15,420,164	15,811,546	-	15,811,546
Federal Revenues	10,000	314,301	324,301	10,000	314,301	324,301	10,000	314,301	324,301
Other State Revenues	536,482	1,272,025	1,808,507	275,410	1,304,716	1,580,126	282,763	1,339,552	1,622,315
Other Local Revenues	122,100	9,875	131,975	122,100	9,875	131,975	122,100	9,875	131,975
Other Sources	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>15,514,452</b>	<b>1,596,201</b>	<b>17,110,653</b>	<b>15,827,674</b>	<b>1,628,892</b>	<b>17,456,566</b>	<b>16,226,409</b>	<b>1,663,728</b>	<b>17,890,137</b>
<b>B. EXPENDITURES</b>									
Certificated Salaries									
Base Salaries	6,415,588	163,500	6,579,088	6,415,588	163,500	6,579,088	6,543,900	166,770	6,710,670
Step and Column				128,312	3,270	131,582	130,878	3,335	134,213
Cost of Living				-	-	-	-	-	-
Other Adjustments (STRS)		<i>Not included in total</i>		25,765	657	26,422	28,754	733	29,487
Total Certificated Salaries	6,415,588	163,500	6,579,088	6,543,900	166,770	6,710,670	6,674,778	170,105	6,844,883
Classified Salaries									
Base Salaries	1,936,342	536,100	2,472,442	1,936,342	536,100	2,472,442	1,975,068	546,821	2,521,889
Step and Column				38,726	10,721	49,447	39,501	10,936	50,437
Cost of Living				-	-	-	-	-	-
Other Adjustments (PERS)		<i>Not included in total</i>		10,882	3,013	13,895	12,181	3,372	15,553
Total Classified Salaries	1,936,342	536,100	2,472,442	1,975,068	546,821	2,521,889	2,014,569	557,757	2,572,326
Employee Benefits	3,033,736	672,736	3,706,472	3,070,383	676,406	3,746,789	3,111,318	680,511	3,791,829
Books and Supplies	809,712	295,840	1,105,552	657,906	301,757	959,663	671,064	307,792	978,856
Services, Other Operating Exp	1,234,650	358,576	1,593,226	1,259,343	365,748	1,625,091	1,284,530	373,063	1,657,593
Capital Outlay	122,000	172,173	294,173	122,000	172,173	294,173	122,000	172,173	294,173
Other Outgo	75,045	1,263,100	1,338,145	76,546	1,288,362	1,364,908	78,077	1,314,129	1,392,206
Direct Support / Indirect Cost	(47,459)	27,459	(20,000)	(48,408)	28,008	(20,400)	(49,376)	28,568	(20,808)
Other Financing Uses	-	-	-	-	-	-	-	-	-
Transfers Out	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000
<b>Future TFs / Shifts / Deducts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contributions	1,893,373	(1,893,373)	-	1,931,240	(1,931,240)	-	1,969,865	(1,969,865)	-
<b>TOTAL EXPENDITURES</b>	<b>15,492,986</b>	<b>1,596,112</b>	<b>17,089,099</b>	<b>15,607,978</b>	<b>1,614,805</b>	<b>17,222,783</b>	<b>15,896,825</b>	<b>1,634,233</b>	<b>17,531,058</b>
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>21,466</b>	<b>89</b>	<b>21,554</b>	<b>219,696</b>	<b>14,086</b>	<b>233,783</b>	<b>329,584</b>	<b>29,494</b>	<b>359,079</b>
<b>E. FUND BALANCE, RESERVES</b>									
Beginning Balance	1,668,830	48,874	1,717,704	1,690,296	48,963	1,739,258	1,909,992	63,049	1,973,041
Estimated Ending Balance	1,690,296	48,963	1,739,258	1,909,992	63,049	1,973,041	2,239,576	92,543	2,332,120
<b>F. COMPONENTS OF ENDING FUND BALANCE</b>									
a) Nonspendable									
Revolving Cash	30,350	-	-	30,350	-	-	30,350	-	-
Stores	-	-	-	-	-	-	-	-	-
b) Restricted	-	48,963	-	-	63,049	-	-	92,543	-
c) Committed	-	-	-	-	-	-	-	-	-
d) Assigned	805,491	-	-	1,018,503	-	-	1,332,674	-	-
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties (5%)	854,455	-	94 of 324	861,139	-	-	876,553	-	-
Unassigned/Unappropriated Amount	-	-	-	-	-	-	-	-	-

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	14,845,870.00	3.87%	15,420,164.00	2.54%	15,811,546.00
2. Federal Revenues	8100-8299	10,000.00	0.00%	10,000.00	0.00%	10,000.00
3. Other State Revenues	8300-8599	536,482.00	-48.66%	275,410.00	2.67%	282,763.00
4. Other Local Revenues	8600-8799	122,100.00	0.00%	122,100.00	0.00%	122,100.00
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	(1,893,373.00)	2.00%	(1,931,240.00)	2.00%	(1,969,865.00)
6. Total (Sum lines A1 thru A5c)		13,621,079.00	2.02%	13,896,434.00	2.59%	14,256,544.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				6,415,588.00		6,543,900.00
b. Step & Column Adjustment				128,312.00		130,878.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	6,415,588.00	2.00%	6,543,900.00	2.00%	6,674,778.00
2. Classified Salaries						
a. Base Salaries				1,936,342.00		1,975,068.00
b. Step & Column Adjustment				38,726.00		39,501.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	1,936,342.00	2.00%	1,975,068.00	2.00%	2,014,569.00
3. Employee Benefits	3000-3999	3,033,735.55	1.21%	3,070,383.00	1.33%	3,111,318.00
4. Books and Supplies	4000-4999	809,712.01	-18.75%	657,906.00	2.00%	671,064.00
5. Services and Other Operating Expenditures	5000-5999	1,234,649.90	2.00%	1,259,343.00	2.00%	1,284,530.00
6. Capital Outlay	6000-6999	122,000.00	0.00%	122,000.00	0.00%	122,000.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	75,045.00	2.00%	76,546.00	2.00%	78,077.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(47,459.00)	2.00%	(48,408.00)	2.00%	(49,376.00)
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 (Explain in Section F below)						0.00
11. Total (Sum lines B1 thru B10)		13,599,613.46	0.57%	13,676,738.00	1.83%	13,926,960.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b> (Line A6 minus line B11)						
		21,465.54		219,696.00		329,584.00
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		1,668,829.53		1,690,295.07		1,909,991.07
2. Ending Fund Balance (Sum lines C and D1)		1,690,295.07		1,909,991.07		2,239,575.07
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	30,350.00		30,350.00		30,350.00
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	805,490.07		1,018,502.07		1,332,672.07
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	854,455.00		861,139.00		876,553.00
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		1,690,295.07		1,909,991.07		2,239,575.07

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	854,455.00		861,139.00		876,553.00
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)						
		854,455.00		861,139.00		876,553.00
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
See District File						

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	0.00	0.00%	0.00	0.00%	0.00
2. Federal Revenues	8100-8299	314,301.00	0.00%	314,301.00	0.00%	314,301.00
3. Other State Revenues	8300-8599	1,272,024.72	2.57%	1,304,716.00	2.67%	1,339,552.00
4. Other Local Revenues	8600-8799	9,875.00	0.00%	9,875.00	0.00%	9,875.00
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	1,893,373.00	2.00%	1,931,240.00	2.00%	1,969,865.00
6. Total (Sum lines A1 thru A5c)		3,489,573.72	2.02%	3,560,132.00	2.06%	3,633,593.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				163,500.00		166,770.00
b. Step & Column Adjustment				3,270.00		3,335.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	163,500.00	2.00%	166,770.00	2.00%	170,105.00
2. Classified Salaries						
a. Base Salaries				536,100.00		546,821.00
b. Step & Column Adjustment				10,721.00		10,936.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	536,100.00	2.00%	546,821.00	2.00%	557,757.00
3. Employee Benefits	3000-3999	672,736.45	0.55%	676,406.00	0.61%	680,511.00
4. Books and Supplies	4000-4999	237,840.00	26.87%	301,757.00	2.00%	307,792.00
5. Services and Other Operating Expenditures	5000-5999	358,576.29	2.00%	365,748.00	2.00%	373,063.00
6. Capital Outlay	6000-6999	230,173.43	-25.20%	172,173.00	0.00%	172,173.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,263,100.00	2.00%	1,288,362.00	2.00%	1,314,129.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	27,459.00	2.00%	28,008.00	2.00%	28,568.00
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)		3,489,485.17	1.62%	3,546,045.00	1.64%	3,604,098.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b> (Line A6 minus line B11)						
		88.55		14,087.00		29,495.00
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		48,874.33		48,962.88		63,049.88
2. Ending Fund Balance (Sum lines C and D1)		48,962.88		63,049.88		92,544.88
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740	48,962.88		63,049.88		92,544.88
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)		48,962.88		63,049.88		92,544.88

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated Amount	9790					
(Enter current year reserve projections in Column A, and other reserve projections in Columns C and E for subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
<b>3. Total Available Reserves (Sum lines E1a thru E2c)</b>						

**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.

See District File

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	14,845,870.00	3.87%	15,420,164.00	2.54%	15,811,546.00
2. Federal Revenues	8100-8299	324,301.00	0.00%	324,301.00	0.00%	324,301.00
3. Other State Revenues	8300-8599	1,808,506.72	-12.63%	1,580,126.00	2.67%	1,622,315.00
4. Other Local Revenues	8600-8799	131,975.00	0.00%	131,975.00	0.00%	131,975.00
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)		17,110,652.72	2.02%	17,456,566.00	2.48%	17,890,137.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				6,579,088.00		6,710,670.00
b. Step & Column Adjustment				131,582.00		134,213.00
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	6,579,088.00	2.00%	6,710,670.00	2.00%	6,844,883.00
2. Classified Salaries						
a. Base Salaries				2,472,442.00		2,521,889.00
b. Step & Column Adjustment				49,447.00		50,437.00
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	2,472,442.00	2.00%	2,521,889.00	2.00%	2,572,326.00
3. Employee Benefits	3000-3999	3,706,472.00	1.09%	3,746,789.00	1.20%	3,791,829.00
4. Books and Supplies	4000-4999	1,047,552.01	-8.39%	959,663.00	2.00%	978,856.00
5. Services and Other Operating Expenditures	5000-5999	1,593,226.19	2.00%	1,625,091.00	2.00%	1,657,593.00
6. Capital Outlay	6000-6999	352,173.43	-16.47%	294,173.00	0.00%	294,173.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,338,145.00	2.00%	1,364,908.00	2.00%	1,392,206.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(20,000.00)	2.00%	(20,400.00)	2.00%	(20,808.00)
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)		17,089,098.63	0.78%	17,222,783.00	1.79%	17,531,058.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)						
		21,554.09		233,783.00		359,079.00
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		1,717,703.86		1,739,257.95		1,973,040.95
2. Ending Fund Balance (Sum lines C and D1)		1,739,257.95		1,973,040.95		2,332,119.95
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	30,350.00		30,350.00		30,350.00
b. Restricted	9740	48,962.88		63,049.88		92,544.88
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	805,490.07		1,018,502.07		1,332,672.07
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	854,455.00		861,139.00		876,553.00
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance		1,739,257.95		1,973,040.95		2,332,119.95
(Line D3f must agree with line D2)						

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
<b>E. AVAILABLE RESERVES (Unrestricted except as noted)</b>						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	854,455.00		861,139.00		876,553.00
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)		854,455.00		861,139.00		876,553.00
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		5.00%		5.00%		5.00%
<b>F. RECOMMENDED RESERVES</b>						
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?	Yes					
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				
2. District ADA						
Used to determine the reserve standard percentage level on line F3d (Col. A: Form AI, Estimated P-2 ADA column, Lines A4 and C4; enter projections)						
		1,430.33		1,430.33		1,430.33
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		17,089,098.63		17,222,783.00		17,531,058.00
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)		17,089,098.63		17,222,783.00		17,531,058.00
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)		512,672.96		516,683.49		525,931.74
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)		512,672.96		516,683.49		525,931.74
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES



	Object	Beginning Balances (Ref. Only)	2018-19 INTERIM REPORT							
			July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):										
<b>A. BEGINNING CASH</b>			2,074,657.48	2,077,388.20	754,361.83	2,046,024.88	2,133,684.61	1,767,939.99	3,240,203.04	2,226,305.79
<b>B. RECEIPTS</b>										
LCFF/Revenue Limit Sources										
	8010-8019		1,330,018.00	0.00	2,660,036.00	1,330,018.00	562,038.00	562,038.00	532,007.00	601,941.00
	8020-8079		0.00	0.00	0.00	0.00	3,426.62	1,795,667.71	0.00	0.00
	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	8100-8299		0.00	0.00	0.00	0.00	75,620.00	0.00	125,528.00	0.00
	8300-8599		0.00	0.00	0.00	3,820.48	295,306.15	283,274.96	227,336.98	60,375.24
	8600-8799		0.00	0.00	0.00	109,658.10	6,623.66	10,191.63	7,524.05	3,000.00
	8910-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RECEIPTS</b>			1,330,018.00	0.00	2,660,036.00	1,443,496.58	943,014.43	2,651,172.30	892,396.03	665,316.24
<b>C. DISBURSEMENTS</b>										
	1000-1999		88,937.48	633,632.45	628,606.56	634,067.62	645,842.44	631,475.89	636,053.83	640,000.00
	2000-2999		105,252.09	216,080.31	211,010.46	207,598.78	247,359.76	225,121.17	230,151.82	212,163.00
	3000-3999		66,901.20	326,625.88	290,999.52	290,338.67	282,999.65	292,796.82	302,046.48	361,500.00
	4000-4999		147,967.32	74,583.61	100,928.52	12,479.59	58,414.84	16,569.14	38,513.90	15,251.90
	5000-5999		346,240.02	107,554.54	116,896.76	67,756.06	99,984.78	60,421.15	165,677.84	124,592.00
	6000-6599		11,275.35	35,176.21	0.00	41,389.96	(91,682.46)	19,598.76	38,789.54	28,559.00
	7000-7499		393,315.00	0.00	30,772.33	168,564.00	0.00	0.00	574,911.00	0.00
	7600-7629		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL DISBURSEMENTS</b>			1,159,888.46	1,393,653.00	1,379,214.15	1,422,194.68	1,242,919.01	1,245,982.73	1,986,144.41	1,382,065.90
<b>D. BALANCE SHEET ITEMS</b>										
<u>Assets and Deferred Outflows</u>										
	9111-9199	30,350.00	25,910.31	35,316.00	2,042.77	(24,491.17)	(1,264.13)	(37,513.78)	0.00	0.00
	9200-9299	198,878.74	89,529.25	0.00	0.00	31,452.20	53,774.65	0.00	0.00	0.00
	9310	87,450.90	0.00	0.00	0.00	0.00	87,450.90	0.00	0.00	0.00
	9320		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	9330		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	9340		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	9490		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>SUBTOTAL</b>			316,679.64	115,439.56	35,316.00	2,042.77	6,961.03	139,961.42	(37,513.78)	0.00
<u>Liabilities and Deferred Inflows</u>										
	9500-9599	375,991.59	282,838.38	(35,310.63)	(8,798.43)	(59,396.80)	(91,840.21)	(104,587.26)	(79,851.13)	0.00
	9610	8,785.84	0.00	0.00	0.00	0.00	8,785.84	0.00	0.00	0.00
	9640		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	9650		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	9690	288,855.83	0.00	0.00	0.00	0.00	288,855.83	0.00	0.00	0.00
<b>SUBTOTAL</b>			673,633.26	282,838.38	(35,310.63)	(8,798.43)	(59,396.80)	205,801.46	(104,587.26)	(79,851.13)
<u>Nonoperating</u>										
	9910									
<b>Suspense Clearing</b>			(356,953.62)	(167,398.82)	70,626.63	10,841.20	66,357.83	(65,840.04)	67,073.48	79,851.13
<b>TOTAL BALANCE SHEET ITEMS</b>										
<b>E. NET INCREASE/DECREASE (B - C + D)</b>			2,730.72	(1,323,026.37)	1,291,663.05	87,659.73	(365,744.62)	1,472,263.05	(1,013,897.25)	(716,749.66)
<b>F. ENDING CASH (A + E)</b>			2,077,388.20	754,361.83	2,046,024.88	2,133,684.61	1,767,939.99	3,240,203.04	2,226,305.79	1,509,556.13
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>										

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET	
ACTUALS THROUGH THE MONTH OF (Enter Month Name):										
A. BEGINNING CASH		1,509,556.13	766,095.36	2,487,431.28	1,758,621.45					
B. RECEIPTS										
LCFF/Revenue Limit Sources										
	Principal Apportionment	8010-8019	601,941.00	1,210,000.00	601,941.00	1,203,248.00	0.00	0.00	11,195,226.00	11,195,226.00
	Property Taxes	8020-8079	0.00	1,825,322.00	26,227.67	0.00	0.00	(22,807.00)	3,627,837.00	3,627,837.00
	Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	22,807.00	0.00	22,807.00	22,807.00
	Federal Revenue	8100-8299	79,577.92	4,973.62	0.00	37,302.15	1,299.31	0.00	324,301.00	324,301.00
	Other State Revenue	8300-8599	15,093.81	150,938.10	75,469.05	696,892.23	0.00	0.00	1,808,507.00	1,808,506.72
	Other Local Revenue	8600-8799	3,000.00	3,000.00	3,000.00	3,641.00	0.00	(17,663.44)	131,975.00	131,975.00
	Interfund Transfers In	8910-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	(0.28)	(0.28)	0.00
TOTAL RECEIPTS			699,612.73	3,194,233.72	706,637.72	1,941,083.38	24,106.31	(40,470.72)	17,110,652.72	17,110,652.72
C. DISBURSEMENTS										
	Certificated Salaries	1000-1999	640,000.00	640,000.00	640,000.00	120,471.93	0.00	0.00	6,579,088.00	6,579,088.00
	Classified Salaries	2000-2999	212,163.00	212,163.00	212,163.00	181,215.61	0.00	0.00	2,472,442.00	2,472,442.00
	Employee Benefits	3000-3999	361,500.00	361,500.00	361,500.00	361,506.00	46,257.78	0.00	3,706,472.00	3,706,472.00
	Books and Supplies	4000-4999	76,259.50	30,503.80	68,633.55	114,389.25	293,057.08	0.00	1,047,552.00	1,047,552.01
	Services	5000-5999	124,592.00	124,592.00	124,592.00	124,593.00	5,733.85	0.00	1,593,226.00	1,593,226.19
	Capital Outlay	6000-6599	28,559.00	28,559.00	28,559.00	28,560.00	154,829.64	0.00	352,173.00	352,173.43
	Other Outgo	7000-7499	0.00	75,580.00	0.00	75,002.67	0.00	0.00	1,318,145.00	1,318,145.00
	Interfund Transfers Out	7600-7629	0.00	0.00	0.00	(20,000.00)	0.00	40,000.00	20,000.00	20,000.00
	All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.63	0.63	0.00
TOTAL DISBURSEMENTS			1,443,073.50	1,472,897.80	1,435,447.55	985,738.46	499,878.35	40,000.63	17,089,098.63	17,089,098.63
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
	Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Accounts Receivable	9200-9299	0.00	0.00	0.00	0.00	0.00	0.00	174,756.10	
	Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	87,450.90	
	Stores	9320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	262,207.00	
<u>Liabilities and Deferred Inflows</u>										
	Accounts Payable	9500-9599	0.00	0.00	0.00	0.00	0.00	0.00	(96,946.08)	
	Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	8,785.84	
	Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Unearned Revenues	9650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Deferred Inflows of Resources	9690	0.00	0.00	0.00	0.00	0.00	0.00	288,855.83	
	SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	200,695.59	
<u>Nonoperating</u>										
	Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS			0.00	0.00	0.00	0.00	0.00	0.00	61,511.41	
E. NET INCREASE/DECREASE (B - C + D)			(743,460.77)	1,721,335.92	(728,809.83)	955,344.92	(475,772.04)	(80,471.35)	83,065.50	21,554.09
F. ENDING CASH (A + E)			766,095.36	2,487,431.28	1,758,621.45	2,713,966.37				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									2,157,722.98	

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 (2018-19)	District Regular	1,430.33	1,430.33	
	Charter School	0.00	0.00	
	<b>Total ADA</b>	<b>1,430.33</b>	<b>1,430.33</b>	<b>0.0%</b>
1st Subsequent Year (2019-20)	District Regular	1,430.33	1,430.33	
	Charter School	0.00		
	<b>Total ADA</b>	<b>1,430.33</b>	<b>1,430.33</b>	<b>0.0%</b>
2nd Subsequent Year (2020-21)	District Regular	1,430.33	1,430.33	
	Charter School	0.00		
	<b>Total ADA</b>	<b>1,430.33</b>	<b>1,430.33</b>	<b>0.0%</b>

**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 (2018-19)				
District Regular	1,482	1,482		
Charter School	0			
<b>Total Enrollment</b>	<b>1,482</b>	<b>1,482</b>	<b>0.0%</b>	<b>Met</b>
1st Subsequent Year (2019-20)				
District Regular	1,482	1,482		
Charter School	0			
<b>Total Enrollment</b>	<b>1,482</b>	<b>1,482</b>	<b>0.0%</b>	<b>Met</b>
2nd Subsequent Year (2020-21)				
District Regular	1,482	1,482		
Charter School	0			
<b>Total Enrollment</b>	<b>1,482</b>	<b>1,482</b>	<b>0.0%</b>	<b>Met</b>

**2B. Comparison of District Enrollment to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Enrollment projections have not changed since 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.

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 (2015-16)			
District Regular	1,400	1,462	
Charter School			
<b>Total ADA/Enrollment</b>	<b>1,400</b>	<b>1,462</b>	<b>95.8%</b>
Second Prior Year (2016-17)			
District Regular	1,402	1,479	
Charter School			
<b>Total ADA/Enrollment</b>	<b>1,402</b>	<b>1,479</b>	<b>94.8%</b>
First Prior Year (2017-18)			
District Regular	1,419	1,450	
Charter School	0		
<b>Total ADA/Enrollment</b>	<b>1,419</b>	<b>1,450</b>	<b>97.9%</b>
Historical Average Ratio:			96.2%
<b>District's ADA to Enrollment Standard (historical average ratio plus 0.5%):</b>			<b>96.7%</b>

**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 (2018-19)				
District Regular	1,430	1,482		
Charter School	0			
<b>Total ADA/Enrollment</b>	<b>1,430</b>	<b>1,482</b>	<b>96.5%</b>	<b>Met</b>
1st Subsequent Year (2019-20)				
District Regular	1,430	1,482		
Charter School				
<b>Total ADA/Enrollment</b>	<b>1,430</b>	<b>1,482</b>	<b>96.5%</b>	<b>Met</b>
2nd Subsequent Year (2020-21)				
District Regular	1,430	1,482		
Charter School				
<b>Total ADA/Enrollment</b>	<b>1,430</b>	<b>1,482</b>	<b>96.5%</b>	<b>Met</b>

**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.

Fiscal Year	LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)		Percent Change	Status
	First Interim	Second Interim		
	(Form 01CSI, Item 4A)	Projected Year Totals		
Current Year (2018-19)	14,845,870.00	14,845,870.00	0.0%	Met
1st Subsequent Year (2019-20)	15,261,441.00	15,420,164.00	1.0%	Met
2nd Subsequent Year (2020-21)	15,618,935.00	15,811,546.00	1.2%	Met

**4B. Comparison of District LCFF Revenue to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - LCFF revenue has not changed since first interim projections by more than two percent for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

**5. CRITERION: Salaries and Benefits**

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

**5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2015-16)	10,212,208.36	12,340,392.77	82.8%
Second Prior Year (2016-17)	10,360,958.51	12,227,735.27	84.7%
First Prior Year (2017-18)	10,912,336.00	12,919,952.27	84.5%
Historical Average Ratio:			84.0%

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
District's Reserve Standard Percentage (Criterion 10B, Line 4)	3.0%	3.0%	3.0%
<b>District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):</b>	<b>81.0% to 87.0%</b>	<b>81.0% to 87.0%</b>	<b>81.0% to 87.0%</b>

**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 (2018-19)	11,385,665.55	13,579,613.46	83.8%	Met
1st Subsequent Year (2019-20)	11,589,351.00	13,656,738.00	84.9%	Met
2nd Subsequent Year (2020-21)	11,800,665.00	13,906,960.00	84.9%	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
<b>Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)</b>				
Current Year (2018-19)	324,301.00	324,301.00	0.0%	No
1st Subsequent Year (2019-20)	324,301.00	324,301.00	0.0%	No
2nd Subsequent Year (2020-21)	324,301.00	324,301.00	0.0%	No

**Explanation:**  
(required if Yes)

<b>Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)</b>				
Current Year (2018-19)	1,808,506.72	1,808,506.72	0.0%	No
1st Subsequent Year (2019-20)	1,580,126.00	1,580,126.00	0.0%	No
2nd Subsequent Year (2020-21)	1,622,315.00	1,622,315.00	0.0%	No

**Explanation:**  
(required if Yes)

<b>Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)</b>				
Current Year (2018-19)	131,975.00	131,975.00	0.0%	No
1st Subsequent Year (2019-20)	131,975.00	131,975.00	0.0%	No
2nd Subsequent Year (2020-21)	131,975.00	131,975.00	0.0%	No

**Explanation:**  
(required if Yes)

<b>Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)</b>				
Current Year (2018-19)	1,160,115.83	1,047,552.01	-9.7%	Yes
1st Subsequent Year (2019-20)	1,015,318.00	959,663.00	-5.5%	Yes
2nd Subsequent Year (2020-21)	1,035,624.00	978,856.00	-5.5%	Yes

**Explanation:**  
(required if Yes)

CY expenditure reduction to balance to 1st Inteirm revenue reduction. Subsequent year reduction is removal of one-time expense associated with one-time cost.

<b>Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)</b>				
Current Year (2018-19)	1,610,870.37	1,593,226.19	-1.1%	No
1st Subsequent Year (2019-20)	1,643,088.00	1,625,091.00	-1.1%	No
2nd Subsequent Year (2020-21)	1,675,950.00	1,657,593.00	-1.1%	No

**Explanation:**  
(required if Yes)



**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
<b>Total Federal, Other State, and Other Local Revenue (Section 6A)</b>				
Current Year (2018-19)	2,264,782.72	2,264,782.72	0.0%	Met
1st Subsequent Year (2019-20)	2,036,402.00	2,036,402.00	0.0%	Met
2nd Subsequent Year (2020-21)	2,078,591.00	2,078,591.00	0.0%	Met
<b>Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)</b>				
Current Year (2018-19)	2,770,986.20	2,640,778.20	-4.7%	Met
1st Subsequent Year (2019-20)	2,658,406.00	2,584,754.00	-2.8%	Met
2nd Subsequent Year (2020-21)	2,711,574.00	2,636,449.00	-2.8%	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 MET - Projected total operating revenues have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

**Explanation:**

Federal Revenue  
(linked from 6A  
if NOT met)

**Explanation:**

Other State Revenue  
(linked from 6A  
if NOT met)

**Explanation:**

Other Local Revenue  
(linked from 6A  
if NOT met)

- 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 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)**

**NOTE:** The Proposition 51 school facility program requires the district to deposit a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year (as EC Section 17070.75 read on January 1, 2015).

For all other school facility programs, AB 104 (Chapter 13, Statutes of 2015, effective January 1, 2016) requires the district to deposit into the account, for the 2017-18 to 2019-20 fiscal years, a minimum that is the greater of the following amounts:

- A. The lesser of three percent 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; or
- B. Two percent of the total general fund expenditures and other financing uses for that fiscal year.

DATA ENTRY: Enter the Required Minimum Contribution if First Interim data does not exist. If EC 17070.75(e)(1) and (e)(2) apply, input 3%. First Interim data that exist will be extracted; otherwise, enter First Interim data into lines 1, if applicable, 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	465,700.00	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)

CUSD is part of the Leroy Greene funding program and provides a 2% contribution reported in Resource 8100.

**8. CRITERION: Deficit Spending**

**STANDARD:** Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in any of the current fiscal year or two subsequent fiscal years.

<sup>1</sup>Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup>A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

**8A. Calculating the District's Deficit Spending Standard Percentage Levels**

DATA ENTRY: All data are extracted or calculated.

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
District's Available Reserve Percentages (Criterion 10C, Line 9)	5.0%	5.0%	5.0%
<b>District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):</b>	<b>1.7%</b>	<b>1.7%</b>	<b>1.7%</b>

**8B. Calculating the District's Deficit Spending Percentages**

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals		Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
	Net Change in Unrestricted Fund Balance (Form 011, Section E) (Form MYPI, Line C)	Total Unrestricted Expenditures and Other Financing Uses (Form 011, Objects 1000-7999) (Form MYPI, Line B11)		
Current Year (2018-19)	21,465.54	13,599,613.46	N/A	Met
1st Subsequent Year (2019-20)	219,696.00	13,676,738.00	N/A	Met
2nd Subsequent Year (2020-21)	329,584.00	13,926,960.00	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 (2018-19)	1,739,257.95	Met
1st Subsequent Year (2019-20)	1,973,040.95	Met
2nd Subsequent Year (2020-21)	2,332,119.95	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 (2018-19)	2,713,966.37	Met

**9B-2. Comparison of the District's Ending Cash Balance to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

**Explanation:**  
(required if NOT met)

**10. CRITERION: Reserves**

STANDARD: Available reserves<sup>1</sup> for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA		
5% or \$67,000 (greater of)	0	to	300
4% or \$67,000 (greater of)	301	to	1,000
3%	1,001	to	30,000
2%	30,001	to	400,000
1%	400,001	and	over

<sup>1</sup> Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

<sup>3</sup> A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
District Estimated P-2 ADA (Current Year, Form AI, Lines A4 and C4. Subsequent Years, Form MYPI, Line F2, if available.)	1,430	1,430	1,430
<b>District's Reserve Standard Percentage Level:</b>	<b>3%</b>	<b>3%</b>	<b>3%</b>

**10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)**

DATA ENTRY: For SELPA AUs, if Form MYPI exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Current Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYPI, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
2. If you are the SELPA AU and are excluding special education pass-through funds:
  - a. Enter the name(s) of the SELPA(s): \_\_\_\_\_

	Current Year Projected Year Totals (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)	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 (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. Expenditures and Other Financing Uses (Form 011, objects 1000-7999) (Form MYPI, Line B11)	17,089,098.63	17,222,783.00	17,531,058.00
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)			
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	17,089,098.63	17,222,783.00	17,531,058.00
4. Reserve Standard Percentage Level	3%	3%	3%
5. Reserve Standard - by Percent (Line B3 times Line B4)	512,672.96	516,683.49	525,931.74
6. Reserve Standard - by Amount (\$67,000 for districts with less than 1,001 ADA, else 0)	0.00	0.00	0.00
7. <b>District's Reserve Standard (Greater of Line B5 or Line B6)</b>	<b>512,672.96</b>	<b>516,683.49</b>	<b>525,931.74</b>

**10C. Calculating the District's Available Reserve Amount**

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4)	Current Year Projected Year Totals (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
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)	854,455.00	861,139.00	876,553.00
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)	854,455.00	861,139.00	876,553.00
9. District's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	5.00%	5.00%	5.00%
<b>District's Reserve Standard (Section 10B, Line 7):</b>	<b>512,672.96</b>	<b>516,683.49</b>	<b>525,931.74</b>
Status:	Met	Met	Met

**10D. Comparison of District Reserve Amount to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

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**SUPPLEMENTAL INFORMATION**

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DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

**S1. Contingent Liabilities**

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since first interim projections that may impact the budget?

1b. If Yes, identify the liabilities and how they may impact the budget:

**S2. Use of One-time Revenues for Ongoing Expenditures**

1a. Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since first interim projections by more than five percent?

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

**S3. Temporary Interfund Borrowings**

1a. Does your district have projected temporary borrowings between funds?  
(Refer to Education Code Section 42603)

1b. If Yes, identify the interfund borrowings:

**S4. Contingent Revenues**

1a. Does your district have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

**S5. Contributions**

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since 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
<b>1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)</b>					
Current Year (2018-19)	(1,893,373.00)	(1,893,373.00)	0.0%	0.00	Met
1st Subsequent Year (2019-20)	(1,931,240.00)	(1,931,240.00)	0.0%	0.00	Met
2nd Subsequent Year (2020-21)	(1,969,865.00)	(1,969,865.00)	0.0%	0.00	Met
<b>1b. Transfers In, General Fund *</b>					
Current Year (2018-19)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2019-20)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2020-21)	0.00	0.00	0.0%	0.00	Met
<b>1c. Transfers Out, General Fund *</b>					
Current Year (2018-19)	20,000.00	20,000.00	0.0%	0.00	Met
1st Subsequent Year (2019-20)	20,000.00	20,000.00	0.0%	0.00	Met
2nd Subsequent Year (2020-21)	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. MET - Projected contributions 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)

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)

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**S6. Long-term Commitments**

Identify all existing and new multiyear commitments<sup>1</sup> and their annual required payment for the current fiscal year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

<sup>1</sup> Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

**S6A. Identification of the District's Long-term Commitments**

DATA ENTRY: If First Interim data exist (Form 01CSI, Item S6A), long-term commitment data will be extracted and it will only be necessary to click the appropriate button for Item 1b. Extracted data may be overwritten to update long-term commitment data in Item 2, as applicable. If no First Interim data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

1. a. Does your district have long-term (multiyear) commitments?  
(If No, skip items 1b and 2 and sections S6B and S6C) Yes
- b. If Yes to Item 1a, have new long-term (multiyear) commitments been incurred since first interim projections? No
2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2018
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Capital Leases				
Certificates of Participation				
General Obligation Bonds	37	Property Tax Levy	Property Tax Levy	5,800,000
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	1	Unrestricted General Fund	Unrestricted General Fund	60,000
Other Long-term Commitments (do not include OPEB):				
<b>TOTAL:</b>				5,860,000

Type of Commitment (continued)	Prior Year (2017-18) Annual Payment (P & I)	Current Year (2018-19) Annual Payment (P & I)	1st Subsequent Year (2019-20) Annual Payment (P & I)	2nd Subsequent Year (2020-21) Annual Payment (P & I)
Capital Leases	55,045	27,000	0	0
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program	33,000	31,000	29,000	29,000
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (continued):				
Total Annual Payments:	88,045	58,000	29,000	29,000
<b>Has total annual payment increased over prior year (2017-18)?</b>		<b>No</b>	<b>No</b>	<b>No</b>

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**S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment**

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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)

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**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

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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)
- b. If Yes to Item 1a, have there been changes since first interim in OPEB liabilities?
- c. If Yes to Item 1a, have there been changes since first interim in OPEB contributions?

	First Interim (Form 01CSI, Item S7A)	Second Interim
2. OPEB Liabilities		
a. Total OPEB liability	1,324,934.00	1,324,934.00
b. OPEB plan(s) fiduciary net position (if applicable)	0.00	0.00
c. Total/Net OPEB liability (Line 2a minus Line 2b)	1,324,934.00	1,324,934.00
d. Is total OPEB liability based on the district's estimate or an actuarial valuation?	Actuarial	Actuarial
e. If based on an actuarial valuation, indicate the date of the OPEB valuation.	Jun 30, 2018	Jun 30, 2018.

	First Interim (Form 01CSI, Item S7A)	Second Interim
3. OPEB Contributions		
a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method		
Current Year (2018-19)	109,038.00	109,038.00
1st Subsequent Year (2019-20)	115,555.00	115,555.00
2nd Subsequent Year (2020-21)	136,264.00	136,264.00
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)		
Current Year (2018-19)	100,000.00	100,000.00
1st Subsequent Year (2019-20)	115,555.00	115,555.00
2nd Subsequent Year (2020-21)	136,264.00	136,264.00
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)		
Current Year (2018-19)	109,038.00	109,038.00
1st Subsequent Year (2019-20)	115,555.00	115,555.00
2nd Subsequent Year (2020-21)	136,264.00	136,264.00
d. Number of retirees receiving OPEB benefits		
Current Year (2018-19)	8	8
1st Subsequent Year (2019-20)	10	10
2nd Subsequent Year (2020-21)	12	12

4. Comments:

District offers maximum benefit for qualifying retirees of \$50,000 not to exceed \$10,000 per year.

**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
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- b. If Yes to item 1a, have there been changes since first interim in self-insurance liabilities?
 

n/a
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- c. If Yes to item 1a, have there been changes since first interim in self-insurance contributions?
 

n/a
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	First Interim (Form 01CSI, Item S7B)	Second Interim
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 (2018-19)		
1st Subsequent Year (2019-20)		
2nd Subsequent Year (2020-21)		
b. Amount contributed (funded) for self-insurance programs		
Current Year (2018-19)		
1st Subsequent Year (2019-20)		
2nd Subsequent Year (2020-21)		

4. Comments:

**S8. Status of Labor Agreements**

Analyze the status of all 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) (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of certificated (non-management) full-time-equivalent (FTE) positions	73.0	74.0	74.0	74.0

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  
(2018-19)

1st Subsequent Year  
(2019-20)

2nd Subsequent Year  
(2020-21)

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

69,000
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7. Amount included for any tentative salary schedule increases

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
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 (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes 934,780	Yes 934,780	Yes 934,780
100.0%	100.0%	100.0%
0.0%	0.0%	0.0%

**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 (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes 128,312	Yes 131,582	Yes 134,213
2.0%	2.0%	2.0%

**Certificated (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 (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
No	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.):

H&W benefit cost noted above are cost(s) to the District (100%) which is capped.

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**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.

**Classified (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of classified (non-management) FTE positions	72.0	73.0	73.0	73.0

1a. Have any salary and benefit negotiations been settled since first interim projections?

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 6 and 7.

**Negotiations Settled Since 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:

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Current Year  
(2018-19)

1st Subsequent Year  
(2019-20)

2nd Subsequent Year  
(2020-21)

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

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**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")

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Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

6. Cost of a one percent increase in salary and statutory benefits

7. Amount included for any tentative salary schedule increases

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
	0	0	0



**Classified (Non-management) Health and Welfare (H&W) Benefits**

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
No	No	No
46,780	446,780	446,780
100.0%	100.0%	100.0%
0.0%	0.0%	0.0%

**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		
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If Yes, amount of new costs included in the interim and MYPs  
If Yes, explain the nature of the new costs:

**Classified (Non-management) Step and Column Adjustments**

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Yes	Yes	Yes
48,445	49,447	50,437

**Classified (Non-management) Attrition (layoffs and retirements)**

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
No	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.):

H&W benefit cost noted above are cost(s) to the District (100%) which is capped.

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**S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period**

Were all managerial/confidential labor negotiations settled as of 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) (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of management, supervisor, and confidential FTE positions	113.0	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 (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
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

4. Amount included for any tentative salary schedule increases

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Management/Supervisor/Confidential Health and Welfare (H&W) Benefits**

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. Are costs of H&W benefit changes included in the interim and MYPs?			
2. Total cost of H&W benefits			
3. Percent of H&W cost paid by employer			
4. Percent projected change in H&W cost over prior year			

**Management/Supervisor/Confidential Step and Column Adjustments**

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. Are step & column adjustments included in the interim and MYPs?			
2. Cost of step & column adjustments			
3. Percent change in step and column over prior year			

**Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)**

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. Are costs of other benefits included in the interim and MYPs?			
2. Total cost of other benefits			
3. Percent change in cost of other benefits over prior year			

**S9. Status of Other Funds**

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

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**S9A. Identification of Other Funds with Negative Ending Fund Balances**

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DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?

No
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If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

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### ADDITIONAL FISCAL INDICATORS

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The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed based on data from Criterion 9.

- A1. Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)
  
- A2. Is the system of personnel position control independent from the payroll system?
  
- A3. Is enrollment decreasing in both the prior and current fiscal years?
  
- A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?
  
- A5. Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?
  
- A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?
  
- A7. Is the district's financial system independent of the county office system?
  
- A8. Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)
  
- A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:  
(optional)

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### End of School District Second Interim Criteria and Standards Review

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## **Second Interim Education Protection Account Spending Plan Fiscal 2018-19 (Business Services).**

### **Recommended Motion:**

Request for approval of the Approval of the Second Interim Education Protection Account spending plan for Fiscal 2018-2019.

### **Rationale:**

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When voters passed Proposition 30 in the fall of 2012, they created the Educational Protection Account (EPA) which not only had an impact on the cash flow of a district but created an accountability requirement as well. In 2013-2014, cash flow was deferred within the fiscal year by 20% of revenue limit funding with a commitment that the deferral would be paid in full prior to June 30th of any given fiscal year. The EPA also provided that local agencies have the sole authority to determine how the funds received from the EPA account are spent, but with several conditions:

- The spending plan must be approved by the governing board during a public meeting.
- EPA funds cannot be used for the salaries or benefits of administrators or any other administrative cost.
- Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended.

However, no specific format for presenting the EPA revenue and expenditure plan to the governing board has been identified in Proposition 30 and it is therefore up to the local educational entity to design the board item. Approval of the plan can occur as part of the normal budget approval process.

Proposition 30 was set to expire on December 31, 2017 but the income tax portion of the proposition was extended with the passage of Proposition 55 in November 2016 with a commencement date of January 1, 2018 and remains in effect until December 31, 2030.

Attached to this agenda item is the Second Interim EPA estimate for fiscal 2018-2019. Once the spending plan is approved by the BOE, the plan will be posted to the fiscal services section of the District's website.

### **Financial Impact:**

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Approval of the Education Protection Account will allow the District to continue to receive apportionment in the amount of \$2.2M.

**2018-2019 Education Protection Account  
Program by Resource Report  
Expenditures by Function - Detail**

**2018-2019 Second Interim  
For Fund 01, Resource 1400 Education Protection Account**

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
Local Control Funding Formula Sources	8010-8099	2,248,152.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>2,248,152.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES (Objects 1000-7999)</b>		
Instruction	1000-1999	2,248,152.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>2,248,152.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>

## Zeba Hone

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**From:** Maribel Hughes  
**Sent:** Tuesday, February 26, 2019 3:03 PM  
**To:** Zeba Hone  
**Cc:** Karen Garofalo; Jesse Rodriguez  
**Subject:** Fw: BPS LED Sign - COLUSA UNIFIED SCHOOL DISTRICT

Hello Zeba,

Here are two quotes for the marquee for BPS. We would be going with the most recent one with the price of \$12,900.00 because it is only one sided and it will be with a header sign.

The bottom quotes were included because it showed some important information I thought would be helpful to know about regarding the quality of the marquee.

Sincerely,  
Maribel Hughes

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**From:** Jamie Lay  
**Sent:** Tuesday, January 29, 2019 9:16 AM  
**To:** Maribel Hughes  
**Subject:** Fwd: LED Sign - COLUSA UNIFIED SCHOOL DISTRICT

Get [Outlook for Android](#)

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**From:** Haitham Sitto - MaxxLite LED <haitham@maxxlite.com>  
**Sent:** Tuesday, January 29, 2019 9:05:35 AM  
**To:** Jamie Lay  
**Cc:** MaxxLite LED Data  
**Subject:** Re: LED Sign - COLUSA UNIFIED SCHOOL DISTRICT

Good morning Jamie,

Here are those options:

Model P13-4x6  
Pixel Screen: 96 x 144 (13824 Pixels)  
Screen Size: 51" x 76"  
Cabinet Size: 54" x 80"  
Maximum Amps Per Side: 13.6A  
Single Sided: \$12,032.00  
Wireless & Laptop: \$1,200.00  
Header Sign: \$2,800.00  
Total: \$16,032.00  
Discounted Total: \$13,600.00

**Additional School Discounted Price: \$12,900.00**

Single Sided: \$12,032.00

Wireless & Laptop: \$1,200.00

Total: \$13,232.00

Discounted Total: \$11,500.00

**Additional School Discounted Price: \$10,800.00**

I hope this is helpful, if you need any other information, please let me know.

Best Regards

Haitham Sitto

MaxxLite LED Signs

Quality Since 1976 (a Sitto Ind. Co.)

[www.MaxxLite.com](http://www.MaxxLite.com)

Email: [haitham@maxxlite.com](mailto:haitham@maxxlite.com)

Detroit, Michigan

248.399.0111 Office

248.232.2540 Fax

800.690.0600 Nationwide

**From:** [Jamie Lay](#)

**Sent:** Tuesday, January 29, 2019 10:56 AM

**To:** [Haitham Sitto - MaxxLite LED](#)

**Subject:** RE: LED Sign - COLUSA UNIFIED SCHOOL DISTRICT

Good morning Haitham, can I get a price for 51" by 76" screen size. Both will be on sided, with and without the header signs.

Thank You

Jamie Lay

Colusa Unified

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**From:** Haitham Sitto - MaxxLite LED <[haitham@maxxlite.com](mailto:haitham@maxxlite.com)>

**Sent:** Friday, January 25, 2019 10:24 AM

**To:** Jamie Lay <[jamie.lay@colusa.k12.ca.us](mailto:jamie.lay@colusa.k12.ca.us)>

**Cc:** MaxxLite LED Data <[data@maxxlite.com](mailto:data@maxxlite.com)>

**Subject:** Re: LED Sign - COLUSA UNIFIED SCHOOL DISTRICT

Thank you Jamie,

Here are a couple of illustrations:





The header signs can be modified as needed, including color / art / graphics.

The LED screen is the newest technology, 281 Trillion Color display, Text, Graphics, and Video capable.

The sign for Egling looks to be a single sided based on the existing placement. Unless you want to relocate.

The sign for the Burchfield is a double sided layout.

These are the double sided options:

Model P13-3x6 Pixel Screen: 72 x 144 (10368 Pixels) Screen Size: 38" x 76" Cabinet Size: 42" x 80" Maximum Amps Per Side: 10.2A Double Sided: \$18,053.00 Wireless & Laptop: \$1,200.00 Header Sign: \$3,500.00 Total: \$22,753.00 Discounted Total: \$20,000.00 <b>Additional School Discounted Price: \$19,100.00</b>	Model P13-3x7 Pixel Screen: 72 x 168 (12096 Pixels) Screen Size: 38" x 89" Cabinet Size: 42" x 92" Maximum Amps Per Side: 11.9A Double Sided: \$19,548.00 Wireless & Laptop: \$1,200.00 Header Sign: \$4,000.00 Total: \$24,748.00 Discounted Total: \$21,800.00 <b>Additional School Discounted Price: \$20,800.00</b>
Model P13-3x5 Pixel Screen: 72 x 120 (8640 Pixels) Screen Size: 38" x 63" Cabinet Size: 42" x 67" Maximum Amps Per Side: 8.5A Double Sided: \$16,559.00 Wireless & Laptop: \$1,200.00 Header Sign: \$3,000.00 Total: \$20,759.00 Discounted Total: \$18,200.00 <b>Additional School Discounted Price: \$17,400.00</b>	Model P13-4x6 Pixel Screen: 96 x 144 (13824 Pixels) Screen Size: 51" x 76" Cabinet Size: 54" x 80" Maximum Amps Per Side: 13.6A Double Sided: \$21,042.00 Wireless & Laptop: \$1,200.00 Header Sign: \$3,500.00 Total: \$25,742.00 Discounted Total: \$22,800.00 <b>Additional School Discounted Price: \$21,800.00</b>

Estimated Shipping Cost: \$600-\$800

We can help you source a local installer.

We will provide you with all of the software and training you need

Best Regards  
Haitham Sitto  
MaxxLite LED Signs  
Quality Since 1976 (a Sitto Ind. Co.)  
[www.MaxxLite.com](http://www.MaxxLite.com)  
Email: [haitham@maxxlite.com](mailto:haitham@maxxlite.com)  
Detroit, Michigan  
248.399.0111 Office  
248.232.2540 Fax  
800.690.0600 Nationwide

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# Colusa USD

## Board Policy

### Contracts

BP 3312

#### Business and Noninstructional Operations

Whenever state law invests the Governing Board with the power to enter into contracts on behalf of the district, the Board may, by a majority vote, delegate this power to the Superintendent or designee. To be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Board. (Education Code 17604) The Superintendent is authorized by the Board to sign contracts which obligate the district to less than **\$5,000** **\$20,000.00** and the Chief Business Official is authorized to sign contracts which obligate the district to less than **\$1,000** **\$10,000.00**.

(cf. 3300 - Expenditures and Purchases)  
(cf. 3314 - Payment for Goods and Services)  
(cf. 3400 - Management of District Assets/Accounts)

All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.

(cf. 2121- Superintendent's Contract)  
(cf. 4312.1 - Contracts)  
(cf. 9124 - Attorney)

When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

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

The district shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

#### Contracts for Non-Nutritious Foods or Beverages

Effective July 1, 2007, the district or a district school shall not enter into or renew a contract for the sale of foods that do not meet the nutritional standards specified in Education Code 49431 or 49431.2 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises. (Education Code 49431, 49431.2)

(cf. 3554 - Other Food Sales)

In accordance with the dates specified in law, the district or a district school shall not enter into or renew a contract for the sale of beverages that do not meet the nutritional standards in Education Code 49431.5 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises.

Before the district or a district school enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include but not be limited to the following:

1. Control procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.

(cf. 3100 - Budget)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

In addition, the contract may specify whether contractor logos are permitted on district facilities, including but not limited to scoreboards and other equipment. If such logos are permitted, the contractor shall present the equipment to the Board as a gift. The gift may be accepted by the Board in accordance with Board policy and administrative regulation.

(cf. 3290 - Gifts, Grants and Bequest)

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may involve parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.

(cf. 1220 - Citizen Advisory Committees)

2. Prior to ratifying the contract, the Board shall designate the specific programs and

activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.

4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fund-raising activities.

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitation of Funds from and by Students)

The contract shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

(cf. 3311 - Bids)

The Board shall not enter into or renew a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled board meeting or as otherwise authorized by Education Code 35182.5. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

(cf. 9322 - Agendas/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The public hearing shall include but not be limited to a discussion of the nutritional value of food and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the food and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

(cf. 5030 - Student Wellness)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

(cf. 1340 - Access to District Records)

#### Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

(cf. 9320 - Meetings and Notices)

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

(cf. 0440 - District Technology Plan)

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.

(cf. 1325 - Advertising and Promotion)

4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.

5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.5 Contracts for management consulting service related to food service

49431-49431.5 Nutritional standards

##### CODE OF CIVIL PROCEDURE

685.010 Rate of interest

##### GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

##### LABOR CODE

1775 Penalties for violations  
1810-1813 Working hours  
PUBLIC CONTRACT CODE  
4100-4114 Subletting and subcontracting fair practices  
7104 Contracts for excavations; discovery of hazardous waste  
7106 Noncollusion affidavit  
20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder  
20104.50 Construction Progress Payments  
22300 Performance retentions  
UNITED STATES CODE, TITLE 20  
1681-1688 Title IX, discrimination

Management Resources:

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

WEB SITES

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

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

Policy COLUSA UNIFIED SCHOOL DISTRICT

adopted: September 15, 2009 Colusa, California

revised: October 21, 2014

# CSBA Sample Board Policy

## Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0420(a)

### SCHOOL PLANS/SITE COUNCILS

The Governing Board believes that comprehensive planning ~~that is aligned with the district's local control and accountability plan (LCAP)~~ is necessary at each school, in order to focus school improvement efforts on student academic achievement and facilitate the effective use of available resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0415 - Equity)*

*(cf. 0450 - Comprehensive Safety Plan)*

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

Each district school ~~that participates in specified~~ **one or more state and/or federal and/or state categorical programs funded through the state's consolidated application process pursuant to Education Code 64000** shall establish a school site council in accordance with Education Code ~~52852~~ **65000-65001**, ~~and the accompanying administrative regulation to develop, review, and approve school plans. For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA).~~ **The school site council shall develop, approve, and annually review and update a school plan for student achievement (SPSA) which consolidates the plans required for those categorical programs into a single plan, unless otherwise prohibited by law.** (Education Code 64001)

~~For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 64001)~~

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1431 - Waivers)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6171 - Title I Programs)*

*(cf. 6174 - Education for English Learners)*

*(cf. 6190 - Evaluation of the Instructional Program)*

~~As appropriate, a school may incorporate any other school program into the SPSA. (Education Code 64001)~~



The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all **applicable** programs **included**, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and its students. ~~He/she~~ **The Superintendent or designee** shall also ensure ~~that specific actions included in the district's LCAP are consistent~~ **consistency between the specific actions included in the district's local control and accountability plan and with** the strategies identified in each school's SPSA.

The Board shall, at a regularly scheduled Board meeting, review and approve each school's SPSA **and whenever there are** any **subsequent** material revisions affecting the academic programs for students participating in the categorical programs addressed in the SPSA. ~~The Board shall certify that, to the extent allowable under federal law, the SPSA is consistent with district local improvement plans required as a condition of receiving federal funding.~~ (Education Code 64001)

~~Whenever~~ **If** the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council **or committee**. The school site council **or committee** shall then revise and resubmit the SPSA to the Board for its approval. (Education Code ~~52855~~ **64001**)

The Superintendent or designee shall ensure that school administrators and school site council members receive training on the roles and responsibilities of the **school** site council.

*(cf. 0500 - Accountability)*

**Any complaint alleging noncompliance with requirements related to the establishment of school site councils or the development of the SPSA may be filed with the district in accordance with the district's uniform complaint procedures pursuant to 5 CCR 4600-4670 and BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 64001)**

*(cf. 1312.3 - Uniform Complaint Procedures)*

*Legal Reference:*

EDUCATION CODE

52-53 Designation of schools

33133 Information guide for school site councils

35147 Open meeting laws exceptions

**41540-41544 Targeted instructional improvement block grants**

52060-52077 Local control and accountability plan

52176 **English learner a**Advisory committees

~~52852 School site councils~~

~~54000-54028 Educationally Disadvantaged Youth Programs~~

~~54425 Advisory committees (compensatory education)~~

56000-56867 Special education

64000 Categorical programs included in consolidated application

64001 ~~Single s~~School plan for student achievement, consolidated application programs

**65000-65001 School site councils**

CODE OF REGULATIONS, TITLE 5

3930-3937 Compliance plans

**4600-4670 Uniform complaint procedures**

**11308 English learner advisory committees**

UNITED STATES CODE, TITLE 20

**6303 School improvement**

6311 State plan

6312 Title I local educational agency plans

6314 Schoolwide programs; schoolwide program plan

6421-6472 Programs for neglected, delinquent, and at-risk children and youth

6601-6651 Teacher and Principal Training and Recruitment program

6801-7014 Limited English proficient and immigrant students

7101-7122 Student Support and Academic Enrichment Grants

7341-7355c Rural Education Initiative

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, February 2014

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

California Department of Education, Single Plan for Student Achievement:

<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

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

WestEd: <http://www.wested.org>

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## Administrative Regulation

Philosophy, Goals, Objectives, and Comprehensive Plans

AR 0420(a)

### SCHOOL PLANS/SITE COUNCILS

#### School Site Councils

Each school **that operates a program requiring the development of a school plan for student achievement (SPSA) pursuant to Education Code 64001** shall have a school site council composed of the following: (Education Code ~~52852~~ **65000**)

1. The principal **or designee**
2. **Classroom t**Teachers **at the school**, selected by the **school's classroom** teachers **at the school**
3. Other school personnel **who are not teachers**, selected by the **school's** other personnel **at the school who are not teachers**
4. ~~Parent/guardian representatives, who may include~~ Parents/guardians of students attending the school and/or **other members of the** community **members**, selected by **the** parents/guardians of students attending the school
5. If the school is a secondary school, students attending the school selected by other ~~such~~ **secondary** students

(cf. 0450 - Comprehensive Safety Plan)

Half of the school site council membership shall consist of school staff **in the categories listed in items #1-3 above**, the majority of whom shall be classroom teachers. For an elementary school site council, the remaining half shall be parents/guardians **and/or community members representatives**. For a secondary school site council, the remaining half shall be ~~equal numbers of~~ parents/guardians, **community members, and/or representatives and** students. (Education Code ~~52852~~ **65000**)

A district employee may serve as a parent/guardian representative on the school site council of the school his/her child attends, provided the employee does not work at that school. (Education Code ~~52852~~ **65000**)

Note: The method of selecting members of school site councils is not specified in law, except that members must be chosen by peers as noted above. No additional membership qualifications may be required. ~~The~~ CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council suggests that the selection process may be addressed in Board policy or in bylaws of the school site council. The following **optional** paragraph may be revised to reflect district practice.

The bylaws of each school site council shall include the method of selecting members and officers, terms of office, responsibilities of council members, time commitment, and a policy of nondiscrimination **and equity**.

*(cf. 0415 - Equity)*

~~School site councils may function on behalf of other committees in accordance with law. (Education Code 52176, 54425; 5 CCR 3932)~~

School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

*(cf. 1220 - Citizen Advisory Committees)*

### **Single School Plan for Student Achievement**

~~Any district school that shall participate in any state or federal categorical program specified in Education Code 64000, on an ongoing basis shall have a~~ **The** school site council which shall **develop** ~~approve~~ and annually review and update ~~a single plan for student achievement (SPSA)~~ **an SPSA that addresses all federal and/or state categorical programs in which the school participates pursuant to Education Code 64000**. If the school does not have a school site council, these responsibilities shall be fulfilled by a schoolwide advisory group or school support group conforming to the composition requirements of the school site council listed in the section "School Site Councils" above. (Education Code 64001)

*(cf. 1431 - Waivers)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6171 - Title I Programs)*

*(cf. 6174 - Education for English Learners)*

*(cf. 6184 - Continuation Education)*

The SPSA shall be developed with the review, ~~advice, and~~ certification, **and advice of the school English learner advisory committee, if required.** ~~any applicable school advisory committees.~~ (Education Code 64001)

*(cf. 6174 - Education for English Learners)*

~~Such groups may include,~~ **Other school and district committees, including,** but **are** not limited to, a parent advisory committee established to review and comment on the district's local control and accountability plan (LCAP); ~~advisory committees established for English learner and special education programs,~~ **and Western Association of Schools and Colleges leadership teams, may also be consulted on the content of the plan.; ~~district or school liaison teams for schools identified for program improvement; and other committees established by the school or district.~~**

*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 6190 - Evaluation of the Instructional Program)*

~~The SPSA shall be aligned with the district's LCAP and school goals for improving student achievement. School goals shall be based on an analysis~~ **Before developing the content of the SPSA, the school site council shall conduct a comprehensive needs assessment pursuant to 20 USC 6314, including an analysis of verifiable state data identified pursuant to law, and consistent with the state priorities specified in Education Code 52060 and the indicators in the state accountability system. The school** may consider any other data developed by the district to measure student **achievement outcomes.** (Education Code ~~52062,~~ 64001)

*(cf. 0500 - Accountability)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - State Academic Achievement Tests)*

The SPSA shall, ~~at a minimum~~ **include all of the following:** (Education Code 64001)

- ~~1. Address how funds provided to the school through specified categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by law~~
- ~~2. Identify the means of evaluating the school's progress toward accomplishing those goals~~
- ~~3. Identify how state and federal law governing the categorical programs will be implemented~~
- 1. Goals to improve student outcomes, including goals that address the needs of student groups as identified through the needs assessment**
- 2. Evidence-based strategies, actions, or services**
- 3. Proposed expenditures based on the projected resource allocation from the district to address the findings of the needs assessment, including identifying**

**resource inequities, which may include a review of the district's budgeting, the LCAP, and school-level budgeting, if applicable**

In addition to meeting the requirements common to all applicable school plans, the SPSA shall address any content required by law for each individual categorical program in which the school participates.

~~In developing or revising the SPSA, the school site council or other schoolwide advisory group or school support group shall:~~

- ~~1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, and/or individual students and determine which data summaries to include in the plan as most informative and relevant to school goals.~~

~~Note: To measure the effectiveness of the school's current instructional program, as provided in item #2 below, the CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council recommends a number of state tools available on the CDE web site, including, but not limited to, the Academic Program Survey, District Assistance Survey, Inventory for School Services, and English Learner Subgroup Self-Assessment. In addition, the California School Climate Survey and California Healthy Kids Survey, available on WestEd's web site, are recommended to help assess the need for support services.~~

- ~~2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.~~

- ~~3. Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federally required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.~~

~~Note: The CDE has developed a budget planning tool to assist schools with projecting the estimated expenditures of their SPSA goals against the school's allocations from the consolidated application. The budget planning tool is available on the CDE's web site and is included in the publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council.~~

- ~~4. Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.~~

The school site council ~~or other schoolwide group~~ shall approve the proposed SPSA at a meeting for which public notice has been posted. **Whenever there are material revisions to the SPSA which affect the academic programs for students participating in applicable programs, the SPSA shall be submitted and then submit the SPSA** to the Governing Board for **review and** approval **at a regularly scheduled Board meeting.** (Education Code 35147, 64001)

The school site council ~~or other schoolwide group~~ shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the principal or designee shall evaluate results of improvement efforts and report to

the Board, school site council, ~~advisory committees,~~ and other interested parties regarding progress toward school goals.

The school site council ~~or other schoolwide group~~ may amend the SPSA at any time **through the same process required for the annual update of the plan.** ~~Any revisions that would substantively change the academic programs funded through the consolidated application shall be submitted to the Board for approval.~~

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# Board Policy

## Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0450(a)

### COMPREHENSIVE SAFETY PLAN

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 3515 - Campus Security)*

*(cf. 3515.2 - Disruptions)*

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

*(cf. 3515.7 - Firearms on School Grounds)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5131.4 - Student Disturbances)*

***(cf. 5131.41 - Use of Seclusion and Restraint)***

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5136 - Gangs)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

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

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

### **OPTION 1: (Districts with more than 2,500 ADA, and districts with 2,500 or less ADA that choose to develop school site plans)**

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

### **OPTION 2: (Districts with 2,500 or less ADA that choose to develop a districtwide plan)**

The Superintendent or designee shall oversee the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

(cf. 0500 - Accountability)  
(cf. 9320 - Meetings and Notices)

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

### **Public Access to Safety Plan(s)**

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

**The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)**

#### *Legal Reference:*

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

~~35294.10 35294.15 School Safety and Violence Prevention Act~~

**41020 Annual audits**

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

##### **GOVERNMENT CODE**

**54957 Closed session meetings for threats to security**

##### PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

##### CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

##### CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition, persistently dangerous schools

##### UNITED STATES CODE, TITLE 20

7111-7122 Student Support and Academic Enrichment Grants



7912 Transfers from persistently dangerous schools  
UNITED STATES CODE, TITLE 42  
12101-12213 Americans with Disabilities Act

*Management Resources:*

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, ~~October~~ rev. 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

*Management Resources: (continued)*

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lr/ss>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

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

Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

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

U.S. Secret Service, National Threat Assessment Center: <http://www.secretservice.gov/protection/ntac>

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## **Administrative Regulation**

**Philosophy, Goals, Objectives, and Comprehensive Plans**

AR 0450(a)

### **COMPREHENSIVE SAFETY PLAN**

#### **Development and Review of Comprehensive School Safety Plan**

The school site council shall consult with local law enforcement, **the local fire department, and other first responders** in the writing and development of the comprehensive school

safety plan. When practical, the school site council ~~also~~ shall **also** consult with other school site councils and safety committees. (Education Code 32281, 32282)

*(cf. 0420 - School Plans/Site Councils)*

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

*(cf. 1220 - Citizen Advisory Committees)*

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

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

*(cf. 1230 - School-Connected Organizations)*

4. A representative of each teacher organization at the school

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

5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

*(cf. 1700 - Relations Between Private Industry and the Schools)*

### **Content of the Safety Plan**

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

*(cf. 0500 - Accountability)*

*(cf. 0510 - School Accountability Report Card)*

The plan **also** shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-**11174.3**

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

2. Routine and emergency disaster procedures including, but not limited to:
  - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

*(cf. 6159 - Individualized Education Program)*

- b. An earthquake emergency procedure system in accordance with Education Code 32282

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

- c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

*(cf. 1330 - Use of School Facilities)*

*(cf. 3516.1 - Fire Drills and Fires)*

*(cf. 3516.2 - Bomb Threats)*

*(cf. 3516.5 - Emergency Schedules)*

*(cf. 3543 - Transportation Safety and Emergencies)*

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts **which that** would lead to suspension, expulsion, or mandatory expulsion recommendations

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

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

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

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

*(cf. 4158/4258/4358 - Employee Security)*

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

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

*(cf. 5131.2 - Bullying)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

*(cf. 5132 - Dress and Grooming)*

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

*(cf. 5142 - Safety)*

8. A safe and orderly school environment conducive to learning

*(cf. 5137 - Positive School Climate)*

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

*(cf. 5144 - Discipline)*

**10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions**

Among the strategies for providing a safe environment, the **school-comprehensive** safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5131 - Conduct)*

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, **social and emotional learning**, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

*(cf. 6142.3 - Civic Education)*

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

*(cf. 6142.8 - Comprehensive Health Education)*

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

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

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

~~*(cf. 1020 - Youth Services)*~~

7. District policy related to possession of firearms and ammunition on school grounds

*(cf. 3515.7 - Firearms on School Grounds)*

8. Measures to prevent or minimize the influence of gangs on campus

*(cf. 5136 - Gangs)*

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

*(cf. 5116.1 - Intradistrict Open Enrollment)*

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515 - Campus Security)*

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

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5112.5 - Open/Closed Campus)*

*(cf. 5131.5 - Vandalism and Graffiti)*

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

- a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
- b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
- c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention

*(cf. 5141.52 - Suicide Prevention)*

13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

*(cf. 3515.2 - Disruptions)*

14. Crisis prevention and intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

*(cf. 3515.5 - Sex Offender Notification)*

*(cf. 5131.4 - Student Disturbances)*

***(cf. 5131.41 - Use of Seclusion and Restraint)***

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

*(cf. 1112 - Media Relations)*

*(cf. 9010 - Public Statements)*

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

15. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

*(cf. 3510 - Green School Operations)*

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 3514 - Environmental Safety)*

*(cf. 3514.1 - Hazardous Substances)*

*(cf. 3514.2 - Integrated Pest Management)*

## Board Policy

### Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0460(a)

#### LOCAL CONTROL AND ACCOUNTABILITY PLAN

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions **which are aligned with the district budget** and ~~to~~ facilitate continuous improvement of district practices.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

***(cf. 0415 - Equity)***

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education, that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and **two** subsequent **two** fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

*(cf. 3100 - Budget)*

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

*Unduplicated students* include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula **(LCFF)**. (Education Code 42238.02)

*(cf. 3553 - Free and Reduced Price Meals)*

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

*(cf. 6174 - Education for English Learners)*

*Numerically significant student subgroups* include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, ~~or as otherwise defined by the Superintendent of Public Instruction (SPI)~~. (Education Code 52052)

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

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

The Superintendent or designee shall review the **single school** plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that



the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

*(cf. 0420 - School Plans/Site Councils)*

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

*(cf. 0400 - Comprehensive Plans)*

BP 0460(c)

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

*(cf. 0440 - District Technology Plan)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5030 - Student Wellness)*

*(cf. 6171 - Title I Programs)*

*(cf. 7110 - Facilities Master Plan)*

**As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)**

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

### **Plan Development**

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 4140/4240/4340 - Bargaining Units)*  
*(cf. 6020 - Parent Involvement)*

## **Public Review and Input**

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include **at least one** parents/guardians of **an** unduplicated students as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners **to review and comment on the LCAP**. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

*(cf. 5145.6 - Parental Notifications)*

As part of the parent/**guardian** and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

**The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)**

***(cf. 0430 - Comprehensive Local Plan for Special Education)***

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

*(cf. 9320 - Meetings and Notices)*

## Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. **(Education Code 52062)**

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

## Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, **the district budget, and the LCFF budget overview for parents/guardians,** the Board shall file the LCAP, **the budget, and the budget overview** with the County Superintendent of Schools. (Education Code **42127, 52064.1,** 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

**If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)**

## Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by **him/her the Superintendent** and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

*(cf. 0500 - Accountability)*

## Technical Assistance/Intervention

~~When it is in the best interest of the district,~~ **At its discretion,** the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in ~~the identification of~~ **identifying** district strengths and weaknesses in regard to state priorities, **which includes the review of performance data on the state and local indicators included in the Dashboard and other relevant local**

**data, and review of in identifying** effective, evidence-based programs **or practices** that **address any areas of weakness** apply to the district's goals

2. Assistance from an academic, **programmatic, or fiscal** expert, **or** team of **academic** experts, **in identifying and implementing effective programs and practices that are designed to improve performance in any identified areas of weakness. The district may engage other service providers, including, but not limited to, or** ~~another school districts, county offices of education, or charter schools, to provide such assistance.~~ ~~in the county in identifying and implementing effective programs to improve the outcomes for student subgroups.~~
3. ~~Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074~~

**If the County Superintendent offers the district technical assistance in the event that one or more the district's numerically significant student subgroups are identified based on performance criteria established pursuant to Education Code 52064.5, the Board shall provide the County Superintendent timely documentation of the district's completion of activities listed in items #1-2 above, maintain regular communication with the County Superintendent, and take all necessary steps to ensure district compliance with other requirements specified in Education Code 52071.**

**If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)**

~~In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.~~

If the SPI identifies the district as needing intervention ~~pursuant to Education Code 52072~~, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: **(Education Code 52072)**

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

**41320-41322 Emergency apportionments**

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

**52059.5 Statewide system of support**

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning ~~pilot~~ program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

**60811.3 Assessment of language development**

64001 Single plan for student achievement

99300-99301 Early Assessment Program

**WELFARE AND INSTITUTIONS CODE**

**300 Dependent child of the court**

CODE OF REGULATIONS, TITLE 5

15494-15497 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

**The California School Dashboard and Small Districts, October 2018**

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEB SITES

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

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

California School Dashboard: <http://www.caschooldashboard.org>

# Administrative Regulation

## Philosophy, Goals, Objectives, and Comprehensive Plans

AR 0460(a)

### LOCAL CONTROL AND ACCOUNTABILITY PLAN

#### Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) **and annual updates** shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

- a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3517 - Facilities Inspection)*

*(cf. 4112.2 - Certification)*

*(cf. 4113 - Assignment)*

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

- b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

*(cf. 6011 - Academic Standards)*

*(cf. 6174 - Education for English Learners)*

- c. Parent/guardian involvement **and family engagement**, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 6020 - Parent Involvement)*

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

- d. Student achievement, as measured by all of the following as applicable:

- (1) Statewide assessments of student achievement
- (2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that ~~satisfy specified requirements and~~ align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (4) The English learner reclassification rate
- (5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
- (6) The percentage of students who ~~participate in and~~ demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

*(cf. 0500 - Accountability)*  
*(cf. 6141.5 - Advanced Placement)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - State Academic Achievement Tests)*  
*(cf. 6178 - Career Technical Education)*

- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 6146.1 - High School Graduation Requirements)*

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

*(cf. 5137 - Positive School Climate)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with



disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

*(cf. 6143 - Courses of Study)*

*(cf. 6159 - Individualized Education Program)*

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable
2. Any goals identified for any local priorities established by the Board.

*(cf. 0200 - Goals for the School District)*

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on ~~a school accountability report card~~ **the California School Dashboard**. (Education Code 52060)

~~*(cf. 0510 - School Accountability Report Card)*~~

### **Increase or Improvement in Services for Unduplicated Students**

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how **such** services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas



3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

### **Annual Updates**

On or before July 1 of each year, the LCAP shall be updated using the template adopted by the SBE and shall include all of the following: (Education Code 52061)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment

Note: Pursuant to Education Code 52061, the annual update to the LCAP must include expenditures for specific actions included in the LCAP and expenditures serving unduplicated students. Education Code 52061 requires that the expenditures specified in items #3-4 below be classified in accordance with the California School Accounting Manual.

3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

### **Availability of the Plan**

The Superintendent or designee shall **prominently** post the LCAP, **and** any updates or revisions to the LCAP, **and the LCFF budget overview for parents/guardians** on the **homepage of the** district's web site. (Education Code **52064.1**, 52065)

(cf. 1113 - District and School Web Sites)

(10/15 10/17) 12/18

# Administrative Regulation

Community Relations

AR 1220(a)

## CITIZEN ADVISORY COMMITTEES

### Committee Charge

When committees are appointed, committee members shall receive written information **including which includes**, but **is** not limited to:

1. The committee members' names
2. The procedure to be used in the selection of the committee chairperson and other committee officers
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee
4. The goals and specific charge(s) of the committee, including its topic(s) for study
5. The specific period of time that the committee is expected to serve
6. Legal requirements regarding meeting conduct and public notifications
7. Resources available to help the committee perform its tasks
8. Timelines for progress reports and/or final report
9. Relevant Board policies and administrative regulations

~~Members of advisory committees are not vicariously liable for injuries caused by the act or omission of the district or a committee and are not liable for injuries caused by an act or omission of a committee member acting within the scope of his/her role as a member of the committee. However, a member may be liable for injury caused by his/her own wrongful conduct. (Government Code 815.2, 820.9)~~

~~(cf. 1240 - Volunteer Assistance)~~

~~(cf. 3530 - Risk Management/Insurance)~~

### Committees Subject to Brown Act Requirements

1. Advisory committee established pursuant to Education Code 56190-56194 related to special education

~~(cf. 0430 - Comprehensive Local Plan for Special Education)~~

2. Advisory committee established pursuant to Education Code 8070 related to career technical education

(cf. 6178 - Career Technical Education)

3. Committee established to assist in development of a student wellness policy pursuant to 42 USC 1758b

(cf. 5030 - Student Wellness)

4. Committee established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property

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

5. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3

(cf. 7213 - School Facilities Improvement Districts)

(cf. 7214 - General Obligation Bonds)

- ~~6. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan (LCAP) and, if applicable, any advisory committee established pursuant to Education Code 52060 to consult with the district on LCAP development~~

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

~~(cf. 9130 - Board Committees)~~

~~(cf. 9320 - Meetings and Notices)~~

~~(cf. 9321 - Closed Session Purposes and Agendas)~~

~~(cf. 9321.1 - Closed Session Actions and Reports)~~

~~(cf. 9323 - Meeting Conduct)~~

## Committees Not Subject to Brown Act Requirements

The following committees ~~are exempt from the Brown Act but must~~ **shall** conform with procedural meeting requirements established in Education Code 35147:

- ~~6. 1. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan (LCAP) and, if applicable, any advisory committee established pursuant to Education Code 52060 to consult with the district on LCAP development~~

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

- ~~1. 2. School site councils established pursuant to Education Code 52852 and 64001~~ **65000-65001** to develop and approve a **single school** plan for student achievement

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

- ~~2. 3. District or school advisory committees established pursuant to Education Code 52176 related to programs for English learners~~

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

- 3. 4.** School advisory committees established pursuant to Education Code 54425(b) related to compensatory education

*(cf. 6171 - Title I Programs)*

- 4. 5.** Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs

*(cf. 6175 - Migrant Education Program)*

- 5. 6.** School committees established pursuant to Education Code 11503 related to parent involvement

*(cf. 6020 - Parent Involvement)*

Meetings of the above councils or committees shall be open to the public. **Any and any** member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the council's or committee's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on district students or employees or that can be resolved solely by providing information. (Education Code 35147)

Any council or committee violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item. (Education Code 35147)

Any materials provided to a **school site** council **or committee** shall be made available to any member of the public upon request pursuant to the California Public Records Act, **Government Code 6250-6270**. (Education Code 35147; **Government Code 6250-6270**)

*(cf. 1340 - Access to District Records)*

### **Committees Created by Superintendent**

Committees **that are** created by the Superintendent or designee to advise the administration, **and which** do not report to the Board, **and are not specified in Education Code 35147** are not subject to the requirements of the Brown Act or Education Code 35147.

*(cf. 2230 - Representative and Deliberative Groups)*

# Administrative Regulation

## 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~~ **\$60,000** 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~~ **\$200,000** or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
  - a. **The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids. This notice shall be disseminated by mail, fax, or email to either or both of the following:**
    - ~~(1) 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 a~~**All contractors on the district's a list of qualified contractors maintained by the district** for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due.
    - ~~(2) In addition, the Superintendent or designee may mail, fax, or email a notice inviting informal bids to a~~**All construction trade journals identified pursuant to Public Contract Code 22036.**
  - ~~e. b.~~ **The district shall review the informal bids that were submitted** and award the contract, except that:
    - (1) If all bids received through the informal process are in excess of ~~\$175,000~~ **\$200,000**, 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~~ **\$212,500** or less and the Board determines the district's cost estimate 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~~ **\$200,000** 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)*

# Administrative Regulation

## 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 2018 (SB 840, Ch. 29, Statutes of 2018) extends the suspension of these requirements through the 2018-19 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 specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus. ~~or, if~~ **If** no defect or deficiency ~~was is~~ discovered or reported, **the driver** shall so indicate **on the report**. 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)*

### Passenger Restraint Systems

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 **designed for carrying more than 16 passengers and the driver, and was** 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 **designed for carrying 16 or fewer passengers and the driver, or for carrying 20 or fewer passengers and the driver if the bus has a manufacturer's vehicle weight rating of 10,000 pounds or less, and was** 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)

### **Child Safety Alert System**

**In accordance with Vehicle Code 28160, each school bus or student activity bus shall be equipped with an operational child safety alert system at the interior rear of the 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 that does not have a child safety alert system may be used only if all of the following apply: (Vehicle Code 28160)**

- 1. The student activity bus is not used exclusively to transport students.**
- 2. When the student activity bus is used to transport students, the students are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer.**

*(cf. 1240 - Volunteer Assistance)*

- 3. One adult chaperone has a list of every student and adult chaperone, including a school employee, who is on the student activity bus at the time of departure.**



4. The driver has reviewed all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form, with the time and date, acknowledging that the safety plan and procedures were reviewed.
5. Immediately before departure from any location, the adult chaperone shall account for each student on the list of students, verify the number of students to the driver, and sign a form indicating that all students are present or accounted for.
6. After students have exited a student activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.
7. The driver shall sign a form with the time and date verifying that all required procedures have been followed.
8. The information required to be recorded pursuant to items #4, 5, and 7 may be recorded on a single form and shall be retained by the district for a minimum of two years.

### **Electronic Communications Devices**

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone 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)

### **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 address all of the following: (Education Code 39831.3)

1. ~~Determining if~~ **Determination of whether** 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. 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, **if applicable**, 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 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 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. 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

39830-39843 *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

23123.5 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

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-~~1293~~-1294 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

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

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/tm>

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

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

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

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# Administrative Regulation

Classified Personnel

AR 4200(a)

## CLASSIFIED PERSONNEL

### Exemption from Classified Service

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

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

*(cf. 4212 - Appointment and Conditions of Employment)*

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

Individuals hired solely for the following purposes ~~are exempt from~~ **shall not be part of** the classified service: (Education Code 45103)

1. Substitute or short-term employees who are employed and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day
2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment
3. Full-time students employed part time
4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district **pursuant to Education Code 51760-51769.5 that**, ~~and which~~ is financed by state or federal funds
- ~~1. Part time playground positions (noon duty aides), when the employees are not otherwise employed in classified positions in the district~~
- ~~2. 1.~~ Apprentices
- ~~3. 2.~~ Professional experts employed **by the Governing Board or the personnel commission** on a temporary basis for a specific project
- ~~4. 3.~~ Full-time students employed part time
- ~~5. 4.~~ Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district pursuant to Education Code 51760-**51769.5 that et seq.** ~~and which~~ is financed by state or federal funds

6. ~~Positions established for the employment of community representatives in advisory or consulting capacities for not more than 90 work days or 720 hours in a fiscal year, provided the authorized duties are not those normally assigned to a class of positions in the classified service, are approved by the personnel commission in advance of employment, and a regular classified district employee does not receive a concurrent appointment to such a position~~

### **Restricted Positions**

Persons employed in restricted positions **pursuant to Education Code 45105 or 45108** shall be classified employees for all purposes except that they shall not be subject to the provisions of Education Code 45272 and 45273 related to promotional examinations and the filling of vacancies, and shall not acquire permanent status or seniority credit. ~~They~~ **Such persons** shall be eligible for promotion into the regular classified service only after completing six months of satisfactory service, and ~~only upon the subsequent satisfactory completion of~~ **satisfactorily completing** the qualifying examinations required of all other persons serving in the same class in the regular classified service. (Education Code 45105, 45108)

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# Administrative Regulation

Students

AR 5113(a)

## ABSENCES AND EXCUSES

### Excused Absences

**Subject to any applicable limitation, condition, or other requirement specified in law, a** student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)

*(cf. 5112.2 - Exclusions from Attendance)*

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the **student's** immediate family (Education Code 48205)

~~, which~~ **Such absence** shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

~~Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)~~

5. Jury duty in the manner provided by law (Education Code 48205)
6. ~~The illness~~ or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)

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

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. ~~Observation~~ **Observance** of a **religious** holiday or ceremony ~~of his/her religion~~



- d. Attendance at religious retreats for no more than four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

*(cf. 6142.3 - Civic Education)*

- 9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

**Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)**

*(cf. 6173.2 - Education of Children of Military Families)*

- 10. ~~To attend his/her~~ **Attendance at a** naturalization ceremony to become a United States citizen. (Education Code 48205)
- 11. Participation in religious exercises or to receive moral and religious instruction **at the student's place of worship or other suitable place away from school** ~~in accordance with district policy, subject to the following conditions:~~ (Education Code 46014)

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

- a. ~~The student's parent/guardian shall provide written consent for the absence.~~
- b. ~~The student shall attend at least the minimum school day~~
- c. ~~The student shall be excused from school for this purpose on no more than four days per school month.~~

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

**Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)**

*(cf. 6112 - School Day)*

- 12. **Work in the entertainment or allied industry (Education Code 48225.5)**

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)

13. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

14. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, *immediate family* shall be defined as means the student's parent/guardian, mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, or sister, **grandparent**, or any **other** relative living in the student's immediate household. (Education Code 45194, 48205)

#### Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, ~~When a student who has been absent returns to school, he/she shall~~ **the student shall, upon returning to school following the absence,** present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having **charge or** control of the **minor student**, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

**When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.**

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence

- e. Reason for absence

**(cf. 5113.11 - Attendance Supervision)**

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
  - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

**(cf. 5113.1 - Chronic Absence and Truancy)**

**Parental Notifications**

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students **enrolled in the district** that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have **his/her a** grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. **Such notice shall and** include the full text of Education Code 48205. **in the notice** (Education Code 48980)

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

*(cf. 5145.6 - Parental Notifications)*

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

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**USE OF SECLUSION AND RESTRAINT**

District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

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

**Definitions**

*Behavioral restraint* includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

*Mechanical restraint* means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

(cf. 3515.3 - District Police/Security Department)

*Physical restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

*Prone restraint* means the application of a behavioral restraint on a student in a facedown position. (Education Code 49005.1)

*Seclusion* means the involuntary confinement of a student alone in a room or an area from which the student is physically prevented from leaving. Seclusion does not include a timeout involving the monitored separation of the student in an unlocked setting, which is implemented for the purpose of calming the student. (Education Code 49005.1)

## **Prohibitions**

**Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)**

*(cf. 5144 - Discipline)*

**In addition, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)**

- 1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement**
- 2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room**
- 3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places his/her body weight against the student's torso or back**
- 4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face**
- 5. Place a student in a facedown position with the student's hands held or restrained behind the student's back**
- 6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the student or others**

## **Limited Use of Seclusion or Restraint**

**Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)**

*(cf. 5131.4 - Student Disturbances)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

**If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which the staff member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)**

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

If a prone restraint technique is used on a student, a staff member shall observe the student for any signs of physical distress throughout the use of the restraint. Whenever possible, the staff member monitoring the student shall not be involved in restraining the student. (Education Code 49005.8)

## Reports

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be

submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 6250-6270. (Education Code 49006)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 6159 - Individualized Education Program)

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

## Legal Reference:

### EDUCATION CODE

49001 Prohibition against corporal punishment

49005-49006.4 Seclusion and restraint

56520-56525 Behavioral interventions, students with disabilities, especially:

56521.1 Emergency interventions when behavior poses threat to student or others

56521.2 Prohibited interventions

### GOVERNMENT CODE

6250-6270 California Public Records Act

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

## Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Restraint and Seclusion: Resource Document, May 2012

### WEB SITES

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

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

## Board Policy

### Students

BP 5141.52(a)

#### SUICIDE PREVENTION

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. ~~To~~ **In an attempt effort** to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, **suicide prevention experts**, local health agencies, mental health professionals, and community organizations.

~~(cf. 1020 - Youth Services)~~

(cf. 1220 - Citizen Advisory Committees)

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

Such measures and strategies shall include, but are not limited to:

Note: Education Code 215, ~~as added by AB 2246 (Ch. 642, Statutes of 2016)~~, **mandates** that the district's policy address any training to be provided to teachers of students in grades 7-12 on suicide awareness and prevention. See the accompanying administrative regulation for additional language fulfilling this mandate. In addition, Education Code 49604 encourages each district to provide suicide prevention training at least once to each middle, junior high, and high school counselor. Item #1 may be revised to specify other categories of employees who will receive the training.

BP 5141.52(b)

#### SUICIDE PREVENTION (continued)

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students **in the secondary grades**

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: Items #2-7 below reflect **optional** strategies for suicide prevention, intervention, and postvention and may be revised to reflect district practice.

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

*(cf. 6142.8 - Comprehensive Health Education)*

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

BP 5141.52(c)

## **SUICIDE PREVENTION** (continued)

Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy specifically address the needs of high-risk groups, including, but not limited to, those listed in the following paragraph. See the accompanying administrative regulation for additional language fulfilling this mandate.

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and



students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

**Note: Pursuant to Education Code 215, as amended by AB 2639 (Ch. 437, Statutes of 2018), boards that serve students in grades 7-12 are required to review, and if necessary update, the district's student suicide prevention policy at least every five years.**

**The Board shall review, and update as necessary, this policy at least every five years. (Education Code 215)**

*Legal Reference:*

EDUCATION CODE

215 Student suicide prevention policies

**215.5 Suicide prevention hotline contact information on student identification cards**

**216 Suicide prevention online training programs**

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 **Children's** Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

BP 5141.52(d)

**SUICIDE PREVENTION (continued)**

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

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

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

Preventing Suicide: A Toolkit for High Schools, 2012

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

WEB SITES

*American Association of Suicidology: <http://www.suicidology.org>*  
*American Foundation for Suicide Prevention: <https://afsp.org>*  
*American Psychological Association: <http://www.apa.org>*  
*American School Counselor Association: <https://www.schoolcounselor.org>*  
*California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>*  
*California Department of Health Care Services, Suicide Prevention Program: <http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>*  
*Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>*  
*National Association of School Psychologists: <https://www.nasponline.org>*  
*National Institute for Mental Health: <http://www.nimh.nih.gov>*  
*Trevor Project: <http://thetrevorproject.org>*  
*U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: <http://www.samhsa.gov>*

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## Administrative Regulation

Students

AR 5141.52(a)

### SUICIDE PREVENTION

**Student identification cards shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)**

#### Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students ~~at the secondary level~~. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth

2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

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

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a **person's student's** suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

7. **Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and District** procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, **including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed**

## **8. District procedures for responding after a suicide has occurred**

### **Instruction**

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent

4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

*(cf. 1020 - Youth Services)*

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

*(cf. 5141.6 - School Health Services)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6164.2 - Guidance/Counseling Services)*

## Intervention

Note: Education Code 215, ~~as added by AB 2246 (Ch. 642, Statutes of 2016)~~, **mandates** that the district's policy and procedures address suicide intervention. The following section should be revised to reflect district practice.

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, ~~he/she~~ **the staff member** shall promptly notify the principal or school counselor, **who shall implement district intervention protocols as appropriate.**

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when ~~he/she has~~ **there is** reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student **or others within the school community.** In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

*(cf. 5141 - Health Care and Emergencies)*

~~A~~**S**chool employees shall act only within the authorization and scope of **their** ~~his/her~~ credential or license. An employee is not authorized to diagnose or treat mental illness unless ~~he/she is~~ specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary

2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5141 - Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether ~~he/she is required~~ **it is necessary**, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school **and determine the need for ongoing support.**

## **Postvention**

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. **He/she The Superintendent or designee** shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not

sensationalize suicide and shall focus on the district's postvention plan and available resources.

*(cf. 1112- Media Relations)*

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

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# Board Policy

## Students

BP 5144(a)

### DISCIPLINE

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning **and achievement** and ~~to preparing~~ **desires to prepare** students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/**guardian** involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5131 - Conduct)*  
*(cf. 5131.1 - Bus Conduct)*  
*(cf. 5131.2 - Bullying)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*  
*(cf. 6020 - Parent Involvement)*

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools.

The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

*(cf. 5138 - Conflict Resolution/Peer Mediation)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*  
*(cf. 6164.5 - Student Success Teams)*

School personnel and volunteers shall not allow any disciplinary action taken against a

student to result in the denial or delay of a school meal. (Education Code 49557.5)

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3553 - Free and Reduced Price Meals)*

**Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)**

***(cf. 5131.41 - Use of Seclusion and Restraint)***

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 9320 - Meetings and Notices)*

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

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

***(cf. 0415 - Equity)***

*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively **and equitably** implement the disciplinary strategies adopted for district schools, including, but not limited to, **knowledge of consistent** school and classroom management skills **and their consistent application**, effective accountability and positive intervention techniques, and ~~development of~~ **the tools to form** strong, cooperative relationships with parents/guardians.

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

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school **safety and**



**connectedness to the school community**, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

*Legal Reference:*

EDUCATION CODE

32280-~~32288~~ **32289** School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

48980-48985 Notification of parent/guardian

**49005-49006.4 Seclusion and restraint**

49330-49335 Injurious objects

49550-~~49562~~ **49564.5** Meals for needy students

52060-52077 Local control and accountability plan

CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

**UNITED STATES CODE, TITLE 20**

**1400-1482 Individuals with Disabilities Education Act**

**UNITED STATES CODE, TITLE 29**

**794 Section 504 of the Rehabilitation Act of 1973**

UNITED STATES CODE, TITLE 42

1751-1769j School Lunch Program

1773 School Breakfast Program

*Management Resources:*

CSBA PUBLICATIONS

**Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015**

**The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014**

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

**STATE BOARD OF EDUCATION POLICIES**

**01-02 School Safety, Discipline, and Attendance, March 2001**

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

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

Public Counsel: <http://www.fixschooldiscipline.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

# Administrative Regulation

Students

AR 5144(a)

## DISCIPLINE

### Site-Level Rules

Site-level rules shall be consistent with **district state law and Board** policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

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

5. For junior high and high schools, students enrolled in the school

Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in **state law**, district discipline policies **and regulations, and/or** goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

*(cf. 0450 - Comprehensive Safety Plan)*

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

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291.5)

### Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when **a student's students'** presence causes a danger to **himself/herself themselves** or others or **he/she they** commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 6164.2 - Guidance/Counseling Services)*

3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians

*(cf. 6164.5 - Student Success Teams)*

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

*(cf. 6159 - Individualized Education Program)*

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

5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably
9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner
10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

*(cf. 5148.2 - Before/After School Programs)*

11. Recess restriction as provided in the section below entitled "Recess Restriction"
12. Detention after school hours as provided in the section below entitled "Detention After School"

13. Community service as provided in the section below entitled "Community Service"

14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

*(cf. 6145 - Extracurricular/Cocurricular Activities)*

15. Reassignment to an alternative educational environment

*(cf. 6158 - Independent Study)*

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

*(cf. 6184 - Continuation Education)*

*(cf. 6185 - Community Day School)*

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

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

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

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

*(cf. 5125 - Student Records)*

### **Recess Restriction**

~~A teacher~~ **Teachers** may restrict a student's recess time only when ~~he/she~~ **they** believes that this action is the most effective way to bring about improved behavior. When recess restriction ~~may~~ **involves** the withholding of physical activity from a student, ~~the~~ **teachers** shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. ~~Teachers~~ **The student's teacher** shall inform the principal of any recess restrictions ~~they~~ **imposed**.

*(cf. 5030 - Student Wellness)*

*(cf. 6142.7 - Physical Education and Activity)*

### **Detention After School**

Students may be detained for disciplinary reasons **for** up to one hour after the close of the maximum school day, **or until the departure of the school bus to which they have been assigned if applicable.** (5 CCR **307**, 353)

~~If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made.~~ The student shall not be detained unless the principal or designee notifies the parent/guardian.

~~In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)~~

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

*(cf. 6176 - Weekend/Saturday Classes)*

### **Community Service**

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, ~~at his/her discretion,~~ require a student to perform community service during nonschool hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, **community or** campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

### **Notice to Parents/Guardians and Students**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

*(cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

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# Board Policy

## Students

BP 5146(a)

### MARRIED/PREGNANT/PARENTING STUDENTS

The Governing Board recognizes that **early responsibilities related to** marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5147 - Dropout Prevention)*

*(cf. 6011 - Academic Standards)*

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

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*

*(cf. 6164.5 - Student Success Teams)*

The district shall not **exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely discriminate against any student** on the basis of the student's **marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex.** (Education Code **221.51, 230; 5 CCR 4950; 34 CFR 106.40**)

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

**The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)**

*(cf. 5145.6 - Parental Notifications)*

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

### Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in **any comprehensive school or educational the regular education program or an alternative education** program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student **and/or his/her and/or the student's** child.

*(cf. 6158 - Independent Study)*

(cf. 6181 - Alternative Schools/Programs of Choice)  
(cf. 6184 - Continuation Education)  
(cf. 6200 - Adult Education)

Any **alternative** education program, ~~or~~ activity, **or course** that is offered separately to pregnant **or parenting** students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (**Education Code 221.51**; 5 CCR 4950)

~~(cf. 6142.7 - Physical Education and Activity)~~  
~~(cf. 6145 - Extracurricular and Cocurricular Activities)~~

~~As~~ **If** required for ~~other~~ students with ~~physical or emotional conditions or temporary disabilities~~ **any other temporary disabling condition**, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician **or nurse practitioner** indicating that the student is physically and emotionally able to ~~participate~~ **continue participation in an educational the regular education** program or activity. (**Education Code 221.51**; **5 CCR 4950**; 34 CFR 106.40)

~~(cf. 6142.7 - Physical Education and Activity)~~  
~~(cf. 6145 - Extracurricular and Cocurricular Activities)~~  
~~(cf. 6183 - Home and Hospital Instruction)~~

To the extent feasible, **the district shall provide** educational and related support services, ~~shall be provided~~, either ~~through the district~~ **directly** or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities

~~(cf. 5148 - Child Care and Development)~~

2. Parenting education and life skills instruction
3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28

~~(cf. 3550 - Food Service/Child Nutrition Program)~~  
~~(cf. 5030 - Student Wellness)~~

4. Health care services, including prenatal care

~~(cf. 5141.6 - School Health Services)~~

5. Tobacco, alcohol, and/or drug prevention and intervention services

~~(cf. 5131.6 - Alcohol and Other Drugs)~~  
~~(cf. 5131.62 - Tobacco)~~

6. Academic and personal counseling

(cf. 6164.2 - Guidance/Counseling Services)

7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

(cf. 6179 - Supplemental Instruction)

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

## **Absences**

Pregnant or parenting students may be excused for absences ~~related to confidential~~ for medical appointments **and other purposes specified** in ~~accordance with~~ BP/AR 5113 - Absences and Excuses.

**A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)**

(cf. 5113 - Absences and Excuses)

## **Parental Leave**

~~The Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by a physician. At the conclusion of the leave, the student shall be reinstated to the status held when the leave began. (34 CFR 106.40)~~

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

**A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (Education Code 46015; 34 CFR 106.40)**

**The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. (Education Code 46015)**

**When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to**



return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

*(cf. 5113.11 - Attendance Supervision)*

Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

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

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*

~~A parenting student may request exemption from attendance because of personal services that must be rendered to a dependent.~~

~~*(cf. 5112.1 - Exemptions from Attendance)*~~

### **Reasonable Accommodations**

When necessary, the district shall provide reasonable accommodations to enable a pregnant and or parenting students to enable them to access the educational program.

A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 CFR 106.40)

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

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk

3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

## Complaints

Any complaint ~~of alleging~~ discrimination on the basis of pregnancy or marital or parental status, **district noncompliance with the requirements of Education Code 46015**, or district noncompliance with the requirements to provide reasonable accommodations for lactating students shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-~~4687~~**4670** and BP/AR 1312.3 - Uniform Complaint Procedures. **A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222, 46015; 5 CCR 4600-~~4687~~ 4670)**

*(cf. 1312.3 - Uniform Complaint Procedures)*

~~Any complaint alleging district noncompliance with the requirements to provide reasonable accommodations for lactating students also may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222; 5 CCR 4600 4687)~~

## Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on **student participation rates** in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

***(cf. 6190 - Evaluation of the Instructional Program)***

*Legal Reference:*

EDUCATION CODE

**221.51 Nondiscrimination; married, pregnant, and parenting students**

222 Reasonable accommodations; lactating students

**222.5 Pregnant and parenting students, notification of rights**

230 Sex discrimination

8200-8498 Child Care and Development Services Act

**46015 Parental leave**

48205 Excused absences

**48206.3 Temporary disability, definition**

48220 Compulsory education requirement

48410 *Persons exempted from continuation classes*  
**48980 Parental notifications**  
49553 *Nutrition supplements for pregnant/lactating students*  
51220.5 *Parenting skills and education*  
51745 *Independent study*  
52610.5 *Enrollment of pregnant and parenting students in adult education*  
CIVIL CODE  
51 *Unruh Civil Rights Act*  
FAMILY CODE  
7002 *Description of emancipated minor*  
HEALTH AND SAFETY CODE  
104460 *Tobacco prevention services for pregnant and parenting students*  
CODE OF REGULATIONS, TITLE 5  
4600-~~4687~~ **4670** *Uniform complaint procedures*  
4950 *Nondiscrimination, marital and parental status*  
CODE OF REGULATIONS, TITLE 22  
101151-101239.2 *General licensing requirements for child care centers*  
101351-101439.1 *Infant care centers*  
UNITED STATES CODE, TITLE 20  
1681-1688 *Title IX, Education Act Amendments*  
UNITED STATES CODE, TITLE 42  
1786 *Special supplemental nutrition program for women, infants, and children*  
CODE OF FEDERAL REGULATIONS, TITLE 7  
246.1-246.28 *Special supplemental nutrition program for women, infants, and children*  
CODE OF FEDERAL REGULATIONS, TITLE 34  
106.40 *Marital or parental status*  
ATTORNEY GENERAL OPINIONS  
87 *Ops.Cal.Atty.Gen. 168 (2004)*  
COURT DECISIONS  
*American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307*

*Management Resources:*

CALIFORNIA WOMEN'S LAW CENTER PUBLICATIONS  
***Pregnant Students and Confidential Medical Services, 2013***  
***Educational Rights of Pregnant and Parenting Teens: Title IX and California State Law Requirements, 2012***  
~~***Pregnant Students and Confidential Medical Services***~~  
*The Civil Rights of Pregnant and Parenting Teens in California Schools, 2002*  
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS  
*Supporting the Academic Success of Pregnant and Parenting Students under Title IX of the Education Amendments of 1972, rev. June 2013*  
WEB SITES  
*California Department of Education: <http://www.cde.ca.gov>*  
*California Women's Law Center: <http://www.cwlc.org/resources>*  
*U.S. Department of Agriculture, Women, Infants, and Children Program: <http://www.fns.usda.gov/wic>*  
*U.S. Department of Education: <http://www.ed.gov>*

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# Board Policy

## 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. 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. Four courses in English (Education Code 51225.3)

*(cf. 6142.91 - Reading/Language Arts Instruction)*

2. Three 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 three mathematics courses in grades 9-12. Students graduating in Spring of 2018 shall complete two math courses (20 credits). (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. 6011 - Academic Standards)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6152.1 - Placement in Mathematics Courses)*

3. Two courses in science, including Life Sciences 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. Students graduating in Spring of 2020 shall be required to complete 5 credits of Geography. (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) (Floral Design or Theater Production) (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. Three courses in physical education, unless the student has been otherwise exempted pursuant to other sections.

7. One course in Vocational Education.

8. One course of Personal Finance (starting with the graduating class of 2017)

9. 55 Credits of Elective for class of 2019 and beyond

10. Senior project portfolio (5 credits).

11. Class of 2020 shall complete 5 credits of Computer Literacy/Introduction to Business. All other current classes and class of 2021 and beyond shall complete 10 credits of Computer Literacy/Introduction to Business.

*(cf. 6142.7 - Physical Education and Activity)*

\*\*\*Note: The graduating class of 2016 will be held to the prior policy of requiring two courses of physical education, and the rest of the classes will be held to the three course requirement.\*\*\*

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

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

*(cf. 6142.8 - Comprehensive Health Education)*

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)*

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.

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

(cf. 6173.1 - Education for Foster Youth)  
(cf. 6173.2 - Education for Children of Military Families)

## Retroactive Diplomas

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)

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 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)

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

**In addition, the district may retroactively grant a high school diploma to: (Education Code 48204.4, 51430, 51440)**

**1. ~~Persons who departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure~~**

**~~Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.~~**

**~~In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.~~**

## Honorary Diplomas

~~The Board may grant honorary high school diplomas to: (Education Code 51225.5)~~

~~1. An international exchange student who has not completed the course of study ordinarily required for graduation, and who is returning to the home country following the completion of one academic school year in the district~~

~~(cf. 6145.6 - International Exchange)~~

~~2. A student who is terminally ill~~

~~The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)~~

## Exemptions and Waivers

A foster youth, homeless student, former juvenile court school student, ~~or~~ child of a military family, **migrant student, or newly arrived immigrant student participating in a newcomer program** who transfers into the district any time after completing **his/her the** 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 the student is reasonably able to complete the requirements in time to graduate by the end of **his/her the** 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 the student** 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. 6173.2 - Education of Children of Military Families)*

*(cf. 6173.3 - Education for Juvenile Court School Students)*

***(cf. 6175 - Migrant Education Program)***

### Legal Reference:

#### EDUCATION CODE

47612 Enrollment in charter school

48200 Compulsory attendance

**48204.4 Parents/guardians departing California against their will**

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  
51410-51413 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  
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:*

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>

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# Administrative Regulation

**Instruction**

AR 6173.2(a)

## EDUCATION OF CHILDREN OF MILITARY FAMILIES

### Definitions

*Children of military families* are school-aged children in the household of: (Education Code 49701)

1. Members who are in full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve on active duty order pursuant to 10 USC 1209 or 1211
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired, for one year after their medical discharge or retirement
3. Members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death

### Enrollment and Residency

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

A child of a military family shall be deemed to meet district residency requirements if **the his/her** parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)

*(cf. 5111.1 - District Residency)*

When a child of a military family is transferring into the district, the Superintendent or designee ~~may~~ **shall** enroll the **child student** based **on unofficial education records, if official records are not yet available.** ~~on the child's placement in the previous district, pending receipt of the child's records.~~ Upon enrollment, the Superintendent or designee shall immediately request the student's **official** records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

*(cf. 5111 - Admission)*

*(cf. 5125 - Student Records)*

*(cf. 5141- Health Care and Emergencies)*

*(cf. 5141.31- Immunizations)*

**A child of a military family shall be allowed to continue attending the school of origin, regardless of any change of residence of the family during that school year, for the duration of the student's status as a child of a military family. (Education Code 48204.6)**

**To provide a child of a military family the benefit of matriculating with peers in accordance with the established feeder patterns of the district, the following shall apply: (Education Code 48204.6)**

- 1. If the student is transitioning between grade levels, the student shall be allowed to continue in the school district of origin in the same school attendance areas.**
- 2. If the student is transitioning to a middle or high school and the school designated for matriculation is in another district, the student shall be allowed to continue to the school designated for matriculation in that school district.**

**The principal or designee of the new school shall ensure that the student is immediately enrolled even if the student has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended or is unable to produce clothing or records normally required for enrollment, such as previous academic records, medical records, including, but not limited to, records or other proof of immunization history pursuant to Health and Safety Code 120325-120480, proof of residency, other documentation, or school uniforms. (Education Code 48204.6)**

**If the student's status changes during a school year due to the end of military service of the student's parent/guardian, the following shall apply: (Education Code 48204.6)**

- 1. If the student is in grades K-8, the student shall be allowed to continue attending the school of origin through the duration of that academic school year.**
- 2. If the student is in high school, the student shall be allowed to continue attending the school of origin through graduation.**

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district, if the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

*(cf. 5117 - Interdistrict Attendance)*

When a child of a military family is transferring out of the district, the Superintendent or designee shall provide the student's parents/guardians with a complete set of the student's records or, if the official student record cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's record to the new district within 10 days. (Education Code 49701)

### **Transportation**

**The Superintendent or designee may, but is not required to, provide transportation to enable a child of a military family to attend the school of origin or to matriculate to a**

**feeder school as described above, except when indicated in the individualized education program (IEP) of a student with a disability or otherwise required by federal law. (Education Code 48204.6)**

## **Placement**

Whenever a student's parent/guardian is serving on active duty or has been discharged from military service within the last year and the student transfers to a new school as the direct result of the military transfer or discharge, the Superintendent or designee may, prior to the receipt of official transcript(s) or the arrival of the student, review the student's coursework to date, including any unofficial transcript(s), to determine the appropriate placement of the student in classes. The evaluation shall also include communication with school counselors and teachers at the former school by videoconferencing, email, and/or telephone calls. (Education Code 51251)

The Superintendent or designee shall initially honor the placement of any child of a military family in educational courses and programs based on the **child's student's** enrollment and/or assessment in **his/her the** previous school. The Superintendent or designee may, to the extent permitted by Board policy, waive course or program prerequisites, preconditions, and/or application deadlines when making decisions regarding placement of children of military families and their eligibility for extracurricular academic, athletic, and social activities. (Education Code 49701)

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

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

*(cf. 6174 - Education for English Learners)*

When a child of a military family transferring into the district has been identified as an individual with a disability pursuant to 20 USC 1400-1482, the Superintendent or designee shall provide comparable services **to the student** based on **his/her the student's** current **individualized education program IEP**. In addition, when the child of a military family transferring into the district is eligible for services under Section 504 of the federal Rehabilitation Act, the Superintendent or designee shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may authorize subsequent evaluations of the student to ensure appropriate placement. (Education Code 49701)

*(cf. 6159 - Individualized Education Program)*

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

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

## **Transfer of Coursework and Credits**

When a child of a military family transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a nonpublic, nonsectarian school or agency, or a juvenile court school and shall not require the student to retake the course. (Education Code 51225.2)

*(cf. 6146.3 - Reciprocity of Academic Credit)*

*(cf. 6159.2 - Nonpublic, Nonsectarian School **and** ~~or~~ Agency Services for Special Education)*

If the student did not complete the entire course, **he/she the student** shall be issued partial credit for the coursework completed and shall be required to take only the portion of the course **that he/she did not completed** at **his/her the** previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the student's parent/guardian, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued, the student shall be enrolled in the same or equivalent course, if applicable, so that **he/she the student** may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject.

In no event shall the district prevent a child of a military family 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)*

## **Absences**

When a student's parent/guardian is an active duty member and is called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or to combat support posting, the Superintendent or designee may grant additional excused absences to the student to visit with **his/her the** parent/guardian. (Education Code 49701)

*(cf. 5113 - Absences and Excuses)*

## **Graduation Requirements**

To obtain a high school diploma, a child of a military family shall complete all courses required by Education Code 51225.3 and **shall generally** fulfill any additional graduation requirements prescribed by the Governing Board.

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

However, when a child of a military family who has completed **his/her the** second year of high school transfers into the district from another school district or transfers between high schools within the district, **he/she the student** shall be exempted from all district-adopted coursework and other district-established graduation requirements **that are in addition to the statewide coursework requirements specified in Education Code 51225.2**, 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 the** fourth year of

high school. Within 30 calendar days of the student's transfer, the Superintendent or designee shall notify the student and **his/her** parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the

notification occurs after the student no longer meets the definition of a child of a military family pursuant to Education Code 49701. (Education Code 51225.1)

To determine whether a child of a military family is in **his/her the** 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 the student** for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any child of a military family who is granted an exemption and **his/her the student's** parent/guardian 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 child of a military family to transfer schools in order to qualify for an exemption, and no child of a military family or **his/her** parent/guardian shall be permitted to request a transfer solely to qualify for an exemption. (Education Code 51225.1)

If a child of a military family is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a child of a military family **while enrolled in school** or **if he/she upon** transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a child of a military family is reasonably able to complete district graduation requirements within **his/her a** fifth year of high school, **he/she the Superintendent or designee** shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, **his/her the student's** parent/guardian 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 the student's** 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 parent/guardian if the student 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 children of military families, 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 alleging that the district has not complied with requirements regarding the education of children of military families, 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)*

(3/16 10/17) 12/18

# Board Policy

Instruction

BP 6175(a)

## MIGRANT EDUCATION PROGRAM

The Governing Board desires to provide a comprehensive program for migrant students that attempts to mitigate the impact of educational disruption, cultural and language barriers, social isolation, health-related problems, and other factors that may inhibit **the their** ability **of migrant students** to succeed in school. The district shall make use of available funds to provide supplementary services for migrant students.

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

*(cf. 0415 - Equity)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

~~The Superintendent or designee shall convene a parent advisory council to actively involve parents/guardians in planning, operating, and evaluating the district's migrant education program. (Education Code 54444.2)~~

~~*(cf. 1220 - Citizen Advisory Committees)*~~

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

The Superintendent or designee shall cooperate with the regional migrant service center in outreach and identification of eligible migrant students and in the provision of migrant education services. **He/she The Superintendent or designee** shall also coordinate migrant education services with other programs within the district and with other public agencies that serve migrant workers and their families.

~~*(cf. 1020 - Youth Services)*~~

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

~~*(cf. 5141.6 - School Health Services)*~~

~~*(cf. 5147 - Dropout Prevention)*~~

~~*(cf. 5148 - Child Care and Development)*~~

~~*(cf. 5148.2 - Before/After School Programs)*~~

~~*(cf. 5148.3 - Preschool/Early Childhood Education)*~~

~~*(cf. 6164.2 - Guidance/Counseling Services)*~~

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

~~*(cf. 6174 - Education for English Learners)*~~

**The district shall give first priority for services to migrant students who are failing, or are most at risk of failing, to meet state content standards and challenging state performance state academic standards, and whose education has been interrupted during the regular school year or have dropped out of school. (20 USC 6394)**

~~*(cf. 6011 - Academic Standards)*~~

The district shall provide services to eligible private school students residing within the district on an equitable basis with participating public school students. (20 USC 7881; 34 CFR 200.87)

The Superintendent or designee shall ~~plan for late enrollments of migrant students. He/she shall~~ ensure that each migrant student is placed at the appropriate grade level **upon enrollment** and is provided services in accordance with ~~his/her~~ **an** individual needs assessment and learning plan.

*Legal Reference:*

EDUCATION CODE

**200 Educational equity**

**220 Prohibition against discrimination**

**234.7 Student protections relating to immigration and citizenship status**

**51225.1 Exemption from district graduation requirements**

**51225.3 High school graduation, course requirements**

54440-54445 Migrant education program

CODE OF REGULATIONS, TITLE 5

3080 Application of uniform complaint procedures

4600-~~4687~~ **4670** Uniform complaint procedures

UNITED STATES CODE, TITLE 20

6311 Title I state plan

6381-6381k Even Start family literacy program

6391-6399 ~~Migrant education program~~ **Education of migrant students**

7881 Services for private school students

CODE OF FEDERAL REGULATIONS, TITLE 34

200.81-200.89 Migrant education program

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

**2017 State Service Delivery Plan**

~~Identification and Recruitment Manual: Policies and Procedures for Migrant Education Recruiters in the State of California, 2008~~

~~California Migrant Education Program: Comprehensive Needs Assessment, Initial Report of Findings, 2007~~

U.S. DEPARTMENT OF EDUCATION ~~NON-REGULATORY GUIDANCE PUBLICATIONS~~

~~Title I, Part C Education of Migratory Children, October 2003~~

~~Education of Migratory Children Under Title I, Part C of the Elementary and Secondary Education~~

~~Act of 1965, Non-Regulatory Guidance, rev. March 2017~~

WEB SITES

California Department of Education, Migrant Education Office: <http://www.cde.ca.gov/sp/me>

U.S. Department of Education, Office of Migrant Education:

<http://www.ed.gov/about/offices/list/ose/ome>

West Ed, Migrant Student Information Network: <http://www.wested.org/es/we/view/pj/61>

<https://www.wested.org/project/migrant-student-information-network-msin>



# Administrative Regulation

## Instruction

AR 6175(a)

### MIGRANT EDUCATION PROGRAM

#### Eligibility

~~A student~~ **Students** age 3 to 21 years shall be eligible for the district's migrant education program if ~~he/she meets the criteria, specified in 20 USC 6399 and 34 CFR 200.81 as verified by a migrant education recruiter.~~ **they, their parents/guardians, or their spouses are migratory agricultural workers or fishers who, in the preceding 36 months, moved into the district due to economic necessity and engaged in new temporary or seasonal employment or personal subsistence in agriculture or fishing. If such employment was not secured soon after the move, students may be considered migrant students if they, their parents/guardians, or their spouses actively sought such new employment and have a recent history of moves for temporary or seasonal agricultural or fishing employment. (20 USC 6399; 34 CFR 200.81)**

~~The district shall give first priority for services to migrant students who are failing, or most at risk of failing, to meet state content standards and challenging state performance standards, and whose education has been interrupted during the regular school year. (20 USC 6394)~~

~~(cf. 6011 - Academic Standards)~~

A student who ceases to be a migrant student during a school term shall be eligible for services until the end of the term. If comparable services are not available through other programs, a student who is no longer migratory may continue to receive services for one additional school year. Students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. (20 USC 6394)

~~The district shall provide services to eligible private school students residing within the district on an equitable basis with participating public school students. (20 USC 7881; 34 CFR 200.87)~~

#### Student Records

The Superintendent or designee shall maintain records documenting the eligibility of students enrolled in the district's migrant education program. **However, the district shall not collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining eligibility for migrant education services.**

~~(cf. 5125 - Student Records)~~

~~(cf. 5145.13 - Response to Immigration Enforcement)~~

The Superintendent or designee shall acquire education and health records from migrant students' previous school districts, as appropriate.

When a migrant student transfers to another district, **his/her the student's** records shall be provided to the receiving district upon request at no cost in order to assist that district in meeting the needs of the student. (20 USC 6398)

## Program Components

The migrant education program shall **provide include all of the following components:** (Education Code 54443.1)

1. A general needs assessment summarizing the needs of the population to be served
- ~~2. Individual assessment of the educational and relevant health needs of each participating student, within 30 days of enrollment~~

~~3.~~ **2.** A comprehensive program to meet the educational, health, and related needs of participating students which supplements the district program and **which provides includes, but is not limited to:**

- a. Instructional services, including academic, remedial and compensatory, bilingual-**crosscultural**, ~~and multicultural, and vocational~~ **and career technical** instruction

*(cf. 6174 - Education for English Learners)*

*(cf. 6177 - Summer Learning Programs)*

*(cf. 6178 - Career Technical Education)*

- b. Counseling and career education services

*(cf. 6164.2 - Guidance/Counseling Services)*

- c. Preschool services in accordance with Education Code 54443

~~*(cf. 5148 - Child Care and Development)*~~

*(cf. 5148.3 - Preschool/Early Childhood Education)*

- d. Other educational services that are not otherwise available in sufficient quantity or quality to eligible migrant students

- e. **The acquisition of instructional materials and equipment necessary for to adequately provide the** appropriate services

- f. Other related services **needed to meet the special needs of eligible migrant students to** enable ~~migrant students~~ **them** to participate effectively in instructional services

- g. The coordination and teaming of existing resources serving migrant students, such as bilingual-crosscultural education, health screening, and compensatory education

*(cf. 5141.6 - School Health Services)*

*(cf. 5147 - Dropout Prevention)*

(cf. 6171 - Title I Programs)

- 2.3. Individual assessment of the educational and relevant health needs of each participating student, within 30 days of enrollment, **including assessments concurrently provided pursuant to compensatory education, bilingual-crosscultural education, school improvement programs, and other programs serving the student**
4. A brief individual learning plan listing the services to be provided to each student, which shall be given to the parent/guardian in writing or at a parent/guardian conference, annually and **each time when** the student moves to a new district
5. Staffing and staff development plans and practices to meet the needs of students and implement the program

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. Parent/guardian and community involvement as specified in Education Code 54444.2, including, but not necessarily limited to, the establishment of a parent/guardian advisory council **to actively involve parents/guardians in planning, operating, and evaluating the district's migrant education program**

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

The migrant education program shall provide for the same opportunities for parent/**guardian** involvement that are provided to parents/guardians for federal Title I programs. (20 USC 6394)

7. Evaluations which include annual student progress and overall program effectiveness and quality control reports

Contingent upon funding, the district shall provide home-based and/or school-based family literacy services to **migratory-migrant** families to enhance **parents/guardians'** literacy levels, parenting skills, and English language skills **of parents/guardians**.

### **Summer School**

**The district shall conduct summer school program(s) for eligible migrant students. The summer school program shall respond to the individual needs of participating students and shall build on and be consistent with the instructional programs offered to these students during the regular school year. Coursework shall be of the same level of difficulty in each subject as that provided to students enrolled in regular classes of instruction within the district in the preceding year. (Education Code 54444.3)**

**Teachers in the summer school program shall have cultural training or background and understanding of the special needs of migrant students and possess the proper credential for the subjects and grade levels to which they are assigned. (Education Code 54444.3)**

**The program shall comply with the following requirements for instructional time: (Education Code 54444.3)**

- 1. For kindergarten class, a minimum of 180 minutes per day, including recesses, for not less than 20 instructional days**
- 2. For grades 1-8, a minimum of 200 minutes per day, including recesses and passing time but excluding noon intermissions, for not less than 20 instructional days**
- 3. For grades 7-12, a minimum of 240 minutes per day, including passing time but excluding noon intermissions, for not less than 30 instructional days**

**When district facilities that are suitable for the summer climate are available, the district shall make facilities available at cost to other agencies that request facilities for the operation of migrant summer school programs. When approved by the Superintendent of Public Instruction, the district may jointly offer facilities with a neighboring district to meet the needs of the migrant summer school program for the entire area. (Education Code 54444.3)**

#### **Applicability of Graduation Requirements**

**To obtain a high school diploma, migrant students shall complete all courses required by Education Code 51225.3 and shall generally fulfill any additional graduation requirements prescribed by the Board.**

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

**However, when a migrant student who has completed the second year of high school transfers into the district or transfers between high schools within the district, the student 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 the fourth year of high school. Within 30 calendar days of the transfer, the Superintendent or designee shall notify the student and the student's parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student no longer meets the definition of a migrant student. (Education Code 51225.1)**

*(cf. 5145.6 - Parental Notifications)*

**To determine whether a migrant student is in the third or fourth year of high school, the district shall use either the number of credits the student has earned as of the date of the transfer or the length of school enrollment, whichever qualifies the student for the exemption. (Education Code 51225.1)**

**The Superintendent or designee shall notify any migrant student who is granted an exemption and the student's parent/guardian 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 migrant 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 migrant student or parent/guardian. (Education Code 51225.1)**

**If a migrant student is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a migrant student if the student is still enrolled in school or transfers to another school or district. (Education Code 51225.1)**

**Upon making a finding that a migrant student is reasonably able to complete district graduation requirements within a fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)**

- 1. Inform the student and parent/guardian of the student's option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the student's 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 parent/guardian, permit the student to stay in school for a fifth year to complete the district's graduation requirements**

### **Parent Advisory Council**

The parent advisory council shall be comprised of members who are knowledgeable of the needs of migrant students and shall be elected by the parents/guardians of students enrolled in the district's migrant education program. The composition of the council shall be determined by the parents/guardians at a general meeting to which all parents/guardians of participating students shall be invited. The parents/guardians shall be informed, in a language they understand, that they have the sole authority to decide on the composition of the council. (Education Code 54444.2)

At least two-thirds of the advisory council shall consist of parents/guardians of migrant students. (Education Code 54444.2)

All parent/guardian candidates for the council shall be nominated by parents/guardians. Nonparent candidates, such as teachers, administrators, other school personnel, or students, shall be nominated by the groups they represent. All other community candidates shall be nominated by the parents/guardians. (Education Code 54444.2)

The parent/guardian advisory council shall meet at least six times during the year and shall: (Education Code 54444.4)

1. Establish program goals, objectives, and priorities
2. Review annual needs assessments, program activities for each school, and individual learning plans
3. Advise on the selection, development, and reassignment of migrant education program staff
4. Participate actively in planning and negotiating program applications and service agreements
5. Perform all other responsibilities required under state and federal laws or regulations

The Superintendent or designee shall establish and implement a training program for advisory council members to enable them to carry out their responsibilities. The training program shall be developed in consultation with the council and shall include appropriate training materials in a language understandable to each member. (Education Code 54444.2)

The Superintendent or designee shall provide the council, without charge, a copy of all applicable state and federal migrant education statutes, rules, regulations, guidelines, audits, monitoring reports, and evaluations. Upon request, these materials also shall be provided without charge to each member of the council. (Education Code 54444.2)

### **Notification and Complaints**

**Information regarding the educational rights of migrant 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 migrant students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.**

*(cf. 1312.3 - Uniform Complaint Procedures)*

(7/03 7/09) 12/18

# Administrative Regulation

Instruction

AR 6183(a)

## HOME AND HOSPITAL INSTRUCTION

A student with a temporary disability which makes school attendance impossible or inadvisable shall **be entitled to** receive individual instruction ~~in the student's home~~ **at home** or in a hospital or other residential health facility, excluding state hospitals. **(Education Code 48206.3)**

*(cf. 5112.2 - Exclusions from Attendance)*

~~This instruction applies to students incurring~~ **Temporary disability means** a physical, mental, or emotional disability **incurred while a student is enrolled in regular day classes or an alternative education program, and** after which ~~they~~ **the student** can reasonably be expected to return to regular day classes or ~~an~~ **the** alternative education program ~~without special intervention.~~ It does not apply to students identified as individuals with exceptional needs ~~in which the student is enrolled.~~ **Temporary disability does not include a disability that would qualify a student for special education** pursuant to Education Code 56026. (Education Code 48206.3)

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 6158 - Independent Study)*

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

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians ~~that~~ **of district students regarding:** (Education Code **48206.3**, 48208, 48980)

1. ~~Individual instruction is available for temporarily disabled students as prescribed by Education Code 48206.3.~~ **The availability of individual instruction for any student with a temporary disability, including information regarding student eligibility for, and the duration of, individual instruction**
2. ~~If a student becomes temporarily disabled, it is the parent/guardian's responsibility to notify the receiving district of the student's presence in a qualifying hospital.~~ **The rights and responsibilities of parents/guardians of any student with a temporary disability pursuant to Education Code 48207 and 48208**

*(cf. 5145.6 - Parental Notifications)*

**Parents/guardians shall notify the principal or designee when their child is temporarily disabled and needs individual instruction at home or in a hospital or other residential health facility.**

## **Determination of Student Eligibility**

**Not later than five working days after receiving notification from a parent/guardian that a student has a temporary disability, the Superintendent or designee shall determine whether the student will be able to receive individual instruction at home or in a hospital or residential health facility. (Education Code 48208)**

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

~~(cf. 4119.42/4219.42/4319.42 Exposure Control Plan for Bloodborne Pathogens)  
(cf. 4119.43/4219.43/4319.43 Universal Precautions)~~

### **Provision of Individual Instruction**

**Individual instruction at a student's home or in a hospital or other residential health facility shall begin no later than five working days after the Superintendent or designee has determined makes the determination that the student is able eligible to receive individualized instruction. (Education Code 48207.5, 48208)**

**The district shall be responsible for providing individual instruction to any temporarily disabled student who is in a hospital or other residential health facility located within district boundaries, whether or not the student is enrolled in the district. If the student is enrolled in another district, the Superintendent or designee may enter into an agreement to have the student's district of residence provide the individual instruction. The Superintendent or designee may also enter into an agreement to provide individual instruction to a district student who is in a hospital or other residential health facility located within the boundaries of another district. (Education Code 48208)**

~~(cf. 5111.1 - District Residency)~~

**Whenever the district provides individual instruction to a non-district student who is in a hospital or other residential health facility located within district boundaries, the Superintendent or designee shall, within five working days of the beginning of the individualized instruction, the Superintendent or designee shall provide written notification to the student's district of residence in which the student was previously enrolled stating that, effective on the date on which individual instruction began, the student shall not be counted by district of residence may not count the student for purposes of computing that district's average daily attendance, effective the date on which individualized instruction began. (Education Code 48208)**

**A student receiving individual instruction in a hospital or residential health facility for a partial week shall be entitled to attend school or receive individual instruction at home on days in which the student is not receiving individual instruction in the hospital or other residential health facility, if the student is well enough to do so. (Education Code 48207.3)**



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

(cf. 4112.2 - Certification)  
(cf. 4113 - Assignment)

Insofar as possible, the teacher providing home or hospital instruction shall consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program.

**The district's attendance supervisor shall ensure that the absences of any temporarily disabled student receiving individual instruction at home or in a hospital or other residential health facility are excused until the student is able to return to the regular school program. (Education Code 48240)**

(cf. 5113 - Absences and Excuses)  
(cf. 5113.11 - Attendance Supervision)

### **Return to School**

**A student receiving individual instruction who is well enough to return to school shall be allowed to return to the school that the student attended immediately before receiving individual instruction, if the return occurs during the school year in which the individual instruction was initiated. (Education Code 48207.3)**

*Legal Reference:*

EDUCATION CODE

44865 Qualifications for home teachers

45031 Home teachers

48200 Minimum school day

~~48206.3-48208 Students Pupils with temporary disabilities; individual instruction; definitions; computing average daily attendance~~

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

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

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

**48240 Supervisors of attendance**

~~48980 Required notification of rights and availability of nutrition and individualized instruction programs~~ **Parental notifications**

51800-51802 Employment of home teachers

**56026 Individual with exceptional needs**

CODE OF REGULATIONS, TITLE 5

421 Method of verification

423 Prolonged illness

# Board Bylaw

Board Bylaws

BB 9322(a)

## AGENDA/MEETING MATERIALS

### Agenda Content

~~Each agenda~~ **Governing Board meeting agendas** shall reflect the district's vision and goals and the Board's focus on student learning.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

~~Governing Board meeting agendas~~ **Each agenda** shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

*(cf. 9320 - Meetings and Notices)*

*(cf. 9321- Closed Session Purposes and Agendas)*

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. ~~However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless and that the item has not been substantially changed since the committee considered it.~~ **However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless and that the item has not been substantially changed since the committee considered it.** (Government Code 54954.3)

The agenda **for a regular Board meeting** shall also provide members of the public an opportunity to ~~testify at regular meetings~~ **provide comment** on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

*(cf. 9323 - Meeting Conduct)*

Each ~~meeting~~ agenda **for a regular meeting** shall list the address designated by the Superintendent or designee for public inspection of ~~agenda documents~~ **related to an open session item** that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall ~~specify that~~ **include information regarding how, when, and to whom a request should be made if** an individual ~~should contact the Superintendent or designee if he/she~~ requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

## Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. ~~Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.~~

~~(cf. 0000 - Vision)~~

~~(cf. 0200 - Goals for the School District)~~

~~(cf. 9121 - President)~~

~~(cf. 9122 - Secretary)~~

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. ~~Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.~~

~~(cf. 0000 - Vision)~~

~~(cf. 0200 - Goals for the School District)~~

~~(cf. 9121 - President)~~

~~(cf. 9122 - Secretary)~~

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request **from a member of the public** is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

**If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.**

The Board president and Superintendent shall **also** decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, **or** an information item that does not require immediate action, ~~or a consent item that is routine in nature and for which no discussion is anticipated.~~

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent agenda items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

*(cf. 9323.2 - Actions by the Board)*

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

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

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

### **Consent Agenda/Calendar**

Note: The following **optional** section is for boards that use the consent agenda or calendar to take action on matters of a routine nature for which discussion may not be necessary. It is important for such boards to limit the use of the consent agenda to noncontroversial matters and to establish rules that help ensure that any use of the consent agenda does not reduce transparency in the board's conduct of district business or result in violation of the open meeting laws. In addition, boards should be aware that, by law, certain items may not be placed on the consent agenda. For example, pursuant to Government Code 54960.2, as added by SB 1003 (Ch. 732, Statutes of 2012), a board's decision to approve or rescind its unconditional commitment to refrain from taking certain actions in violation of the Brown Act must be made as a separate item and not on the consent agenda. See BB 9323.2 - Actions by the Board.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval.

When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)

## Agenda Dissemination to Board Members

At least ~~three days~~ **72 hours** before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, ~~citizens,~~ and others; and other available documents pertinent to the meeting.

When special meetings are called, ~~the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.~~ **Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)**

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, **outside of a noticed meeting,** directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

*(cf. 9012 - Board Member Electronic Communications)*

## Agenda Dissemination to Members of the Public

~~The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)~~

Note: ~~Government Code 54957.5 requires that when agenda materials are distributed to the Board less than 72 hours before a regular meeting, the district must also make the documents available for public inspection, as specified below. However, only those documents that are "public records" under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting need to be made available for inspection.~~

**Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay.** ~~If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, provided the document is a~~ **Only those documents which are disclosable public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public.** ~~The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)~~

**At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)**

**In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)**

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

*(cf. 1340 - Access to District Records)*

~~Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)~~

~~Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)~~

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

~~Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)~~

~~Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons~~

with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

*Legal Reference:*

EDUCATION CODE

35144 *Special meetings*

35145 *Public meetings*

35145.5 *Right of public to place matters on agenda*

GOVERNMENT CODE

6250-6270 *Public Records Act*

53635.7 *Separate item of business*

54954.1 *Mailed agenda of meeting*

54954.2 *Agenda posting requirements; board actions*

54954.3 *Opportunity for public to address legislative body*

54954.5 *Closed session item descriptions*

54956.5 *Emergency meetings*

54957.5 **Availability of public records**

54960.2 *Challenging board actions; cease and desist*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 *Effective communications*

36.303 *Auxiliary aids and services*

COURT DECISIONS

*Mooney v. Garcia*, (2012) 207 Cal.App.4th 229

*Caldwell v. Roseville Joint Union High School District*, 2007 U.S. Dist. LEXIS 66318

**ATTORNEY GENERAL OPINIONS**

**99 *Ops. Cal. Atty. Gen. 11 (2016)***

**78 *Ops. Cal. Atty. Gen. 327 (1995)***

*Management Resources:*

CSBA PUBLICATIONS

*Call to Order: A Blueprint for Great Board Meetings, 2015*

*The Brown Act: School Boards and Open Meeting Laws, rev. 2014*

ATTORNEY GENERAL PUBLICATIONS

*The Brown Act: Open Meetings for Legislative Bodies, rev. 2003*

WEB SITES

CSBA, *Agenda Online*: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

(3/08 11/12) 12/18

# Board Bylaw

## Board Bylaws

BB 9324(a)

### MINUTES AND RECORDINGS

The Governing Board recognizes that maintaining accurate minutes of Board meetings **helps foster public trust in Board governance and** provides a record of Board actions for use by district staff and the public **and helps foster public trust in Board governance.**

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

*(cf. 9323 - Meeting Conduct)*

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

*(cf. 1340 - Access to District Records)*

*(cf. 9122 - Secretary)*

*(cf. 9323.2 - Actions by the Board)*

#### **The minutes of Board meetings shall include, but not be limited to:**

- 1. The minutes shall reflect which A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure.**

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

*(cf. 9320 - Meetings and Notices)*

- 2. In order to ensure that the minutes are focused on Board action, the minutes shall include only a A brief summary of the Board's discussion on each agenda topic, but shall not include rather than a verbatim record of the Board's discussion on each agenda topic or the names of each Board member's who made specific points of view during the discussion.**

BB 9324(b)

### MINUTES AND RECORDINGS (continued)

- 3. The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address. A summary of the public comments made on agendized items and unagendized topics**



4. The ~~minutes shall include the~~ specific language of each motion and the names of the Board members who made and seconded the motion;

*(cf. 9150 - Student Board Members)*

~~Note: Pursuant to Government Code 54953, as amended by SB 751 (Ch. 257, Statutes of 2013), in addition to publicly reporting any action taken, the minutes must note the vote or abstention of each member present for the action.~~

6. ~~The minutes shall also report any~~ **Any** action taken **by the Board** and the vote or abstention on that action of each **Board** member present; **(Education Code 35145; Government Code 54953)**

~~The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.~~

**Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)**

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

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Note: The following **optional** paragraph is for use by districts which have their approved minutes signed by a Board officer or designee and should be modified to reflect the appropriate position.

Upon approval by the Board, the minutes shall be signed by the staff member who created the minutes and Board Members present at the meeting.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

*(cf. 3580 - District Records)*

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

*(cf. 9321.1 - Closed Session Actions and Reports)*

### **Recording or Broadcasting of Meetings**

The district may tape, film, **stream**, or broadcast any open Board meeting. **At the beginning of the meeting, t**The Board president shall announce that a recording or broadcasting is being made at the direction of the Board **and that the recording or broadcast may capture**

**images and sounds of those attending the meeting, at the beginning of the meeting and, as**  
**As** practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

*Legal Reference:*

EDUCATION CODE

**35012 Number of members; terms; student board members**

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

**49061 Student records; definitions**

**49073.2 Privacy of student and parent/guardian personal information**

GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

*Management Resources:*

CSBA PUBLICATIONS

**Call to Order: A Blueprint for Great Board Meetings, 2015**

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

Guide to Effective Meetings, rev. 2007

WEB SITES

CSBA, Agenda Online: <http://www.esba.org> [www.agendaonline.com](http://www.agendaonline.com)

(7/08 4/14) 12/18

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
Colusa, CA 95932

**OFFICIAL MINUTES**

Board of Trustees Special Board Meeting

February 4, 2019

CALL TO ORDER

The meeting was called to order at 4:45 p.m. in the District Office Conference Room by Melissa Yerxa Ortiz, who established a quorum was present. Attending were Chris Mcallister, Michael Phenicie and Superintendent Dwayne Newman. Site level Administration was also present.

HEARING OF THE PUBLIC FOR ITEMS ON  
THE AGENDA

No information presented.

DISCUSSION ITEM ONLY

Superintendent Newman reviewed the process for the Low Performing Student Block Grant. This item will be presented to the board for action at the February 11, 2019 board meeting.

ADJOURNMENT

The meeting adjourned at 5:30 PM

Respectfully submitted by Zeba Hone,  
Executive Administrative Assistant

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APPROVED BY:

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**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
Colusa, CA 95932

**OFFICIAL MINUTES**

Board of Trustees Board Meeting

February 11, 2019

CALL TO ORDER                   The meeting was called to order at 5:15 p.m. in the District Office Conference Room by Melissa Yerxa Ortiz, who established a quorum was present. Attending were Chris Mcallister, Kelli Griffith-Garcia and Kathie Whitesell. Superintendent Dwayne Newman, members of Administration and various staff members were also present.

PLEDGE OF ALLEGIANCE        Roberta James led the pledge of allegiance.

ORDERING OF AGENDA         Closed session item J.2.a. was moved up on the agenda.

HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA                   No information presented.

HEARING OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA         No information presented.

RECOGNITION & CELEBRATIONS   Jody Johnston recognized the CUSD band students who took part in the recent solo festival at Chico State University. Kelli Griffith-Garcia recognized coach Brian Davis for his mentorship of students both on and off the court.

STUDENT REPORT               Chloe Ferraiuolo presented on various club activities and accomplishments.

PRESIDENT'S REPORT         Colusa Redhawk Athletic Foundation – Kathie Whitesell reported that the Golf Tournament will be taking place in March.

  Friends of Music – No information presented.

  Friends of Agriculture – CHS students preparing for state degrees in March.

  Special Education Local Plan Area – No information presented.

  District English Language Advisory Committee – Chris Mcallister reported that the next meeting will take place on February 27 2019.

  Future Business Leaders of America – Melissa Ortiz attended and judged the FBLA Sections - Job Interview Competition. She was very impressed with the students of CUSD

**Monthly Activities Report**  
Kathie Whitesell attended various sporting events, the Assistant Principal screening meeting, and a Masters in Governance course on Finance.

Chris Mcallister attended a sporting event.

Kelli Griffith-Garcia attended various sporting events.

Melissa Ortiz has been working with CUSD staff on an Employee Engagement Survey. She attended the most recent Leadership Team meeting to discuss the results. The board will have an opportunity to hear the results and the action plans made by Administration and Department heads during the April board meeting.

Board of Trustees Meeting  
February 11, 2019

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HEARING OF THE PUBLIC FOR MATTERS  
ON THE CLOSED SESSION AGENDA

None.

The board adjourned to closed session at 6:03 PM to discuss the following item:

Personnel Matters Pursuant to Government Code 54957

Administrative Representatives: Dwayne Newman, Superintendent; Jesse Rodriguez, Burchfield Primary School Principal; Jody Johnston, Egling Middle School Principal; Erika Lemenager, Egling Middle School Assistant Principal; Rebecca Changus, Colusa High School Principal

- a. Recommendation of Probationary Teacher No reelection in Accordance with California Education Code Provisions Including, but Not Limited to §44929.21 and §44954.

RECONVENED FROM CLOSSES SESSION

The board reconvened from closed session. No action was taken.

SUPERINTENDENT REPORT

**Monthly Activities Report:** Superintendent Newman attended the Superintendent Symposium in Monterey and the Visible Learning Conference in San Diego. He also attended various sporting events.

**Local Control Accountability Plan Improvement Activities Brainstorming:** Mr. Newman led an interactive activity with the board to identify various ways to meet the eight state priorities tied to the Local Control Accountability Plan. The board offered various suggestions and Superintendent Newman will be sharing that input to Administration and the Leadership team for further planning.

**Low Performing Student Block Grant Discussion:** Mr. Newman provided an opportunity for questions and/or ideas relating to the grant. Chris Mcallister requested clarification regarding the timeline. Mr. Newman reported that this is a one-time grant in the amount of \$98,000 for one school year.

**Enrichment Program for High Achieving Students (formally known as GATE):** Superintendent Newman reported that this item was discussed during the most recent CEA negotiations. A certificated position will be advertised internally with a requirement to submit a plan for the program.

CHIEF BUSINESS OFFICIAL REPORT

Scott Lantsberger reviewed the Governor's 2019-20 Budget Proposal. The Second Interim financial report will be presented to the Board at the March 19, 2019 board meeting. The board asked for the timeframes in which they we will have an opportunity to review the budget. Mr. Lantsberger informed the board that budget reports will be presented to them five times per year.

DISCUSSION ITEM ONLY

Discussion of Student Email Safety and Security – Conversation regarding student emails occurred. The board asked clarifying questions regarding the process.

ACTION ITEM #181991

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve the Low Performing Student Block Grant Application.

Ortiz – Aye  
Griffith-Garcia – Aye  
Mcallister - Aye  
Phenicie – Absent  
Whitesell –Aye

Board of Trustees Meeting  
February 11, 2019

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(4 Ayes, 1 Absent)

ACTION ITEM #181992

Motion was made by Kathie Whitesell, seconded by Chris Mcallister to approve the Emergency Response Manual.

Ortiz – Aye  
Griffith-Garcia – Aye  
Mcallister - Aye  
Phenicie – Absent  
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #181993

Motion was by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve the first reading of the Board Policies and Administrative Regulations as listed on the agenda with the following amendment:

BP 6146.1 – It is the wish of the board to delete the language regarding Retroactive Diplomas as well as Honorary Diplomas. The board feels in situations where a retroactive or honorary diploma may be warranted, existing policy gives the board authority to modify requirements and issue special diplomas. This policy and the remainder of the policies listed on the agenda will be brought back to the board for a second reading and possible adoption at the March 18, 2019 meeting.

Ortiz – Aye  
Griffith-Garcia – Aye  
Mcallister - Aye  
Phenicie – Absent  
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #181994

Motion was made by Kelli Griffith-Garcia, seconded by Kathie Whitesell to approve the consent agenda as follows:

1. Personnel Assignment Order
2. January 14, 2019 Board Meeting Minutes
3. January 22, 2019 Special Board Meeting Minutes
4. ATG Services Contract for E-Rate Funding Application
5. Colusa High School Athletic Coaches and Volunteer List
6. Memorandum of Understanding with Colusa County Office of Education, Certain County Schools and Colusa County for Education Case Management
7. Memorandum of Understanding with Colusa County of Education for Transportation Services
8. King Consulting – Professional Consulting Services Proposal

Ortiz – Aye  
Griffith-Garcia – Aye  
Mcallister - Aye  
Phenicie – Absent  
Whitesell –Aye

(4 Ayes, 1 Absent)

Board of Trustees Meeting  
February 11, 2019

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HEARING OF THE PUBLIC FOR ITEMS ON  
CLOSED SESSION AGENDA

None.

The board adjourned to closed session at 9:05 PM to discuss the following item:

Student Matters Pursuant to Government Code 48918  
Administrative Representatives: Dwayne Newman, Superintendent

a. Discussion Regarding EH# 2018-19.01

The board reconvened from closed session. No action was taken.

ADJOURNMENT

The meeting adjourned at 9:15 PM.

Respectfully submitted by Zeba Hone,  
Executive Administrative Assistant

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APPROVED BY:

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Personnel Assignment Order  
 Consent Agenda  
 March 18, 2019

Employment – Resignations – Retirement – Leaves – Transfers – Terminations

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CERTIFICATED

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
<i>Employment Appointments</i>				
Noah Gomez	4 <sup>th</sup> -8 <sup>th</sup> Grade Vice Principal		\$86,001.00	7/1/2019
<i>Resignations</i>				
Jenny Lay	8 <sup>th</sup> Grade Volleyball Coach		\$1,755.00	2/11/2019

*Transfers/Reassignment*

CLASSIFIED

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
<i>Employment Appointments</i>				
Natalie Howard	EMS Attendance Clerk/Office Assistant		\$17.78	2/11/2019

*Resignations*

Transfers/Reassignment

*Position Increase*

*Leaves*



CUSD AP Check Register  
 January 1, 2019 thru February 28,2019

Check Number	Check Date	Pay to the Order of	Fund-Object	ExpensedAmount	CheckAmount
000751265	01/31/2019	AMERICAN FIDELITY CANCER/ACCD/LIFE	Cancelled	.00	727.27 *
Cancelled on 02/06/2019, Cancel Register # 20190211-REG					
000751271	01/31/2019	CalPERS 457 PLAN	Cancelled	.00	450.00 *
Cancelled on 02/06/2019, Cancel Register # 20190211-REG					
000751275	01/31/2019	CTA	Cancelled	.00	6,650.75 *
Cancelled on 02/01/2019, Cancel Register # 20190211-REG					
000751276	01/31/2019	CUSD Payroll	Cancelled	.00	244.11 *
Cancelled on 02/06/2019, Cancel Register # 20190211-REG					
000751277	01/31/2019	FAMILY SUPPORT REGISTRY	Cancelled	.00	276.00 *
Cancelled on 02/06/2019, Cancel Register # 20190211-REG					
000751661	02/28/2019	CA STATE Disbursement Unit	Cancelled	.00	276.00 *
Cancelled on 03/02/2019					
000751662	02/28/2019	CA STATE Disbursement Unit	Cancelled	.00	490.36 *
Cancelled on 03/02/2019					
000751666	02/28/2019	CTA	Cancelled	.00	6,650.75 *
Cancelled on 03/02/2019					
0401770	01/04/2019	AMERICAN FIDELITY CANCER/ACCD/LIFE	01-9514		311.21
0401771	01/04/2019	Callie Barber	13-4710		104.99
0401772	01/04/2019	Jill Boeger	01-4300		37.32
0401773	01/04/2019	Cedrenna Tanner	13-4700		40.00
0401774	01/04/2019	City of Colusa	01-5500		5,575.59
0401775	01/04/2019	Climate Control, Inc.	01-5600		3,897.95
0401776	01/04/2019	Creative Mathematics	01-5200		1,075.00
0401777	01/04/2019	CUSD - Emergency Fund	01-2310	6,724.99	
			01-9517	1,734.04	8,459.03
0401778	01/04/2019	Franz Family Bakeries	13-4700		400.11
0401779	01/04/2019	Fulcher Paint & Supply	01-4300		160.21
0401780	01/04/2019	General Produce	13-4700		2,846.90
0401781	01/04/2019	Gold Star Foods	13-4700		1,055.05
0401782	01/04/2019	Hoblit Motors	01-5600		312.20
0401783	01/04/2019	Maribel Hughes	01-4300		128.18
0401784	01/04/2019	Lucille Imhoff	01-5200		422.92
0401785	01/04/2019	Inland	01-5800		623.12
0401786	01/04/2019	JW Pepper	01-4300		24.62
0401787	01/04/2019	MacLeod Watts, Inc.	01-5800		7,000.00
0401788	01/04/2019	Marina Redding	13-4700		40.65
0401789	01/04/2019	Marliss Beland	01-4300		80.00
0401790	01/04/2019	Michael W. Nelson dba Magical Moonshine Theatre	01-5800		895.00
0401791	01/04/2019	Pacific Gas & Electric Co.	01-5500		17,829.38
0401792	01/04/2019	Pierce Joint Unified School District	01-5200		180.00
0401793	01/04/2019	Quill Corporation	01-4300		872.69
0401794	01/04/2019	Sam's Club Direct	95-4300		2,445.49
0401795	01/04/2019	School Services of California	01-5800		5,538.00
0401796	01/04/2019	Ukiah Unified School District	01-5800		1,500.00
0401797	01/04/2019	US Bank Equipment Finance	01-5600		2,208.28
0401798	01/04/2019	Voltage Specialists	01-5600		490.00
00401883	01/11/2019	US Bank-Cal Card	01-4300		455.21
00401884	01/11/2019	A-Z Bus Sales	01-4300		45.44
00401885	01/11/2019	Amazon Capital Services	01-4300	526.83	
			Unpaid Tax	.79-	526.04
00401886	01/11/2019	Vernon Badaluco	95-4300		65.98
00401887	01/11/2019	CA Department of Tax & Fee Administration	01-5800		12.45
00401888	01/11/2019	CDW-Government	01-4300	2,799.70	
			01-5800	24,576.26	27,375.96
00401889	01/11/2019	CMEA-NS	95-4300		60.00
00401890	01/11/2019	CMEA-NS	95-4300		162.00
00401891	01/11/2019	Crystal Creamery, Dept. 33369	13-4700		2,911.31
00401892	01/11/2019	Danielsen Company	13-4700	2,167.99	
			13-4710	373.67	2,541.66
00401893	01/11/2019	Davies Oil Co.	01-4300		1,964.64

CUSD AP Check Register  
 January 1, 2019 thru February 28,2019

00401894	01/11/2019 Franz Family Bakeries	13-4700		386.69
00401895	01/11/2019 Frontier	01-5900	7,528.11	
		01-6400	10,748.81	18,276.92
00401896	01/11/2019 Ginno's Kitchen & Appliance	13-4700		94.95
00401897	01/11/2019 Gold Star Foods	13-4700		851.25
00401898	01/11/2019 Hust Brothers	01-4300		619.70
00401899	01/11/2019 Inland	01-5800		45.18
00401900	01/11/2019 James Marta & Company	01-5800		5,860.00
00401901	01/11/2019 Lassen Softball Boosters	01-5800		475.00
00401902	01/11/2019 Mitel Leasing	01-5600		1,433.92
00401903	01/11/2019 Jamie Myers	01-4300		32.68
00401904	01/11/2019 Norcal Food Equipment, Inc.	13-4700		1,914.00
00401905	01/11/2019 O'Connell Ranch	13-4700		80.00
00401906	01/11/2019 Oroville High School	01-5800		475.00
00401907	01/11/2019 Reading Oil	01-4300		1,392.57
00401908	01/11/2019 Recology Butte Colusa Counties	01-5500		2,854.04
00401909	01/11/2019 State CIF Office	01-4300		1,071.00
00401910	01/11/2019 Sunburst Digital, Inc.	01-4400		499.95
00401911	01/11/2019 Tom Vedo	01-4300		300.00
00401912	01/11/2019 US Bank-Cal Card	01-4300	585.73	
		01-5200	776.49	1,362.22
00401913	01/11/2019 Valley Truck & Tractor Company	01-6400		5,646.52
00402083	01/18/2019 Alhambra & Sierra Springs	01-4300		18.56
00402084	01/18/2019 Amazon Capital Services	01-4300	160.93	
		Unpaid Tax	3.47-	157.46
00402085	01/18/2019 Samantha Brooks	01-4300		136.87
00402086	01/18/2019 Nikole Burg	01-9510		50.99
00402087	01/18/2019 CA Department of Justice	01-5800		49.00
00402088	01/18/2019 CALIFORNIA'S VALUED TRUST	01-9514		107,941.64
00402089	01/18/2019 Cascade Athletic Supply Co.	01-4300	121.13	
		01-6400	6,006.00	6,127.13
00402090	01/18/2019 CDW-Government	01-4300		284.90
00402091	01/18/2019 Rebecca Changus	01-4300		33.15
00402092	01/18/2019 Clear Tech Environmental, Inc.	01-5800		742.00
00402093	01/18/2019 Climate Control, Inc.	01-5600		2,745.00
00402094	01/18/2019 Cross Electric	01-5600		2,610.00
00402095	01/18/2019 Curriculum Associates, LLC	01-6400		4,826.25
00402096	01/18/2019 Enterprise High School Attn: Softball	01-5800		400.00
00402097	01/18/2019 Follett Library Resources	01-4300		108.47
00402098	01/18/2019 General Produce	13-4700		631.95
00402099	01/18/2019 Gold Star Foods	13-4700		28.80
00402100	01/18/2019 Gov. Financial Strategies Inc.	01-5800		2,500.00
00402101	01/18/2019 Hillyard	01-4300		194.99
00402102	01/18/2019 Interquest Detection Canines	01-5800		350.00
00402103	01/18/2019 Jeffrey P. McDonald dba BuiltRiteBleachers.com	01-4300		1,907.06
00402104	01/18/2019 Johnson Printing & Design	01-4300		146.93
00402105	01/18/2019 Lowe's	01-4300		667.37
00402106	01/18/2019 McGrath Rentcorp dba Mobile Modular Mgt. Corp.	01-6200		9,960.00
00402107	01/18/2019 Meridian Diesel	01-5600		1,512.13
00402108	01/18/2019 Norcal Floor Covering Colusa Floor Covering	01-5600		4,335.00
00402109	01/18/2019 OTC Brands, Inc.	01-4300	43.39	
		Unpaid Tax	2.93-	40.46
00402110	01/18/2019 Promounds, Inc. dba On Deck Sports	95-4300	793.54	
		Unpaid Tax	47.05-	746.49
00402111	01/18/2019 Quill Corporation	01-4300	4,788.62	
		01-6200	94.34	4,882.96
00402112	01/18/2019 Riso Products	01-4300		213.62
00402113	01/18/2019 School Outfitters	01-4300		1,128.34
00402114	01/18/2019 Sorenson Pest Control Inc.	01-5500		220.00
00402115	01/18/2019 Spurr	01-5500		4,646.78
00402116	01/18/2019 Standard Insurance Company	01-9517		4,084.08

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00402117	01/18/2019 Sutter Union High School District	95-4300		250.00
00402118	01/18/2019 Total School Solutions	01-5200		4,500.00
00402119	01/18/2019 Velocity Promotions, LLC dba RapidWristbands.com	95-4300	331.83	
		Unpaid Tax	22.43-	
00402120	01/18/2019 Yuba Safe & Lock	01-5600		148.75
00402285	01/25/2019 ACSA	01-5800		674.25
00402286	01/25/2019 Advanced Document Concepts	01-5600		1,581.53
00402287	01/25/2019 Jennifer Alaniz	95-4300		135.88
00402288	01/25/2019 Amazon Capital Services	01-4300	816.30	
		95-4300	186.08	
		Unpaid Tax	22.80-	
00402289	01/25/2019 AMS.Net, Inc.	01-6400		330.00
00402290	01/25/2019 Athletics Unlimited	95-4300		96.80
00402291	01/25/2019 Bureau of Education & Research	01-5200		538.00
00402292	01/25/2019 Cascade Athletic Supply Co.	01-4300		276.49
00402293	01/25/2019 Chico Ceramic Center	01-4300		724.74
00402294	01/25/2019 CMEA-NS	Cancelled		974.00 *
Cancelled on 02/15/2019, Cancel Register # 28529				
00402295	01/25/2019 Colusa Casino Resort	95-5600		400.00
00402296	01/25/2019 EWING	01-4300		725.72
00402297	01/25/2019 Franz Family Bakeries	13-4700		257.26
00402298	01/25/2019 General Produce	13-4700		3,467.30
00402299	01/25/2019 Gridley FFA Ag. Mechanics	95-4300		330.00
00402300	01/25/2019 Griff's Feed & Seed	01-4300		21.44
00402301	01/25/2019 Leasa Hill	13-5200		35.38
00402302	01/25/2019 Infinite Campus	01-5800		425.00
00402303	01/25/2019 Inland	01-5800		663.91
00402304	01/25/2019 Las Plumas High School	01-5800		140.00
00402305	01/25/2019 Messick Ace Hardware	01-4300	1,033.91	
			138.52	
00402306	01/25/2019 Mid Valley League c/o Hamilton Union High School	01-4300		1,172.43
00402307	01/25/2019 Mike Cerney	95-4300		190.84
00402308	01/25/2019 Mike Cerney	95-4300		17.59
00402308	01/25/2019 Nature Bridge	01-5800		13,336.00
00402309	01/25/2019 North Woodwinds	01-5600		205.42
00402310	01/25/2019 Northern California Feed & Mineral Solutions	01-4300		169.00
00402311	01/25/2019 Pacific Gas & Electric Co.	01-5500		17,905.20
00402312	01/25/2019 Pleasant Valley High School	01-5800		150.00
00402313	01/25/2019 Recology Butte Colusa Counties	01-4300		913.75
00402314	01/25/2019 Registrations For You	01-5200		1,060.00
00402315	01/25/2019 Jose Rodriguez	01-5200		278.40
00402316	01/25/2019 Round Table Pizza	01-4300		362.40
00402317	01/25/2019 Sankey Automobile Co. Towing	01-4300		175.00
00402318	01/25/2019 School Health Corporation	01-4300		462.27
00402319	01/25/2019 School Services of California	01-5800		500.00
00402320	01/25/2019 Stafford Meat Company, Inc.	13-4710		640.00
00402321	01/25/2019 Subway	95-4300		2,363.00
00402322	01/25/2019 Sysco Sacramento	13-4700		1,611.31
00402323	01/25/2019 TCSIG	01-5400		125.00
00402324	01/25/2019 Three B's Tiolet Rentals	01-4300		150.00
00402325	01/25/2019 Top Tier Data Com	01-5600		3,455.00
00402326	01/25/2019 Ultimate Building Maintenance	01-5600		995.00
00402327	01/25/2019 US Bank-Cal Card	01-4300	9,325.03	
			2,907.20	
			318.50	
			11,497.41	
			1,386.00	
		Unpaid Tax	214.68-	
00402328	01/25/2019 Verizon	01-5900		25,219.46
00402329	01/25/2019 Voyager Sopris Learning	01-4100		152.04
00402330	01/25/2019 Williams Unified School District	01-5800		116.80
00402331	01/25/2019 Yuba Safe & Lock	01-5600		150.00
				390.76

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00402437	02/01/2019 Amazon Capital Services	01-4300	1,103.21	
		95-4300	21.42	
		Unpaid Tax	43.98-	1,080.65
00402438	02/01/2019 AMS.Net, Inc.	01-6400		4,626.34
00402439	02/01/2019 Ben Toilet Rentals, Inc.	01-5600		69.91
00402440	02/01/2019 CA FBLA - Northern Section	95-5300		1,815.00
00402441	02/01/2019 City of Monterey	Cancelled		186.00 *
Cancelled on 02/15/2019, Cancel Register # 28529				
00402442	02/01/2019 Close Lumber, Inc.	01-4300		261.76
00402443	02/01/2019 CMEA-NS	01-5800		300.00
00402444	02/01/2019 CMEA-NS	01-5800		150.00
00402445	02/01/2019 CSF/CJSF Central Office	01-5300		100.00
00402446	02/01/2019 Elite Sound	95-4300		500.00
00402447	02/01/2019 Entek, Inc.	01-5800		2,468.00
00402448	02/01/2019 EWING	01-4300		1,928.97
00402449	02/01/2019 Festivals of Music	01-5800		300.00
00402450	02/01/2019 Franz Family Bakeries	13-4700		471.37
00402451	02/01/2019 Gager Distributing	13-4700		143.54
00402452	02/01/2019 Gold Star Foods	13-4700		9,069.41
00402453	02/01/2019 Granzella's	95-4300		70.00
00402454	02/01/2019 Hicks, Rosemary	01-4300		14.03
00402455	02/01/2019 Hillyard	01-4300	52.24	
		01-5600	41.47	93.71
00402456	02/01/2019 Hone, Zeba	01-4300		4.56
00402457	02/01/2019 Hughes, Maribel	01-4300		87.88
00402458	02/01/2019 Jarrett, Deanna	01-5200		95.70
00402459	02/01/2019 Kaeser & Blair, Inc.	95-4300		59.00
00402460	02/01/2019 Laux, Shannon	01-4300		21.55
00402461	02/01/2019 Lemenager, Erika	01-4300		129.70
00402462	02/01/2019 Martinez, Ashley	01-5200		75.40
00402463	02/01/2019 Midwest Motor Supply Co., Inc. dba Kimball Midwest	01-4300		560.04
00402464	02/01/2019 MJB Welding Supply, Inc.	01-4300	25,280.41	
		01-5600	1,146.05	26,426.46
00402465	02/01/2019 Monterey Bay Kayaks	Cancelled		1,200.00 *
Cancelled on 02/15/2019, Cancel Register # 28529				
00402466	02/01/2019 North Woodwinds	01-5600		47.00
00402467	02/01/2019 Platt	01-4300		95.20
00402468	02/01/2019 Quill Corporation	01-4300		539.92
00402469	02/01/2019 Reminderband, Inc.	95-4300	298.48	
		Unpaid Tax	16.83-	281.65
00402470	02/01/2019 Ribbons Galore	95-4300		672.18
00402471	02/01/2019 Sam's Club Direct	95-4300		420.37
00402472	02/01/2019 Subway	01-4300		60.23
00402473	02/01/2019 Taymark dba Anderson's	95-4300	745.28	
		Unpaid Tax	43.49-	701.79
00402474	02/01/2019 Thomas, Heather	01-4300		260.50
00402475	02/01/2019 Tietz, Ryan	01-5200		92.57
00402476	02/01/2019 Twin Cities Equipment Rental	01-4300		138.00
00402477	02/01/2019 US Awards, Inc.	95-4300		287.28
00402478	02/01/2019 US Bank-Cal Card	01-4300	245.35	
		01-5800	209.16	
		95-4300	257.11	
		Unpaid Tax	11.54-	700.08
00402479	02/01/2019 YSSRA Nestor Chavez	01-5800		382.00
00402614	02/07/2019 Amazon Capital Services	01-4300	488.06	
		95-4300	115.83	
		Unpaid Tax	20.78-	583.11
00402615	02/07/2019 American Fidelity Assurance	01-9518		426.73
00402616	02/07/2019 Andrew Lemenager	01-9550		83.39
00402617	02/07/2019 Athletics Unlimited	01-4300		2,356.68
00402618	02/07/2019 Bailey, Tiffany	01-9514		778.54

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00402619	02/07/2019 Bradbury, Gayle	01-5200		151.85
00402620	02/07/2019 Burg, Nikole	01-5800		12.25
00402621	02/07/2019 California Teachers Assoc.	01-9518		6,290.75
00402622	02/07/2019 California Teachers Assoc. (CT A) Local	01-9518		360.00
00402623	02/07/2019 California's Valued Trust	01-9514		172,984.12
00402624	02/07/2019 City of Colusa	01-5500		4,423.81
00402625	02/07/2019 Climate Control, Inc.	01-5600		4,433.80
00402626	02/07/2019 CUSD - Emergency Fund	01-5800	13,352.01	
		01-9536	1,336.55	
		95-4300	1,805.00	16,493.56
00402627	02/07/2019 Danielsen Company	13-4700	7,418.43	
		13-4710	676.38	8,094.81
00402628	02/07/2019 Davies Oil Co.	01-4300		1,580.53
00402629	02/07/2019 Franz Family Bakeries	13-4700		364.32
00402630	02/07/2019 Fulcher Paint & Supply	01-4300		563.74
00402631	02/07/2019 General Produce	13-4700		2,635.50
00402632	02/07/2019 Griffs Feed & Seed	01-4300		39.77
00402633	02/07/2019 Hamilton, Heather	01-9550		100.00
00402634	02/07/2019 Hillyard	01-4300	179.29	
		01-5600	142.32	321.61
00402635	02/07/2019 Hust Brothers	01-4300		768.80
00402636	02/07/2019 IXL Learning, Inc.	01-4300		582.00
00402637	02/07/2019 Jeff Savage Plumbing	01-5600		897.25
00402638	02/07/2019 JW Wood Company, Inc.	01-4300	114.71	
		01-5600	114.70	229.41
00402639	02/07/2019 Kellie Arce	01-5800		64.50
00402640	02/07/2019 Mitel Leasing	01-5600		1,433.92
00402641	02/07/2019 Nail, Mitchell	Cancelled		205.86 *
Cancelled on 02/15/2019, Cancel Register # 28529				
00402642	02/07/2019 Nilsen Raymond, Lisa	01-5200		209.33
00402643	02/07/2019 North State Screenprinting & Athletic	95-4300		453.13
00402644	02/07/2019 Quill Corporation	01-4300		35.37
00402645	02/07/2019 Reading Oil	01-4300		1,184.47
00402646	02/07/2019 Recology Butte Colusa Counties	01-5600		307.17
00402647	02/07/2019 Reece, Barbara	01-9550		31.63
00402648	02/07/2019 Sargent Welch	01-4300		833.26
00402649	02/07/2019 Sierra Flowers	95-4300		90.09
00402650	02/07/2019 Standard Insurance Company	01-9518		2,042.04
00402651	02/07/2019 Superior Tire Service	01-4300		35.00
00402652	02/07/2019 Sutter County Superintendent of Schools	01-5800		15,625.00
00402653	02/07/2019 Sutter Union High School District	01-5800		375.00
00402654	02/07/2019 US Bank Equipment Finance	01-5600		2,208.28
00402655	02/07/2019 US Bank-Cal Card	01-4300	43.10	
		01-5800	64.50	
		95-4300	1,836.18	1,943.78
00402656	02/07/2019 Valley Truck & Tractor Company	01-4300		27.83
00402657	02/07/2019 Wheatland Union High School	01-5800		225.00
00402658	02/07/2019 Yuba Gardens	01-5800		125.00
00402826	02/15/2019 Alhambra & Sierra Springs	01-4300		60.52
00402827	02/15/2019 All Metals Supply, Inc.	01-4300		1,638.89
00402828	02/15/2019 Amazon Capital Services	01-4300	147.68	
		95-4300	142.26	
		Unpaid Tax	3.71-	286.23
00402829	02/15/2019 AMS.Net, Inc.	01-6400		4,073.16
00402830	02/15/2019 Beeler Tractor Company	01-4300		60.13
00402831	02/15/2019 CA Department of Justice	01-5800		96.00
00402832	02/15/2019 CA Department of Tax & Fee Administration	01-5800	284.72	
		95-4300	2,535.00	2,819.72
00402833	02/15/2019 Carrot Top Industries, Inc.	01-4300		164.49
00402834	02/15/2019 Climate Control, Inc.	01-5600	238.00	
		13-5600	457.82	695.82

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00402835	02/15/2019 CMEA-NS	95-4300		180.00
00402836	02/15/2019 Colusa County Farm Supply	01-4300		1,110.50
00402837	02/15/2019 Crystal Creamery, Dept. 33369	13-4700		3,875.51
00402838	02/15/2019 CUSD - Emergency Fund	01-9518	26.73	
		01-9536	1,669.60	1,696.33
00402839	02/15/2019 CUSD General Fund	01-9515		276.00
00402840	02/15/2019 Dawn Lee	95-4300		45.00
00402841	02/15/2019 Franz Family Bakeries	13-4700		672.93
00402842	02/15/2019 Friends of Music	01-9550		173.20
00402843	02/15/2019 Frontier	01-5900		8,184.61
00402844	02/15/2019 Gold Star Foods	13-4700		853.75
00402845	02/15/2019 Gomez, Victor	01-5800		63.00
00402846	02/15/2019 Hillyard	01-4300	31.40	
		01-5600	24.93	56.33
00402847	02/15/2019 J.M. King Consulting, Inc.	25-5800		495.00
00402848	02/15/2019 Judy Hoffman	01-4300		850.00
00402849	02/15/2019 Kerry Wells	95-4300		45.00
00402850	02/15/2019 Laux, Shannon	01-4300	23.40	
		01-5800	26.75	
		01-5900	63.35	113.50
00402851	02/15/2019 Lemenager, Erika	01-5200		2,091.94
00402852	02/15/2019 Lowe's	01-4300		1,552.22
00402853	02/15/2019 Matt Simmons	95-4300		45.00
00402854	02/15/2019 McGrath Rentcorp dba Mobile Modular Mgt. Corp.	01-6200		4,980.00
00402855	02/15/2019 Messick Ace Hardware	01-4300		1,731.21
00402856	02/15/2019 Nail, Mitchell	01-5200		158.82
00402857	02/15/2019 Newman, Dwayne	01-5200		524.91
00402858	02/15/2019 NFHS Learn	01-4300		500.00
00402859	02/15/2019 Old Fashion Candy Co., Inc.	95-4300		536.56
00402860	02/15/2019 OTC Brands, Inc.	01-4300	314.85	
		Unpaid Tax	21.28-	293.57
00402861	02/15/2019 Pioneer Review	01-4300		200.00
00402862	02/15/2019 QC Supply	01-4300	513.00	
		Unpaid Tax	30.14-	482.86
00402863	02/15/2019 Quill Corporation	01-4300		302.86
00402864	02/15/2019 Randy Barrett NCBOA Assignor	01-5800		320.00
00402865	02/15/2019 Recology Butte Colusa Counties	01-5500		3,019.60
00402866	02/15/2019 Recology Butte Colusa Counties	01-4300		600.07
00402867	02/15/2019 Reece, Barbara	01-4300		80.90
00402868	02/15/2019 Rideout Medical Association /Occupational Health	01-5800		125.00
00402869	02/15/2019 Riverview International Trucks LLC	01-5600		889.23
00402870	02/15/2019 Slocum, Melissa	01-4300		28.24
00402871	02/15/2019 Sorenson Pest Control Inc.	01-5500		220.00
00402872	02/15/2019 Spurr	01-5500		6,642.79
00402873	02/15/2019 Tamco Capital Corporation	01-5600		1,217.91
00402874	02/15/2019 US Bank-Cal Card	01-4300	1,658.99	
		01-5200	918.92	2,577.91
00403040	02/22/2019 44th DAA Colusa County Fair	95-4300		90.00
00403041	02/22/2019 Barmann Landscape & Irrigation	01-4300		51,873.00
00403042	02/22/2019 Benchmark Education Co., LLC	01-5200		2,800.00
00403043	02/22/2019 Burg, Nikole	95-4300		68.74
00403044	02/22/2019 CA Association FFA	95-4300		2,520.00
00403045	02/22/2019 Cascade Athletic Supply Co.	01-4300		744.20
00403046	02/22/2019 CJSFBalfour	01-4300		52.87
00403047	02/22/2019 Climate Control, Inc.	01-5600		1,320.25
00403048	02/22/2019 Craftkits Online Catalog	01-4300	71.37	
		Unpaid Tax	3.76-	67.61
00403049	02/22/2019 Franz Family Bakeries	13-4700		302.18
00403050	02/22/2019 Image Market	95-4300		448.84
00403051	02/22/2019 Interquest Detection Canines	01-5800	250 of 324	350.00
00403052	02/22/2019 Jostens	01-4300		12.87

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00403053	02/22/2019 JW Pepper	95-4300		693.85
00403054	02/22/2019 Les Schwab Tire Center	01-4300		199.72
00403055	02/22/2019 Martinez, Ashley	01-4300		461.64
00403056	02/22/2019 Monterey Bay Kayaks	01-5800		440.00
00403057	02/22/2019 Moran's Custom Framing	01-4300		48.26
00403058	02/22/2019 NSCIF	01-4300	1,390.00	
		01-5800	920.24	2,310.24
00403059	02/22/2019 Oroville High School	95-4300		600.00
00403060	02/22/2019 Ribbons Galore	95-4300	267.57	
		Unpaid Tax	18.09-	249.48
00403061	02/22/2019 Scentco	01-4300		302.98
00403062	02/22/2019 SportDecals	95-4300	850.47	
		Unpaid Tax	57.49-	792.98
00403063	02/22/2019 Sysco Sacramento	13-4700		1,897.91
00403064	02/22/2019 US Awards, Inc.	95-4300		603.20
00403065	02/22/2019 US Bank-Cal Card	01-4300	456.62	
		01-5200	4,966.50	5,423.12
00403066	02/22/2019 Verizon	01-5900		152.04
00403067	02/22/2019 Williams Unified School District	01-4300		40.00
00403068	02/22/2019 Yuba College Track & Field	01-5800		200.00
00403171	02/28/2019 Advanced Document Concepts	01-5600		2,193.00
00403172	02/28/2019 All Metals Supply, Inc.	01-4300		768.09
00403173	02/28/2019 Amazon Capital Services	01-4200	35.10	
		01-4300	943.38	
		95-4300	838.82	
		Unpaid Tax	45.94-	1,771.36
00403174	02/28/2019 CA Department of Education Accounting Office	13-5800		1,003.15
00403175	02/28/2019 California's Valued Trust	01-3701	10,156.57	
		01-9514	167,222.72	177,379.29
00403176	02/28/2019 Climate Control, Inc.	01-5600		1,081.73
00403177	02/28/2019 Close Lumber, Inc.	01-4300		43.05
00403178	02/28/2019 Durham High School	01-5800		350.00
00403179	02/28/2019 Family Support Registry	01-9518		490.36
00403180	02/28/2019 EWING	01-5200		59.00
00403181	02/28/2019 Franz Family Bakeries	13-4700		194.16
00403182	02/28/2019 Fredrickson, Catherine	01-5200		192.99
00403183	02/28/2019 General Produce	13-4700		2,218.60
00403184	02/28/2019 Gold Star Foods	13-4700		12.60
00403185	02/28/2019 Hillyard	01-4300	833.79	
		01-5600	661.89	1,495.68
00403186	02/28/2019 Hughes, Maribel	01-4300		30.92
00403187	02/28/2019 Inland	01-5800		669.37
00403188	02/28/2019 JW Wood Company, Inc.	01-4300	279.42	
		01-5600	279.42	558.84
00403189	02/28/2019 Meridian Diesel	01-5600		490.00
00403190	02/28/2019 NSCIF	01-4300	120.00	
		01-5800	120.00	240.00
00403191	02/28/2019 Pacific Gas & Electric Co.	01-5500		19,607.65
00403192	02/28/2019 Pamela Hutchison	01-5200		2,550.00
00403193	02/28/2019 Quill Corporation	01-4300		429.59
00403194	02/28/2019 Recology Butte Colusa Counties	01-5600		307.17
00403195	02/28/2019 Renaissance Learning Inc.	01-4100		34.50
00403196	02/28/2019 Sam's Club Direct	95-4300		883.45
00403197	02/28/2019 Seaver, Gay	01-5800		22.00
00403198	02/28/2019 Standard Insurance Company	01-9518		2,035.39
00403199	02/28/2019 Subway	01-4300		175.00
00403200	02/28/2019 Three B's Tiolet Rentals	01-4300		150.00
00403201	02/28/2019 Top Tier Data Com	01-6400		830.00
00403202	02/28/2019 Villanueva, Maria	01-5200		29.93
00403203	02/28/2019 West Valley Track	01-5800		350.00
00403204	02/28/2019 Yuba Safe & Lock	01-5600		530.43

CUSD AP Check Register  
 January 1, 2019 thru February 28, 2019

0401768	01/04/2019	Advanced Document Concepts	01-5600		1,748.52
0401769	01/04/2019	Amazon Capital Services	01-4300	74.90	
			01-6200	1,177.62	
			Unpaid Tax	59.89-	1,192.63
					<u>1,061,352.18</u> Net Issue
Total Number of Checks	Count: 355	Amount: 1,079,683.28	Cancelled 12	Amount: 18,311.10	
Fund Recap	Fund Desc.	Check Count	Expensed Amount		
01	General Fund	268	967,840.90		
13	Cafeteria Fund	36	52,207.12		
25	Capital Facilities Fund	1	495.00		
95	Student Body Fund	50	41,500.23		
		<u>Total Number of Checks: 343</u>	<u>1,062,043.25</u>	691.07-	<u>1,061,352.18</u>
				Less Unpaid Tax Liability	Net (Check Amount)

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



**CUSD Payroll Check Register**

**Vendor Checks** **Pay Date 01/01/2019 through 02/28/2019**

Check Date	Check #	Check Amount	Vendor Name
01/11/19	000751059	1.91	CSEA
	<b>Total for 01/11/19</b>	<b>1.91</b>	<b>1</b>
01/31/19	000751263	440.00	ENVOY
01/31/19	000751264	3,009.33	AMERICAN FIDELITY CANCER/ACCD/LIFE
01/31/19	000751265	727.27	AMERICAN FIDELITY CANCER/ACCD/LIFE
01/31/19	000751266	4,361.64	AMERICAN FIDELITY DEPEND CARE AND FLEX
01/31/19	000751267	2,365.00	AMERICAN FIDELITY HSA ACCOUNT
01/31/19	000751268	1,381.81	ENVOY
01/31/19	000751269	925.00	ENVOY
01/31/19	000751270	108.00	ASSN OF CA SCHOOL ADMIN
01/31/19	000751271	450.00	CalPERS 457 PLAN
01/31/19	000751272	1,935.82	CSEA
01/31/19	000751273	189.00	CSEA CHAPTER 574
01/31/19	000751274	23.00	CSEA VICTORY CLUB
01/31/19	000751275	6,650.75	CTA
01/31/19	000751276	244.11	CUSD Payroll
01/31/19	000751277	276.00	FAMILY SUPPORT REGISTRY
01/31/19	000751278	980.72	FAMILY SUPPORT REGISTRY
01/31/19	000751279	45.45	ENVOY
01/31/19	000751280	396.69	HORACE MANN 403b ROTH
01/31/19	000751281	40.00	ENVOY
01/31/19	000751282	3,890.91	ENVOY
01/31/19	000751283	200.00	ENVOY
01/31/19	000751284	1,000.00	ENVOY
01/31/19	000751285	2,045.00	SCHOOLS FINANCIAL CREDIT UNION
01/31/19	000751286	74.53	THE STANDARD
01/31/19	000751287	354.61	US DEPT OF EDUCATION
01/31/19	000751288	100.00	VANGUARD
01/31/19	000751289	403.92	WASHINGTON NATIONAL INS CO
	<b>Total for 01/31/19</b>	<b>32,618.56</b>	<b>27</b>
02/11/19	000751414	8.88	CSEA
	<b>Total for 02/11/19</b>	<b>8.88</b>	<b>1</b>
02/28/19	000751657	3,009.33	AMERICAN FIDELITY CANCER/ACCD/LIFE
02/28/19	000751658	4,361.64	AMERICAN FIDELITY DEPEND CARE AND FLEX
02/28/19	000751659	1,990.00	AMERICAN FIDELITY HSA ACCOUNT
02/28/19	000751660	108.00	ASSN OF CA SCHOOL ADMIN
02/28/19	000751661	276.00	CA STATE Disbursement Unit
02/28/19	000751662	490.36	CA STATE Disbursement Unit
02/28/19	000751663	1,954.10	CSEA
02/28/19	000751664	189.00	CSEA CHAPTER 574
02/28/19	000751665	23.00	CSEA VICTORY CLUB
02/28/19	000751666	6,650.75	CTA
02/28/19	000751667	81.00	ENVOY PLAN SERVICES
02/28/19	000751668	9,147.13	ENVOY PLAN SERVICES
02/28/19	000751669	2,045.00	SCHOOLS FINANCIAL CREDIT UNION
02/28/19	000751670	74.53	THE STANDARD
02/28/19	000751671	354.61	US DEPT OF EDUCATION
02/28/19	000751672	403.92	WASHINGTON NATIONAL INS CO
	<b>Total for 02/28/19</b>	<b>31,158.37</b>	<b>16</b>
	<b>Total Vendor Checks</b>	<b>63,787.72</b>	<b>45</b>
01/11/19	000751022	15.13	Jessica Bedolla
01/11/19	000751023	247.37	Leobardo Garnica Jr.
01/11/19	000751024	123.68	John Hahn
01/11/19	000751025	515.33	Christine Huffman
01/11/19	000751026	7,188.72	Scott Lantsberger
01/11/19	000751027	883.10	Sally Loeza
01/11/19	000751028	90.75	Bailey Miller
01/11/19	000751029	37.59	Lisset Montejano
01/11/19	000751030	320.54	Brandon Ruiz
01/11/19	000751031	366.62	Nicholas Schantz
01/11/19	000751032	387.87	Elizabeth Yerxa

01/11/19	000751033	44.78	Ricky Zaragoza
	<b>Total for 01/11/19</b>	<b>10,221.48</b>	<b>12</b>
01/16/19	000751061	247.24	Russell Gardner
	<b>Total for 01/16/19</b>	<b>247.24</b>	<b>1</b>
01/31/19	000751111	1,953.40	Carmen Altamirano
01/31/19	000751112	950.02	Ann Amsden
01/31/19	000751113	1,806.31	Betty Coronado
01/31/19	000751114	1,291.71	Micheal Cox
01/31/19	000751115	2,942.43	Tina Cremo
01/31/19	000751116	1,223.15	Linda Fisher
01/31/19	000751117	1,665.12	Olivia Gross
01/31/19	000751118	1,119.89	Leslie Hall
01/31/19	000751119	1,307.40	Angela Hammock
01/31/19	000751120	3,388.47	Sheraya Harmon
01/31/19	000751121	892.46	Eric Lang
01/31/19	000751122	807.02	Katherine Mobley
01/31/19	000751123	558.89	Cynthia O'brien
01/31/19	000751124	894.55	Natalie Sandidge
01/31/19	000751125	276.00	Haidee Solis
01/31/19	000751126	993.52	Jessica Bedolla
01/31/19	000751127	144.21	Martin Alfaro
01/31/19	000751128	413.91	Lori Foster
01/31/19	000751129	247.24	Russell Gardner
01/31/19	000751130	123.68	Leobardo Garnica Jr.
01/31/19	000751131	383.51	John Hahn
01/31/19	000751132	123.68	Rachanee Jackson
01/31/19	000751133	8,137.15	Scott Lantsberger
01/31/19	000751134	123.68	Joseph Miles
01/31/19	000751135	27.11	Julissa Morales
01/31/19	000751136	494.62	Kaylee Poppinga
01/31/19	000751137	635.22	Nicholas Schantz
01/31/19	000751138	842.52	Araneli Andrade
01/31/19	000751139	1,525.60	Blanca Avina
01/31/19	000751140	1,007.16	Susan Correa
01/31/19	000751141	1,566.68	Armando Garcia
01/31/19	000751142	982.27	Jennifer Goodman
01/31/19	000751143	4,077.59	Jeff Isaksen
01/31/19	000751144	4,016.60	Courtney Lemenager
01/31/19	000751145	1,223.69	Sally Loeza
01/31/19	000751146	1,385.09	Andrea Manor
01/31/19	000751147	1,219.60	Nancy Montejano
01/31/19	000751148	1,404.55	Tiessa Santana
01/31/19	000751149	891.05	Ricky Zaragoza
01/31/19	000751150	2,536.40	Brandon Ruiz
01/31/19	000751151	3,635.92	Daniel Ruiz
01/31/19	000751152	2,662.52	Nick Schantz
	<b>Total for 01/31/19</b>	<b>61,901.59</b>	<b>42</b>
02/11/19	000751353	493.37	Daphne Garcia
02/11/19	000751354	192.27	Haidee Solis
02/11/19	000751355	123.68	Gavin Cheema
02/11/19	000751356	185.52	Siera Eaton
02/11/19	000751357	401.12	Abigael Galvez
02/11/19	000751358	329.64	Russell Gardner
02/11/19	000751359	123.68	John Hahn
02/11/19	000751360	123.62	Mohammad Khan
02/11/19	000751361	311.81	Evangelina Martinez Hernandez
02/11/19	000751362	68.91	Lisset Montejano
02/11/19	000751363	54.23	Julissa Morales
02/11/19	000751364	123.68	Kaylee Poppinga
02/11/19	000751365	409.40	Gurpreet Rai
02/11/19	000751366	55.68	Ricky Zaragoza
02/11/19	000751367	344.87	Daniel Ruiz
	<b>Total for 02/11/19</b>	<b>3,341.48</b>	<b>15</b>
02/28/19	000751484	1,953.40	Carmen Altamirano
02/28/19	000751485	950.02	Ann Amsden

02/28/19	000751486	1,835.37	Betty Coronado
02/28/19	000751487	1,291.71	Micheal Cox
02/28/19	000751488	2,942.42	Tina Cremo
02/28/19	000751489	1,223.15	Linda Fisher
02/28/19	000751490	1,119.89	Leslie Hall
02/28/19	000751491	1,292.23	Angela Hammock
02/28/19	000751492	3,388.47	Sheraya Harmon
02/28/19	000751493	902.49	Eric Lang
02/28/19	000751494	807.02	Katherine Mobley
02/28/19	000751495	601.01	Cynthia O'brien
02/28/19	000751496	866.19	Natalie Sandidge
02/28/19	000751497	1,024.41	Jessica Bedolla
02/28/19	000751498	247.36	Kristena Adkinson
02/28/19	000751499	16.50	Michael Bacon
02/28/19	000751500	1,528.30	Ronald Bruggman
02/28/19	000751501	247.37	Gavin Cheema
02/28/19	000751502	137.97	Sandra Ebersole
02/28/19	000751503	574.86	Lori Foster
02/28/19	000751504	123.62	Bernhard Fricke
02/28/19	000751505	638.69	Russell Gardner
02/28/19	000751506	371.05	Leobardo Garnica Jr.
02/28/19	000751507	605.73	John Hahn
02/28/19	000751508	1,445.98	Christine Huffman
02/28/19	000751509	319.51	Rachanee Jackson
02/28/19	000751510	123.62	Mohammad Khan
02/28/19	000751511	8,137.15	Scott Lantsberger
02/28/19	000751512	123.68	Joseph Miles
02/28/19	000751513	33.89	Julissa Morales
02/28/19	000751514	150.82	Gurpreet Rai
02/28/19	000751515	948.12	Elizabeth Yerxa
02/28/19	000751516	234.40	Doris Zoller
02/28/19	000751517	842.52	Araneli Andrade
02/28/19	000751518	1,525.60	Blanca Avina
02/28/19	000751519	1,007.16	Susan Correa
02/28/19	000751520	982.27	Jennifer Goodman
02/28/19	000751521	637.46	Natalie Howard
02/28/19	000751522	4,077.58	Jeff Isaksen
02/28/19	000751523	4,016.59	Courtney Lemenager
02/28/19	000751524	867.70	Sally Loeza
02/28/19	000751525	1,385.09	Andrea Manor
02/28/19	000751526	1,219.60	Nancy Montejano
02/28/19	000751527	1,404.55	Tiessa Santana
02/28/19	000751528	813.19	Ricky Zaragoza
02/28/19	000751529	2,536.40	Brandon Ruiz
02/28/19	000751530	2,514.35	Daniel Ruiz
02/28/19	000751531	2,662.52	Nick Schantz
	<b>Total for 02/28/19</b>	<b>62,698.98</b>	<b>48</b>
	<b>Total Employee Checks</b>	<b>138,410.77</b>	<b>118</b>
01/11/19	ACH-12000001	39.46	Stephanie Archibald
01/11/19	ACH-12000002	1,130.18	Christina Avera
01/11/19	ACH-12000003	24.92	Jennifer Bacon
01/11/19	ACH-12000004	300.73	Tiffany Bailey
01/11/19	ACH-12000005	230.50	Jennifer Barbee
01/11/19	ACH-12000006	551.88	Susan Barrett
01/11/19	ACH-12000007	74.03	Ashley Bolstad
01/11/19	ACH-12000008	32.01	Nikole Burg
01/11/19	ACH-12000009	26.81	Kristin Cain
01/11/19	ACH-12000010	26.23	Stephanie Coffman
01/11/19	ACH-12000011	23.33	Raphael Delgado
01/11/19	ACH-12000012	60.35	Moses Espino
01/11/19	ACH-12000013	1,163.57	Maria Garcia
01/11/19	ACH-12000014	247.24	Russell Gardner
01/11/19	ACH-12000015	207.95	Victor Gomez
01/11/19	ACH-12000016	34.43	Allison Hernandez
01/11/19	ACH-12000017	279.88	Ellen Hester
01/11/19	ACH-12000018	295.95	Sandra Huff

01/11/19	ACH-12000019	154.00	Chaena Laux
01/11/19	ACH-12000020	1,533.33	Shannon Laux
01/11/19	ACH-12000021	315.07	Jennifer Lay
01/11/19	ACH-12000022	1,180.78	Angel Lutz
01/11/19	ACH-12000023	122.19	Tina Lyons
01/11/19	ACH-12000024	444.40	Ashley Martinez
01/11/19	ACH-12000025	569.32	Grant Mayberry
01/11/19	ACH-12000026	144.21	Julie Meigs
01/11/19	ACH-12000027	32.00	Melissa Michalk
01/11/19	ACH-12000028	267.83	Ann Ryan
01/11/19	ACH-12000029	137.97	Donald Schroeder
01/11/19	ACH-12000030	683.49	Lori Tanner
01/11/19	ACH-12000031	181.82	Kimberly Turner
01/11/19	ACH-12000032	331.01	Socorro Vargas
01/11/19	ACH-12000033	187.99	Matthew Vedo
01/11/19	ACH-12000034	781.82	Salli Wallace
	<b>Total for 01/11/19</b>	<b>11,816.68</b>	<b>34</b>
01/31/19	ACH-91200035	3,284.91	Mallory Alves
01/31/19	ACH-91200036	1,309.95	Toni Apaseo
01/31/19	ACH-91200037	2,317.32	Christina Bailey
01/31/19	ACH-91200038	3,821.52	Tiffany Bailey
01/31/19	ACH-91200039	3,581.13	Jennifer Barbee
01/31/19	ACH-91200040	2,988.48	Agustin Bautista
01/31/19	ACH-91200041	4,147.11	Karen Benning
01/31/19	ACH-91200042	886.27	Lizzette Berry
01/31/19	ACH-91200043	4,777.17	Jill Boeger
01/31/19	ACH-91200044	648.97	Natalii Chavez
01/31/19	ACH-91200045	886.72	Michelle Collins
01/31/19	ACH-91200046	2,224.37	Moses Espino
01/31/19	ACH-91200047	3,102.87	Catherine Fredrickson
01/31/19	ACH-91200048	970.86	Marjorie Gonzales
01/31/19	ACH-91200049	3,697.32	Jennifer Hardwick
01/31/19	ACH-91200050	5,123.29	Trisha Haugh
01/31/19	ACH-91200051	2,344.61	Rosemary Hicks
01/31/19	ACH-91200052	3,737.35	Sandra Huff
01/31/19	ACH-91200053	2,212.48	Maribel Hughes
01/31/19	ACH-91200054	5,232.38	James Imhoff
01/31/19	ACH-91200055	5,194.07	Deanna Jarrett
01/31/19	ACH-91200056	813.16	Jennifer Jelavich
01/31/19	ACH-91200057	3,637.44	Victoria Kachan
01/31/19	ACH-91200058	1,053.59	April Kraft
01/31/19	ACH-91200059	5,442.26	Jennifer Lay
01/31/19	ACH-91200060	3,405.82	Chloe Maccullough
01/31/19	ACH-91200061	3,290.47	Ashley Martinez
01/31/19	ACH-91200062	4,869.17	Jamie Myers
01/31/19	ACH-91200063	1,443.26	Alyssa Penhall
01/31/19	ACH-91200064	682.24	Stephanie Ponciano
01/31/19	ACH-91200065	593.93	Anthony Ramirez
01/31/19	ACH-91200066	920.81	Luisana Rangel
01/31/19	ACH-91200067	5,880.75	Jose Rodriguez
01/31/19	ACH-91200068	5,604.54	Cristina Rodriguez-Dully
01/31/19	ACH-91200069	2,787.96	Aurora Salazar
01/31/19	ACH-91200070	926.50	Luis Sanchez
01/31/19	ACH-91200071	971.72	Abel Sandoval
01/31/19	ACH-91200072	4,970.10	Melissa Slocum
01/31/19	ACH-91200073	2,395.71	Melissa Smith
01/31/19	ACH-91200074	5,086.36	Ryan Tietz
01/31/19	ACH-91200075	1,924.79	Andrea Uhlenkott
01/31/19	ACH-91200076	673.77	Christina Vargas
01/31/19	ACH-91200077	3,161.90	Socorro Vargas
01/31/19	ACH-91200078	4,293.30	Roberta Weiglein
01/31/19	ACH-91200079	736.05	Jennifer Bacon
01/31/19	ACH-91200080	3,210.58	Vernon Badaluco
01/31/19	ACH-91200081	3,361.90	Samantha Brooks
01/31/19	ACH-91200082	3,178.29	Nikole Burg
01/31/19	ACH-91200083	6,131.54	Rebecca Changus

01/31/19	ACH-91200084	3,690.31	Jennifer Corriea
01/31/19	ACH-91200085	6,016.09	Timothy Crabtree
01/31/19	ACH-91200086	1,413.59	Lesha Duron
01/31/19	ACH-91200087	5,392.39	Matthew Giffin
01/31/19	ACH-91200088	1,356.74	Allison Hernandez
01/31/19	ACH-91200089	3,230.98	Matthew Jessee
01/31/19	ACH-91200090	5,864.65	Casey Johnson
01/31/19	ACH-91200091	5,816.31	Eric Lay
01/31/19	ACH-91200092	4,772.66	Tina Lyons
01/31/19	ACH-91200093	1,792.22	Donna Mahorney
01/31/19	ACH-91200094	2,159.83	Lorie Meyers
01/31/19	ACH-91200095	3,132.36	Melissa Michalk
01/31/19	ACH-91200096	5,033.32	Mitchell Nail
01/31/19	ACH-91200097	4,774.51	Kimberly Olson
01/31/19	ACH-91200098	3,911.11	David Ramirez
01/31/19	ACH-91200099	3,897.02	Rebecca Ramirez
01/31/19	ACH-91200100	4,159.08	Rebecca Robertson
01/31/19	ACH-91200101	2,051.98	Cecilia Ruiz
01/31/19	ACH-91200102	1,651.17	Gay Seaver
01/31/19	ACH-91200103	3,727.49	Stephanie Stever
01/31/19	ACH-91200104	3,130.82	Jean Summerville
01/31/19	ACH-91200105	5,438.28	Lori Tanner
01/31/19	ACH-91200106	5,350.48	Heather Thomas
01/31/19	ACH-91200107	5,506.22	Darren Townzen
01/31/19	ACH-91200108	4,842.41	Joseph Williamson
01/31/19	ACH-91200109	3,499.36	John Wirt
01/31/19	ACH-91200110	3,362.07	Megan Zwald
01/31/19	ACH-91200111	4,645.50	Christina Avera
01/31/19	ACH-91200112	4,065.65	Callie Barber
01/31/19	ACH-91200113	985.50	Susan Barrett
01/31/19	ACH-91200114	2,990.05	Gayle Bradbury
01/31/19	ACH-91200115	2,815.89	Adam Dragoo
01/31/19	ACH-91200116	2,016.91	Maria Espindola
01/31/19	ACH-91200117	928.65	Maria Garcia
01/31/19	ACH-91200118	832.94	Leasa Hill
01/31/19	ACH-91200119	3,276.30	Zeba Hone
01/31/19	ACH-91200120	5,284.97	Lucille Imhoff
01/31/19	ACH-91200121	2,934.87	Roberta James
01/31/19	ACH-91200122	3,573.12	Shannon Laux
01/31/19	ACH-91200123	55.75	Angel Lutz
01/31/19	ACH-91200124	702.85	Grant Mayberry
01/31/19	ACH-91200125	123.62	Julie Meigs
01/31/19	ACH-91200126	8,844.01	Dwayne Newman
01/31/19	ACH-91200127	3,224.07	Lisa Nilsen Raymond
01/31/19	ACH-91200128	947.74	Ann Ryan
01/31/19	ACH-91200129	548.19	Donald Schroeder
01/31/19	ACH-91200130	4,334.11	Jennifer Alaniz
01/31/19	ACH-91200131	3,981.41	Stephanie Archibald
01/31/19	ACH-91200132	2,043.19	Maria Benitez
01/31/19	ACH-91200133	3,637.12	Ashley Bolstad
01/31/19	ACH-91200134	935.00	Nelda Britt
01/31/19	ACH-91200135	2,967.32	Lacey Brown
01/31/19	ACH-91200136	671.81	Kristin Cain
01/31/19	ACH-91200137	2,709.86	Kaylee Cano
01/31/19	ACH-91200138	1,129.76	Stephanie Coffman
01/31/19	ACH-91200139	3,508.44	Mary Colligan
01/31/19	ACH-91200140	950.72	Raymond Echavarria
01/31/19	ACH-91200141	995.61	Margaret Elguez
01/31/19	ACH-91200142	1,144.58	Paige Erisey
01/31/19	ACH-91200143	3,054.14	Patricia Farrell
01/31/19	ACH-91200144	1,045.87	Cuca Ferreira
01/31/19	ACH-91200145	3,981.77	Krystyna Frank
01/31/19	ACH-91200146	1,695.27	Lora Fusaro
01/31/19	ACH-91200147	727.04	Jada Garcia
01/31/19	ACH-91200148	3,341.17	Myra Garza
01/31/19	ACH-91200149	2,819.62	Victor Gomez

01/31/19	ACH-91200150	3,299.04	Heather Hamilton
01/31/19	ACH-91200151	4,198.51	Ellen Hester
01/31/19	ACH-91200152	5,929.69	Jodell Johnston
01/31/19	ACH-91200153	5,450.29	Daniel Kalisuch
01/31/19	ACH-91200154	3,074.56	Pamela Kalisuch
01/31/19	ACH-91200155	5,249.85	Lara Kelleher
01/31/19	ACH-91200156	3,880.95	Rasan Knox
01/31/19	ACH-91200157	3,588.27	Carly Kolpin
01/31/19	ACH-91200158	4,857.64	Erika Lemenager
01/31/19	ACH-91200159	668.18	Emily Mayberry
01/31/19	ACH-91200160	1,995.52	Juanita Morgan
01/31/19	ACH-91200161	1,455.75	Elia Ocampo
01/31/19	ACH-91200162	4,996.44	Kirsty Ochs
01/31/19	ACH-91200163	3,050.79	Rachael Pastorino
01/31/19	ACH-91200164	3,356.24	Jennifer Porter
01/31/19	ACH-91200165	1,793.78	Barbara Reece
01/31/19	ACH-91200166	4,045.60	Sarah Richter
01/31/19	ACH-91200167	4,335.97	Lilia Robles
01/31/19	ACH-91200168	4,536.15	Jennifer Rogowski
01/31/19	ACH-91200169	1,231.37	Alexander Roque
01/31/19	ACH-91200170	1,344.39	Sally Ryan
01/31/19	ACH-91200171	4,717.97	Maite Testerman
01/31/19	ACH-91200172	4,317.83	Kimberly Turner
01/31/19	ACH-91200173	1,414.55	Cristina Vazquez
01/31/19	ACH-91200174	3,111.62	Matthew Vedo
01/31/19	ACH-91200175	725.99	Wendy Villegas
01/31/19	ACH-91200176	3,849.57	Kari Vlahos
01/31/19	ACH-91200177	1,749.85	Angela Amador
01/31/19	ACH-91200178	1,675.33	Jessica Casillas
01/31/19	ACH-91200179	2,466.47	Raphael Delgado
01/31/19	ACH-91200180	2,285.20	Martha Deniz
01/31/19	ACH-91200181	3,816.51	Jamie Lay
01/31/19	ACH-91200182	2,482.48	Brandon Rader
01/31/19	ACH-91200183	2,452.51	Ronald Rogers
01/31/19	ACH-91200184	2,111.04	Perry Taylor
01/31/19	ACH-91200185	1,626.52	Armando Villanueva
01/31/19	ACH-91200186	1,897.36	Maria Villanueva
	<b>Total for 01/31/19</b>	<b>456,420.68</b>	<b>152</b>
02/11/19	ACH-91200187	60.72	Moses Espino
02/11/19	ACH-91200188	295.95	Sandra Huff
02/11/19	ACH-91200189	254.86	Ashley Martinez
02/11/19	ACH-91200190	206.57	Samantha Brooks
02/11/19	ACH-91200191	262.34	Allison Hernandez
02/11/19	ACH-91200192	63.95	Melissa Michalk
02/11/19	ACH-91200193	948.05	Christina Avera
02/11/19	ACH-91200194	642.63	Maria Garcia
02/11/19	ACH-91200195	228.00	Chaena Laux
02/11/19	ACH-91200196	2,261.74	Shannon Laux
02/11/19	ACH-91200197	910.45	Angel Lutz
02/11/19	ACH-91200198	1,226.84	Grant Mayberry
02/11/19	ACH-91200199	123.62	Julie Meigs
02/11/19	ACH-91200200	267.83	Ann Ryan
02/11/19	ACH-91200201	275.94	Donald Schroeder
02/11/19	ACH-91200202	574.86	Salli Wallace
02/11/19	ACH-91200203	35.76	Kristin Cain
02/11/19	ACH-91200204	116.16	Stephanie Coffman
02/11/19	ACH-91200205	27.43	Lora Fusaro
02/11/19	ACH-91200206	166.36	Ronald Rogers
	<b>Total for 02/11/19</b>	<b>8,950.06</b>	<b>20</b>
02/28/19	ACH-91200207	3,221.14	Mallory Alves
02/28/19	ACH-91200208	1,309.95	Toni Apaseo
02/28/19	ACH-91200209	2,317.31	Christina Bailey
02/28/19	ACH-91200210	3,821.51	Tiffany Bailey
02/28/19	ACH-91200211	3,525.67	Jennifer Barbee
02/28/19	ACH-91200212	2,408.47	Agustin Bautista
02/28/19	ACH-91200213	4,147.11	Karen Benning

02/28/19	ACH-91200214	886.27	Lizzette Berry
02/28/19	ACH-91200215	4,777.17	Jill Boeger
02/28/19	ACH-91200216	648.97	Natalii Chavez
02/28/19	ACH-91200217	886.72	Michelle Collins
02/28/19	ACH-91200218	2,244.49	Moses Espino
02/28/19	ACH-91200219	3,102.86	Catherine Fredrickson
02/28/19	ACH-91200220	970.86	Marjorie Gonzales
02/28/19	ACH-91200221	3,697.32	Jennifer Hardwick
02/28/19	ACH-91200222	5,123.29	Trisha Haugh
02/28/19	ACH-91200223	2,344.63	Rosemary Hicks
02/28/19	ACH-91200224	3,737.34	Sandra Huff
02/28/19	ACH-91200225	2,212.48	Maribel Hughes
02/28/19	ACH-91200226	5,232.38	James Imhoff
02/28/19	ACH-91200227	5,194.06	Deanna Jarrett
02/28/19	ACH-91200228	1,475.95	Jennifer Jelavich
02/28/19	ACH-91200229	3,637.43	Victoria Kachan
02/28/19	ACH-91200230	1,053.59	April Kraft
02/28/19	ACH-91200231	5,377.39	Jennifer Lay
02/28/19	ACH-91200232	3,414.77	Chloe Maccullough
02/28/19	ACH-91200233	3,226.20	Ashley Martinez
02/28/19	ACH-91200234	4,869.16	Jamie Myers
02/28/19	ACH-91200235	1,443.26	Alyssa Penhall
02/28/19	ACH-91200236	688.96	Stephanie Ponciano
02/28/19	ACH-91200237	593.93	Anthony Ramirez
02/28/19	ACH-91200238	920.81	Luisana Rangel
02/28/19	ACH-91200239	5,880.75	Jose Rodriguez
02/28/19	ACH-91200240	5,604.54	Cristina Rodriguez-Dully
02/28/19	ACH-91200241	2,787.96	Aurora Salazar
02/28/19	ACH-91200242	898.82	Luis Sanchez
02/28/19	ACH-91200243	971.72	Abel Sandoval
02/28/19	ACH-91200244	4,903.79	Melissa Slocum
02/28/19	ACH-91200245	2,395.71	Melissa Smith
02/28/19	ACH-91200246	5,086.36	Ryan Tietz
02/28/19	ACH-91200247	1,924.78	Andrea Uhlenkott
02/28/19	ACH-91200248	673.77	Christina Vargas
02/28/19	ACH-91200249	3,551.88	Socorro Vargas
02/28/19	ACH-91200250	4,022.17	Roberta Weiglein
02/28/19	ACH-91200251	782.32	Jennifer Bacon
02/28/19	ACH-91200252	3,301.87	Vernon Badaluco
02/28/19	ACH-91200253	3,506.56	Samantha Brooks
02/28/19	ACH-91200254	3,054.79	Nikole Burg
02/28/19	ACH-91200255	6,131.54	Rebecca Changus
02/28/19	ACH-91200256	3,690.30	Jennifer Corriea
02/28/19	ACH-91200257	6,016.09	Timothy Crabtree
02/28/19	ACH-91200258	1,413.59	Lesha Duron
02/28/19	ACH-91200259	5,392.38	Matthew Giffin
02/28/19	ACH-91200260	1,338.69	Allison Hernandez
02/28/19	ACH-91200261	3,230.98	Matthew Jessee
02/28/19	ACH-91200262	5,864.67	Casey Johnson
02/28/19	ACH-91200263	5,816.31	Eric Lay
02/28/19	ACH-91200264	4,819.75	Tina Lyons
02/28/19	ACH-91200265	1,792.22	Donna Mahorney
02/28/19	ACH-91200266	2,336.77	Lorie Meyers
02/28/19	ACH-91200267	3,132.35	Melissa Michalk
02/28/19	ACH-91200268	4,708.62	Mitchell Nail
02/28/19	ACH-91200269	4,774.50	Kimberly Olson
02/28/19	ACH-91200270	3,911.10	David Ramirez
02/28/19	ACH-91200271	3,897.02	Rebecca Ramirez
02/28/19	ACH-91200272	4,275.55	Rebecca Robertson
02/28/19	ACH-91200273	2,051.98	Cecilia Ruiz
02/28/19	ACH-91200274	1,651.17	Gay Seaver
02/28/19	ACH-91200275	3,689.63	Stephanie Stever
02/28/19	ACH-91200276	3,130.81	Jean Summerville
02/28/19	ACH-91200277	5,438.28	Lori Tanner
02/28/19	ACH-91200278	5,350.48	Heather Thomas
02/28/19	ACH-91200279	5,506.21	Darren Townzen

02/28/19	ACH-91200280	4,842.40	Joseph Williamson
02/28/19	ACH-91200281	3,499.35	John Wirt
02/28/19	ACH-91200282	3,267.04	Megan Zwald
02/28/19	ACH-91200283	2,975.43	Christina Avera
02/28/19	ACH-91200284	4,065.65	Callie Barber
02/28/19	ACH-91200285	1,287.71	Susan Barrett
02/28/19	ACH-91200286	2,761.40	Gayle Bradbury
02/28/19	ACH-91200287	2,815.89	Adam Dragoo
02/28/19	ACH-91200288	2,016.92	Maria Espindola
02/28/19	ACH-91200289	844.17	Maria Garcia
02/28/19	ACH-91200290	3,276.30	Zeba Hone
02/28/19	ACH-91200291	5,284.97	Lucille Imhoff
02/28/19	ACH-91200292	2,934.86	Roberta James
02/28/19	ACH-91200293	3,573.12	Shannon Laux
02/28/19	ACH-91200294	815.31	Grant Mayberry
02/28/19	ACH-91200295	9,334.37	Dwayne Newman
02/28/19	ACH-91200296	3,224.07	Lisa Nilsen Raymond
02/28/19	ACH-91200297	206.95	Donald Schroeder
02/28/19	ACH-91200298	4,269.26	Jennifer Alaniz
02/28/19	ACH-91200299	3,981.40	Stephanie Archibald
02/28/19	ACH-91200300	2,043.19	Maria Benitez
02/28/19	ACH-91200301	3,637.12	Ashley Bolstad
02/28/19	ACH-91200302	935.00	Nelda Britt
02/28/19	ACH-91200303	2,967.32	Lacey Brown
02/28/19	ACH-91200304	728.47	Kristin Cain
02/28/19	ACH-91200305	2,709.85	Kaylee Cano
02/28/19	ACH-91200306	1,129.76	Stephanie Coffman
02/28/19	ACH-91200307	3,508.43	Mary Colligan
02/28/19	ACH-91200308	964.96	Raymond Echavarria
02/28/19	ACH-91200309	995.61	Margaret Elguez
02/28/19	ACH-91200310	1,144.58	Paige Erisey
02/28/19	ACH-91200311	2,990.54	Patricia Farrell
02/28/19	ACH-91200312	1,045.87	Cuca Ferreira
02/28/19	ACH-91200313	3,919.75	Krystyna Frank
02/28/19	ACH-91200314	1,695.26	Lora Fusaro
02/28/19	ACH-91200315	727.04	Jada Garcia
02/28/19	ACH-91200316	3,341.17	Myra Garza
02/28/19	ACH-91200317	3,217.54	Victor Gomez
02/28/19	ACH-91200318	3,233.85	Heather Hamilton
02/28/19	ACH-91200319	4,386.17	Ellen Hester
02/28/19	ACH-91200320	5,929.69	Jodell Johnston
02/28/19	ACH-91200321	5,450.28	Daniel Kalisuch
02/28/19	ACH-91200322	3,074.56	Pamela Kalisuch
02/28/19	ACH-91200323	5,230.81	Lara Kelleher
02/28/19	ACH-91200324	3,817.62	Rasan Knox
02/28/19	ACH-91200325	3,525.07	Carly Kolpin
02/28/19	ACH-91200326	4,857.65	Erika Lemenager
02/28/19	ACH-91200327	668.18	Emily Mayberry
02/28/19	ACH-91200328	1,995.52	Juanita Morgan
02/28/19	ACH-91200329	1,455.75	Elia Ocampo
02/28/19	ACH-91200330	4,996.44	Kirsty Ochs
02/28/19	ACH-91200331	3,050.79	Rachael Pastorino
02/28/19	ACH-91200332	3,356.23	Jennifer Porter
02/28/19	ACH-91200333	1,793.78	Barbara Reece
02/28/19	ACH-91200334	4,045.59	Sarah Richter
02/28/19	ACH-91200335	4,335.97	Lilia Robles
02/28/19	ACH-91200336	4,481.45	Jennifer Rogowski
02/28/19	ACH-91200337	824.05	Alexander Roque
02/28/19	ACH-91200338	1,344.39	Sally Ryan
02/28/19	ACH-91200339	4,717.96	Maite Testerman
02/28/19	ACH-91200340	3,992.33	Kimberly Turner
02/28/19	ACH-91200341	1,414.55	Cristina Vazquez
02/28/19	ACH-91200342	3,111.62	Matthew Vedo
02/28/19	ACH-91200343	725.99	Wendy Villegas
02/28/19	ACH-91200344	3,868.67	Kari Vlahos
02/28/19	ACH-91200345	1,749.85	Angela Amador



02/28/19	ACH-91200346	1,675.33	Jessica Casillas
02/28/19	ACH-91200347	2,466.47	Raphael Delgado
02/28/19	ACH-91200348	2,285.20	Martha Deniz
02/28/19	ACH-91200349	3,816.51	Jamie Lay
02/28/19	ACH-91200350	2,482.48	Brandon Rader
02/28/19	ACH-91200351	2,694.92	Ronald Rogers
02/28/19	ACH-91200352	2,111.04	Perry Taylor
02/28/19	ACH-91200353	1,626.52	Armando Villanueva
02/28/19	ACH-91200354	2,206.17	Maria Villanueva
<b>Total for 02/28/19</b>		<b>452,997.71</b>	<b>148</b>
<b>Total Employee ACH</b>		<b>930,185.13</b>	<b>354</b>
<b>Total for Colusa Unified School District</b>		<b>1,132,383.62</b>	<b>517</b>

Fund 01	108	129,644.24	332	903,838.63	63,787.72	
Fund 13	10	8,766.53	22	26,346.50		
<b>Grand Totals</b>		<b>138,410.77</b>		<b>930,185.13</b>	<b>63,787.72</b>	<b>0.00</b>

Selection

Grouped by Pay Date, Sorted by Type, Check Number, (Organization = 12)

ESCAPE ONLINE

**012 - Colusa Unified School District**

## Includes Purchase Orders dated 01/01/2019 - 02/28/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
BPO19-90001	Fulcher Paint & Supply	MOT	PO #190322	01-4300	1,000.00
BPO19-90002	Quill Corporation	CHS	PO #190278	01-4300	1,153.12
BPO19-90003	Amazon Capital Services	DO	PO #190260	01-4300	4,119.61
BPO19-90004	CDW-Government	DO	PO #190295	01-4300	3,315.58
BPO19-90005	CDW-Government	CHS	PO #190342 (L. Nilsen)	01-5800	24,576.26
BPO19-90006	Hust Brothers	MOT	PO #190326	01-4300	2,000.00
BPO19-90007	Northern California Feed & Mineral Solutions	CHS	Feed for Goats	01-4300	1,000.00
BPO19-90008	Lowe's	MOT	PO #190328 (Supplies)	01-4300	2,000.00
BPO19-90009	Amazon Capital Services	BPS	PO #190337	01-4300	236.35
BPO19-90010	BuiltRiteBleachers.com	CHS	PO #190298	01-4300	1,907.06
BPO19-90011	Hillyard	MOT	PO #190225	01-4300	12,792.25
				01-5600	10,000.00
BPO19-90012	Curriculum Associates, LLC	DO	PO #190306	01-6400	4,826.25
BPO19-90013	Infinite Campus	DO	PO #190261	01-5800	18,454.79
BPO19-90014	Quill Corporation	CHS	PO #190316	01-6200	94.34
BPO19-90015	Quill Corporation	CHS	PO #190317	01-4300	48.29
BPO19-90016	Adam Laboratories	MOT	PO #190234	01-4300	800.00
BPO19-90017	Voyager Sopris Learning	BPS	PO #190308	01-4100	116.80
BPO19-90018	Benchmark Education Co., LLC	BPS	PO #190314	01-5200	2,800.00
BPO19-90019	AMS.Net, Inc.	DO	PO #190315	01-6400	12,498.34
BPO19-90020	Quill Corporation	BPS	PO #190330	01-4300	373.18
BPO19-90021	Top Tier Data Com	DO	PO #190331	01-6400	3,030.43
BPO19-90022	Cascade Athletic Supply Co.	EMS	PO #190332	01-4300	276.49
BPO19-90023	Quill Corporation	BPS	PO #190333	01-4300	1,000.00
BPO19-90024	Amazon Capital Services	BPS	PO #190336	01-4300	201.28
BPO19-90025	Scholastic	BPS	Scholastic Book Order	01-4300	100.00
BPO19-90026	Northern California Feed & Mineral Solutions	CHS	PO #190257	01-4300	865.00
BPO19-90027	North Woodwinds	CHS	PO #190262	01-5600	4,000.00
BPO19-90029	Superior Tire Service	MOT	PO #190285	01-4300	3,000.00
BPO19-90030	QC Supply	CHS	PO #190286	01-4300	513.00
BPO19-90031	Next Level Livestock Camps	CHS	PO #190290	01-4300	340.52
BPO19-90032	Messick Ace Hardware	CHS	PO #190309	01-4300	800.00
BPO19-90033	Colusa County Farm Supply	MOT	PO #190320	01-4300	1,000.00
BPO19-90034	Amazon Capital Services	MOT	PO #190323	01-4300	2,000.00
BPO19-90035	Messick Ace Hardware	MOT	PO #190325	01-4300	1,000.00
BPO19-90036	Platt	MOT	PO #190327	01-4300	1,000.00
BPO19-90037	EWING	MOT	PO #190329	01-4300	2,654.69
BPO19-90039	OTC Brands, Inc.	EMS	PO #190321	01-4300	314.85
BPO19-90040	School Health Corporation	BPS	PO #190311	01-4300	462.27
BPO19-90041	J.M. King Consulting, Inc.	DO	Consulting Services	25-5800	26,400.00
BPO19-90042	Jeff Savage Plumbing	MOT	Repairs	01-5600	1,000.00
BPO19-90043	Close Lumber, Inc.	MOT	Supplies	01-4300	1,000.00
BPO19-90044	Hoblit Motors	MOT	Maintenance/Repairs	01-5600	1,000.00

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

ESCAPE ONLINE

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**Includes Purchase Orders dated 01/01/2019 - 02/28/2019**

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
BPO19-90045	Three B's Tiolet Rentals	MOT	Portable Toilet Rental Fees	01-4300	900.00
BPO19-90046	Climate Control, Inc.	MOT	Maintenance/Repairs	01-5600	8,000.00
BPO19-90047	Reading Oil	MOT	Fuel	01-4300	2,500.00
BPO19-90048	Davies Oil Co.	MOT	Fuel	01-4300	2,500.00
BPO19-90049	Griff's Feed & Seed	MOT	Supplies	01-4300	500.00
BPO19-90050	Twin Cities Equipment Rental	MOT	Equipment Rental	01-5600	1,000.00
BPO19-90051	EWING	MOT	Grounds Training	01-5200	300.00
BPO19-90052	JW Wood Company, Inc.	MOT	Supplies (Plumbing & Irrigation)	01-4300	500.00
				01-5600	500.00
BPO19-90053	Scholastic	BPS	Supplies	01-4300	155.00
BPO19-90054	Meridian Diesel	MOT	Maintenance/Repairs	01-5600	2,000.00
BPO19-90055	Amazon Capital Services	DO	Supplies	01-4300	500.00
BPO19-90056	MJB Welding Supply, Inc.	CHS	Welding Shop Supplies	01-4300	2,500.00
BPO19-90057	Quill Corporation	CHS	Supplies	01-4300	2,000.00
BPO19-90058	New Vendor	EMS	CJSF Conference Fees	01-5200	200.00
PO19-00500	Sacramento COE	CHS	SCOE Workshop	01-5200	450.00
PO19-00501	MJB Welding Supply, Inc.	CHS	Extractors	01-4300	25,280.41
PO19-00502	Quill Corporation	CHS	Art Alumni Supplies	01-4300	320.91
PO19-00503	Amazon Capital Services	CHS	Spanish Department Supplies	01-4300	713.69
PO19-00504	JW Pepper	CHS	Band Supplies	95-4300	693.85
PO19-00505	Sargent Welch	CHS	Supplies - Science	01-4300	833.26
PO19-00506	Amazon Capital Services	CHS	Supplies	01-4300	10.73
PO19-00507	IXL Learning, Inc.	CHS	IXL Classroom License	01-4300	582.00
PO19-00508	New Vendor	CHS	Coaching Education Courses	01-5800	500.00
PO19-00509	Amazon Capital Services	CHS	Supplies	01-4300	48.26
PO19-00510	Carrot Top Industries	MOT	Flags	01-4300	164.49
PO19-00511	Craftkits Online Catalog	EMS	Supplies	01-4300	71.37
PO19-00512	Woodwind Brasswind	CHS	Supplies	95-4300	583.38
PO19-00513	Playscripts, Inc.	CHS	Supplies	01-4300	511.45
PO19-00514	Amazon Capital Services	CHS	Supplies	01-4300	146.22
PO19-00515	School Health Corporation	BPS	AED Device	01-4300	1,521.35
PO19-00516	CJSFBalfour	EMS	CJSF Supplies	01-4300	52.87
PO19-00517	Scentco	EMS	Supplies	01-4300	302.98
PO19-00518	Quill Corporation	CHS	Supplies	01-4300	83.97
PO19-00519	Amplified IT	DO	IT Project	01-5200	5,250.00
PO19-00520	Carolina Biological Supply Co.	CHS	Supplies	01-4300	610.90
PO19-00521	Amazon Capital Services	CHS	Supplies	01-4200	35.10
PO19-00522	CDW-Government	DO	Chromebooks	01-4400	44,691.35
<b>Total Number of POs</b>				<b>79</b>	
				<b>Total</b>	<b>263,584.29</b>

**Fund Recap**

Fund	Description	PO Count	Amount
------	-------------	----------	--------

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

ESCAPE ONLINE

**Includes Purchase Orders dated 01/01/2019 - 02/28/2019**

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
01	General Fund/County Sch.srv.fd	76	235,907.06
25	Capital Facilities Fund	1	26,400.00
95	Student Body Fund	2	1,277.23
		<b>Total</b>	<b>263,584.29</b>

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

ESCAPE ONLINE

Page 3 of 3

SHADY CREEK OUTDOOR SCHOOL PROGRAM  
Management Services Provided By  
SUTTER COUNTY SUPERINTENDENT OF SCHOOLS OFFICE  
Dr. Baljinder Dhillon, Superintendent  
970 Klamath Lane, Yuba City, CA 95993  
(530) 822-2949

ENVIRONMENTAL EDUCATION AGREEMENT 2018/2019

THIS AGREEMENT ("Agreement") is entered into between the Sutter County Superintendent of Schools ("Superintendent") Egling Middle School ("District"). Collectively Superintendent and District shall be referred to as "Parties."

WHEREAS, Superintendent owns an outdoor education facility known as Shady Creek Outdoor School ("Shady Creek"), which is located at 18601 Pathfinder Way, Nevada City, CA, and thereon operates the Shady Creek Outdoor School Program ("Program"), an outdoor educational program for the benefit of public school students; and

WHEREAS, District desires its students to participate in the Program and stay at Shady Creek on the terms and conditions set forth in this Agreement.

The Parties agree as follows:

1. Participation Fee: District will participate in the Shady Creek Outdoor School Program on the terms and conditions set forth in this agreement. District desires to reserve space for 125 pupils and agrees to pay an amount **equal to \$250.00 per pupil** if scheduled for a five-day week and **\$229.00** per pupil if scheduled for a four-day week to participate in the Shady Creek Program (Participation Fee). *There will be no adjustment to the per pupil fee for students arriving late or leaving early.* This contractual reserved space is based on numbers supplied by your school administrator. If there is a discrepancy with these numbers contact the Shady Creek office immediately. **Final Payment will be due no later than June 15, 2019.**
2. Deposit. This Participation Fee shall also cover the cost of lodging, food and recreational activities for the adult participants and cabin counselors provided by the District as required by sections 3 and 4 of this Agreement. District shall pay fifty percent (50%) of the Participation Fee for the number of Students identified in Section 1 as a nonrefundable deposit ("Deposit"). The Deposit shall be received by the Superintendent by **September 1, 2018 for fall scheduled schools and January 2, 2019 for spring scheduled schools** to reserve participation in the program. The District shall pay the balance of the Participation Fee once actual attendance is computed and final billing received by District. Final billing will be based on actual Student attendance, but in no event shall be less than Ninety Percent (90%) of the number of Students identified in Section 1.
3. Adult Participation Requirements. District shall require the following adult participants, who shall stay at Shady Creek with the Students.
  - a. Program Coordinator. District shall designate one Program Coordinator who is responsible for coordinating the District's participation in the Program, including payment of the Participation Fee and coordination of Program activities. The Program Coordinator may be a teacher or administrator otherwise attending the Program. The Program Coordinator shall be responsible for communicating with the Shady Creek Resident Director or designee to ensure that all requirements of this Agreement have been fulfilled prior to the arrival of the District at Shady Creek.

b. Teachers. District shall provide one teacher for each class of 20 or more Students at no additional cost. Districts with less than 20 students will have a prorated fee for the teachers food and lodging.

c. Administrator: District's attending shall coordinate to provide one administrator for each week Students are in attendance. If more than one district is participating in the Program during the Program Term, Districts shall provide an administrator on a rotating basis. The Shady Creek Director or designee shall be responsible for coordinating the rotation of the Administrator.

d. Nurse. If all Students for the Program Term are from the same District, District shall provide one school nurse or health technician. If more than one district is participating in the Program during the Program Term, Districts shall provide a nurse or health technician on a rotating basis. The Shady Creek Director shall be responsible for coordinating the rotation of the school nurse. The Superintendent will pay the district a \$500.00 stipend for providing a School Nurse or a \$360.00 stipend for providing a Health Technician.

It is understood that small districts may wish to combine pupils or classes and jointly provide the required instructional and administrative personnel. The Program Coordinator for the District shall work with the Shady Creek Resident Director to confirm that adequate adult supervision is available in the event the District wishes to combine classes or supervision with another participating district.

4. Cabin Counselors. In addition to the adult supervision required in Section 3, District shall provide cabin counselors at a ratio of 1 to 7 for the girls and a ratio of 1 to 9 for the boys and no less than one counselor per cabin and shall establish a selection procedure which ensures competent and responsible counselors. The cabin counselors are not required to be over the age of 18. However, in the event that the cabin counselors are minors, District shall require a parent or guardian of the cabin counselor to sign the release on the counselor health form. Signed release shall be submitted to the Shady Creek Director or designee upon arrival at camp. If you bring additional counselors there will be a fee of ½ the student price for the additional counselors.

5. Transportation. District shall be responsible for providing transportation of all employees, students, counselors and staff to and from Shady Creek.

6. Safety. District shall be solely and completely responsible for the safety of all persons and property during times when District, its employees, volunteers and students access the Shady Creek. District, its employees, volunteers and students shall fully comply with all state, federal and other laws, rules, regulations, and orders relating to safety, and any rules posted at Shady Creek. Failure of the District, any Student or any other Program participant to comply with this section may result in the District, Student or Program participant being removed from the Program or the District not being allowed to participate in the Program in the future. Superintendent shall not be obligated to refund any Participation Fee to the District in the event any Student or other Program participant is removed from the Program as a result of violating this Section.

7. Health Forms and Waiver of Liability: District shall be responsible for collecting a health form including the Waiver of Liability for each student, counselor, and teacher attending camp and submitting to the Shady Creek Director or designee upon arrival.

8. Indemnity. District agrees to indemnify, defend and hold harmless the Superintendent, its officers, agents and employees, from and against any and all claims and losses whatsoever accruing or resulting in connection with performance of this Agreement, and from all claims and losses accruing or resulting to a person, firm, or corporation for damages, injury or death arising out of or connected with this Agreement and participation in the Program and access to Shady Creek. Without limiting the District's indemnification, the District shall maintain in force at all times while participating in the Program a policy or policies of insurance covering such participation including but not limited to the following coverages, and in the minimum limits of liability as stated herein: Comprehensive general liability, including personal injury in combined single limit of \$1,000,000.00 (one million dollars).

All such policies shall provide an endorsement naming the Superintendent, his officers, agents, employees, *as additional insured*. The above described coverage shall be maintained throughout District's participation in the Program. **District shall file with the Superintendent a certificate of insurance evidencing that the insurance coverage as required herein has been obtained and is currently in effect.**

9. Waiver and Release of Liability. No board member, officer, employee, representative, or agent of Superintendent, shall be personally liable in any manner or to any extent under or in connection with this Agreement District, its employees and participants hereby waive any and all claims of such personal liability.

10. Interpretation. This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed under the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Sutter. The language in all parts of this Agreement shall be in all cases construed as a whole according to their fair meaning and not strictly for or against either the District or Superintendent. Any headings in this Agreement are included only as a matter of convenience and for reference and in no way define the scope or extent of this Agreement or the construction of any provision.

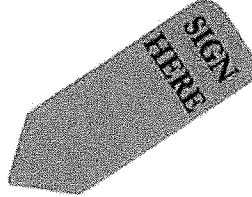
11. Severability. If any term, provision, condition or covenant of this Agreement or its application to any party or circumstance shall be held, to any extent, invalid or unenforceable, then the remainder of this Agreement shall not be affected.

14. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall, together, constitute one and the same instrument.

15. Entire Agreement; Amendments. This Agreement and the documents referred to in this Agreement constitutes the entire agreement of the Parties hereto with respect to the matters contained herein, and prior or contemporaneous agreements or understandings, oral or written, pertaining to any such matters are merged herein and shall not be effective for any purpose. No provision of this Agreement may be amended or added to except by an agreement in writing which is signed by the Parties hereto or their respect successors-in-interest and indicates that it is an amendment of this Agreement. Neither party shall assign or transfer any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of the other party.

16. **Authority.** Superintendent has delegated authority to enter into this Agreement with District to the Shady Creek Resident Director.

Colusa Unified School District



By: \_\_\_\_\_  
(Authorized signature)

Dated: \_\_\_\_\_

Sutter County Superintendent of Schools

By: Shannon Cueva  
Sutter County Superintendent of Schools

Dated: 5/22/18

**NOTE:** Please sign and return one copy to Shady Creek Outdoor School, Sutter County Superintendent of Schools by **October 1, 2018.**

The District designates as Program Coordinator:

Name: \_\_\_\_\_

From: Egling Middle School  
(school or office)

Phone: 530-498-7631

**Please provide us with an email address for further correspondence:**

Email: \_\_\_\_\_

Participating Teachers email address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Colusa Unified School District

The following teachers are recommended for tenure for the 2019-20 school year:

<b>BPS</b>	<b>EMS</b>	<b>CHS</b>
Catherine Fredrickson	Patricia Farrell Jennifer Porter Kimberly Turner	Megan Zwald Jean Summerville Nikole Burg

**INJURY & ILLNESS PREVENTION PROGRAM**

**FOR**

**COLUSA UNIFIED SCHOOL DISTRICT**

**March 2019**

Reviewed by Board: March 18, 2019

# INJURY & ILLNESS PREVENTION PROGRAM FOR COLUSA UNIFIED SCHOOL DISTRICT

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## **INTRODUCTION**

In order to maintain a safe and healthful work environment the Colusa Unified School District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee, we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Colusa Unified School District.

## **GOALS**

Diligent implementation of this program will reap many benefits for Colusa Unified School District. Most notably, it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

## **STATUTORY AUTHORITY**

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

## **RESPONSIBILITY**

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with Colusa Unified. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under the superintendent's (his or her) final authority.

It is the responsibility of Site Administrators Supervisors and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Site Administrators, Supervisors and Managers, are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees

receive the general safety training. Each Site Administrator, Supervisor, and Manager must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The superintendent is responsible for developing and managing this Injury & Illness Prevention Program.

### **COMPLIANCE**

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors, and Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
3. Site Administrators, Supervisors, and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. Site Administrators, Supervisors, and Managers will establish appropriate means of recognition for employees who demonstrate safe work practices.

Colusa Unified School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

### **HAZARD IDENTIFICATION**

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of Colusa Unified to ensure that appropriate, systematic safety inspections are conducted periodically.

### ***Scheduled Safety Inspections***

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.
2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

### ***Unscheduled Safety Inspections***

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. Superintendent will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

## **ACCIDENT INVESTIGATIONS**

Superintendents, Site Administrators, Supervisors, and Managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure Form and District Accident Investigation Form available at the District Office or school site.

## **HAZARD CORRECTION**

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Site Administrator or Superintendent.

## **TRAINING**

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

### ***General Safe Work Practices***

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures
2. Hazard Communication (Use of Safety Data Sheets)
3. Blood Borne Pathogens
4. Injury & Illness Prevention Program

### ***Specific Safe Work Practices***

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum, this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace, which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. All training will be documented and kept in employee files. The attached Employee Training Checklist Form (or equivalent) will be used for this purpose.

**COMMUNICATION**

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site Administrators, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet should be used to document attendance and topics covered. Additional communication methods to be used are:

- \_\_\_\_\_ Posters      \_\_\_\_\_ Meetings      \_\_\_\_\_ Manuals
- \_\_\_\_\_ Newsletters      \_\_\_\_\_ Bulletins      \_\_\_\_\_ Warning Labels

Other, please specify:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employees are encouraged to bring to the District’s attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

*Compliance will be reinforced by:*  
\_\_\_\_\_ Appropriate comments on performance evaluations.

Other, please specify:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*Non-compliance will be addressed by:*

- \_\_\_\_\_ An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner.
- \_\_\_\_\_ Appropriate disciplinary action up to dismissal.

Other, please specify:

---

---

---

---

The District will pursue readily understandable health and safety communications for all affected employees.

### **DOCUMENTATION**

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.
2. Copies of all Accident Investigation Forms. Retain 5 years.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.
4. Copies of all Safety Meeting Agendas. Retain 5 years.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Superintendent during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at Colusa Unified School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at 530-458-7791.

**APPENDIX A**

**ACCIDENT INVESTIGATION CHECKLIST**

## ACCIDENT INVESTIGATION CHECKLIST

When you are involved in an accident investigation, the notes you take will be important to determine what happened and to give clues for avoiding future incidents. The information that you record should focus on **who, what, when, where, how,** and **why** facts of the accident. This list of sample questions that you may need to ask during an investigation will help you document many aspects of the accident scene.

### Who...

- Was involved in the accident?
- Was injured?
- Witnessed the accident?
- Reported the accident?
- Notified emergency medical services personnel?

### What...

- Happened?
- Company property was damaged?
- Evidence was found?
- Was done to secure the accident scene?
- Was done to prevent the recurrence of the accident?
- Level of medical care did the victims require?
- Was being done at the time of the accident?
- Tools were being used?
- Was the employee told to do?
- Machine was involved?
- Operation was being performed?
- Instructions had been given?
- Precautions were necessary?
- Protective equipment should have been used?
- Did others do to contribute to the accident?
- Did witnesses see?
- Safety rules were violated?
- Safety rules were lacking?
- New safety rules or procedures are needed?

### When...

- Did the accident happen?
- Was it discovered?
- Was the accident reported?
- Did the employee begin the task?
- Were the hazards pointed out to the employee?
- Did the Supervisor last check the employee's progress?

**Where...**

- θ Did the accident happen?
- θ Was the employee's Supervisor when the accident occurred?
- θ Were co-workers when the accident occurred?
- θ Were witnesses when the accident occurred?
- θ Does this condition exist elsewhere in the facility?
- θ Is the evidence of this investigation going to be kept?

**How...**

- θ Did the accident happen?
- θ Was the accident discovered?
- θ Were employees injured?
- θ Was the equipment damaged?
- θ Could the accident have been avoided?
- θ Could the Supervisor have prevented the accident from happening?
- θ Could co-workers avoid similar accidents?

**Why...**

- θ Did the accident happen?
- θ Were employees injured?
- θ Did the employees behave that way?
- θ Was protective equipment not used?
- θ Weren't specific instructions given to the employee?
- θ Was the employee in that specific position or place?
- θ Was the employee using that machine or those tools?
- θ Didn't the employee check with the supervisor?
- θ Was the Supervisor not there at the time?

**APPENDIX B**

**EMPLOYEE SAFETY RECOMMENDATION FORM**

**COLUSA UNIFIED SCHOOL DISTRICT**

**EMPLOYEE SAFETY RECOMMENDATION FORM**

LOCATION:	Classroom / Area
-----------	------------------

Principal / Supervisor:	DATE:
-------------------------	-------

**IDENTIFICATION OF SAFETY OR HEALTH HAZARD**


**SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD**


**DO NOT WRITE BELOW THIS LINE**

Date complaint was investigated:

Investigated by:

Action taken:


Date Action was reported to the employee:

Comments:


**APPENDIX C**

**OFFICE SAFETY INSPECTION CHECKLIST**

**COLUSA UNIFIED SCHOOL DISTRICT**

**OFFICE SAFETY INSPECTION CHECKLIST**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

**ADMINISTRATION AND TRAINING**

- | Yes                   | No                    | N/A                   |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Have all of the employees attended an IIPP training class? If not, what percentage has received training?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Does the department have a completed Emergency Action Plan? Percentage completed? Is training being provided to employees on its contents?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Are chemical products used in the office? (Are Safety Data Sheets maintained?)   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are annual workplace inspections being performed? Are records being maintained?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident? BM   |

**GENERAL SAFETY**

- |                       |                       |                       |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are all aisles/corridors unobstructed to allow unimpeded evacuations?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.) |



**GENERAL SAFETY (CONTINUED)**

- | Yes                   | No                    | N/A                   |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Are ergonomic issues being addressed for administrative personnel using computers?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Is a fully stocked first-aid kit available? Do all employees in the area know its location?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. Is the office kept clean of trash and other recyclable materials removed promptly?  |

**ELECTRICAL/MECHANICAL SAFETY**

- |                       |                       |                       |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Are all circuit breaker panels accessible with each breaker appropriately labeled?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Is lighting adequate throughout the work environment?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aiseways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)  |

**Comments**

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**APPENDIX D**  
**CLASSROOM INSPECTION CHECKLIST**

## CLASSROOM INSPECTION CHECKLIST

**WORKSITE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUILDING:** \_\_\_\_\_ **ROOM:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**Instructions:** Check each item below as "Satisfactory or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory."

	Satisfactory	Unsatisfactory	N/A	Comment/Location
<b>FLOORS</b>				
No wet/slip, fall hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No trip hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No cords across walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>STAIRS - RAMPS</b>				
Lighting adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-slip surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handrails - available and secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>GENERAL SAFETY</b>				
No Aisles Obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Area free of falling hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid material available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Lighting functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting okay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders/Stools in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping is good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone numbers posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FIRE EQUIPMENT/EXITS</b>				
Fire extinguishers accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers - tagged, serviced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits - properly illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FIRE HAZARDS</b>				
Flammable aerosols and liquids - Stored and handled properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No Defective electrical cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ELECTRICAL HAZARDS</b>				
Cords are put away after use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No improper use of extension cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No energized extension cords without Load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outlets at sinks are GFI Protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All outlet and switch covers in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical panels are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>HAZARDOUS MATERIALS</b>			
SDS's available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER (Use this space for additional comments)</b>			

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Inspector's signature

**INSTRUCTION FOR COMPLETING THE INSPECTION**

**FLOORS:**

Look for source of continual slip fall hazards such as leaking doorways, water draining from under sinks, refrigerators or other equipment.

Look for trip hazards such as buckling or torn carpet, or cords across walkways.

**STAIRS AND RAMPS**

Look at outside of immediate work area and surrounding areas frequently used. Look to see if ramps are outlined to indicate change in elevation.

Check if stair edges are chipped or rounded off making it easy to slip of the edge of steps.

Check if hand rails are secure and not loose.

Look at outside of immediate work area and surrounding areas for adequate lighting at stairs and ramps.

**GENERAL SAFETY**

Check if top of bookshelves or cabinets are overloaded with stored items. If so remove items.

Check if stack of store items are stable. If not remove unstable stacks.

Remove or make secure any stored items that may fall and hit students or employees in the event of an earthquake.

Check the location of the nearest First Aid Station. Check if the Station is properly stocked.

Ask custodial or administration staff for the location of the emergency lighting in the immediate work area or surrounding areas. Most emergency lighting will be in the interior halls or windowless rooms.

Ask custodial or administration staff how to test battery operated emergency lighting in the area.

Check light fixtures for any exposed wires, any flickering (may indicate an electrical short), any smoking or odor.

Check stools and step ladders for stability. All rubber feet should be in place to prevent slipping. There should be no bend parts. Damaged stools and ladder should be removed from use immediately. NEVER USE THE TOP STEP!!!!

All areas should be neat and orderly. Hallway should not be used for storage. Walkway should be clear of trip fall or slip fall hazards.

Emergency phone numbers for the local contact in addition to 911 should be posted in the classrooms.

Check with the local administration staff for emergency procedures.

### **FIRE EQUIPMENT/EXITS**

**Know the location of the nearest fire extinguisher.**

No items should be hung on or block fire extinguishers.

Fire extinguishers should be hung in a easily accessible location approximately 5 feet above the floor.

The location of the fire extinguisher should be marked with a sign.

Check the fire extinguisher tag to see if it has been serviced within the last year. If it has not, the extinguisher is in need of service.

Check the pressure gauge to see if the needle is in the green area of the gauge. If it is not, the extinguisher is in need of service.

Check if exits are marked with exit signs.

Check if the natural light during normal operating hours provides enough light to illuminate the exit sign in the event of a power failure. If not the exit sign should be battery powered.

Remove any obstructions from the exits.

## **FIRE HAZARDS**

Remove any flammable aerosols and liquids from the classrooms.

Flammable aerosols and liquids should be stored in a flammable liquid storage cabinet in the custodian area only.

Check for any frayed, cut or otherwise damaged electrical cord. If a light or appliance has a damaged cord, the light or appliance should be removed from the classroom.

## **ELECTRICAL HAZARDS**

Extension cord should not be used for permanent power to equipment; additional permanent electrical outlets should be provided.

Eliminate use of multiple extension cords and surge bars.

Never use multiple extension cords and surge bars end to end.

Check that extension cords are unplugged when there are no appliance or equipment attached.

Check if all electrical outlets at sinks are equipped with GFI, that is “Test” and “Reset” buttons. Push the “Test” and “Reset” buttons to see if they work. When the “Test” button is pushed there should be no electrical power to the outlet. After testing, push the “Reset” button to resume power to the outlet.

Check that all outlet and switch plate covers are in place and not broken thereby exposing live electrical wires.

Check that the electrical panel is not blocked by signs or art work and the panel is easily accessible to emergency response personnel.

## **HAZARDOUS MATERIALS**

There should be no hazardous materials (cleaning supplies, commercial paints, solvents, etc.) in the classrooms.

Hazardous materials should be stored in the custodial areas.

Safety Data Sheets (SDS) should be in a predetermined location for all hazardous materials.

All containers, especially secondary containers (containers used for smaller amounts of materials) should be clearly labeled with the content name. EVEN WATER!!!

**APPENDIX E**

**FACILITY SAFETY INSPECTION CHECKLIST**

**COLUSA UNIFIED SCHOOL DISTRICT**

**FACILITY SAFETY INSPECTION CHECKLIST**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

**ADMINISTRATION AND TRAINING**

- | Yes                   | No                    | N/A                   |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Are all employees familiar with the use of SDSs?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use?                       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area?       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?         |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are all training records up to date for each employee? BM  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities?            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted?   |

**FIRE SAFETY**

- |                       |                       |                       |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are all fire exits clearly marked and unobstructed?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?                     |



### **FIRE SAFETY (continued)**

- | Yes                   | No                    | N/A                   |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?         |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?      |

### **ELECTRICAL SAFETY**

- |                       |                       |                       |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 21. Are all circuit breaker panels accessible with labels identifying each switch's function?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 24. Are Ground Fault Circuit Interrupters available for use in wet areas?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.) |

## MECHANICAL SAFETY

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37. Are potable water, soap, and towels available for hand washing?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40. Are excessive noise levels adequately controlled?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41. Is an approved first aid kit available and its location known to all employees?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and

leaking backflow protection devices promptly repaired?

### HAZARDOUS MATERIALS/PERSONAL PROTECTION

- | Yes                   | No                    | N/A                   |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 44. Are chemicals stored to prevent spills?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 45. Are carcinogens handled safely to reduce employee exposure?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 47. Are chemicals inventoried with copies provided to the Personnel Office?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?                                      |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 49. Are all hazardous wastes disposed of and not poured into the sewer system?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?                                      |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?                        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 54. Is hearing protection suitable for the hazards warranting protection available?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?                                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?                                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?                               |

### COMMENTS

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## APPENDIX F

### CODES OF SAFE PRACTICES

- *BUS DRIVERS*
- *CUSTODIANS*
- *FOOD SERVICE*
- *MAINTENANCE*
- *NOON SUPERVISORS*
- *TEACHERS/AIDES*

## CODES OF SAFE PRACTICES – BUS DRIVERS

### Personal Safety Rules

Often bus drivers work alone at night, or in the early morning. Special safety precautions may be necessary.

- A. **Pay attention to your surroundings.** Your work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Report inoperative outside security lights to your supervisor. Obtain a flashlight if it would be useful.
- C. **Know where co-workers are working.** Know where to get help if you need it. To communicate with co-workers, bus drivers can use two-way radios or cell phones.
- D. **Get help with heavy or awkward objects.** Don't try to do a job by yourself if it requires two people to do it safely.
- E. **Be sure you know the locations of fire extinguishers.** Fire extinguishers should only be used on relatively small fires. If a fire is too big you should call 911, and move everyone to a safe area. Be sure you know how to operate the extinguisher properly, and always aim at the base of the fire with a sweeping motion.
- F. **Use good judgment.** You are not a police officer or security guard. Only approach a situation when you feel comfortable doing so. Don't hesitate to call 911 for help.

### Ladder Safety Rules

Bus drivers often need to clean the windows, check fluids, check lights, etc. Some tasks may require the use of a ladder.

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. When using a straight ladder, be sure to secure the ladder *before* standing on it. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight

ladder at a four-to-one ratio – means every four feet of the ladder’s length to one foot away from the support point. Never lean a ladder against an unstable surface.

- D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don’t take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don’t skip steps.
- E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don’t climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don’t place tools on the rungs or top of the ladder.

### Lifting Rules- Proper Body Mechanics

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don’t lift properly and your “tool” is not in shape for the job. Lifting is a thinking person’s job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don’t twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don’t pull.** Whenever you have to move something that’s on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don’t store heavy objects higher than your waist.** If heavy objects aren’t stored higher than your waist than you won’t have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It’s one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It’s not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

## Machinery Safety Rules

Most repairs should only be performed by a qualified/ certified mechanic; however, routine maintenance and some minor repairs may require the use of a tool, chemicals etc. Your bus is a large, and potentially hazardous piece of machinery. These safety procedures should also be considered when operating the bus, and any machinery on the bus (i.e. automated lifts).

- A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.
- B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of your supervisor.
- C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking, and excessive heat.
- F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.
- G. **Follow lockout/tag out procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

## Electrical Repairs Safety Rules

- A. **Take charge of the source of power.** Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating "Person at Work". Remove the padlock or sign when the task is completed.

- B. **Do not perform electrical repairs around water.**
- C. **Never put your hands into an area that you cannot see.** Live wires may be there.
- D. **Always replace a fuse with one that is of the same type and size.**
- E. **All electrical installations should be made in compliance with the National Electric Code.**

### **Bus Yard/ Shop Safety Rules**

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Safety Data Sheets (SDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.
- C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.
- E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.



## Wheelchair Loading and Unloading

If you have passengers who require special loading and unloading procedures, be sure you know the proper way to move, secure and respond to the special needs of your passengers.

- A. **Know your equipment.** There are many different types of lift gates, ramps, and safety devices on school busses. Be sure you know the capacity, and proper operating procedures for each piece of equipment you use.
- B. **Tie it down properly.** Always use proper procedures when restraining wheelchairs. Always use the correct four-point restraint system for any wheelchair/ passenger you intend to transport.

## CODES OF SAFE PRACTICES – CUSTODIANS

### Personal Safety Rules

Often custodians work alone at night. Special precautions must be taken against unwanted visitors.

- A. **Pay attention to your surroundings.** Custodial work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Replace burnt bulbs and clean lenses when necessary. Report inoperative outside security lights to your supervisor. Adjust cleaning schedules to include unlit areas during daylight hours when possible. Obtain a flashlight if it would be useful.
- C. **Know where co-workers are working.** Know where to get help if you need it. To communicate with co-workers, custodians can use two-way radios. Just the sight of the radio may be a deterrent to unwanted visitors.
- D. **Get help with heavy or awkward objects.** Don't try to do a job by yourself if it requires two people to do it safely.
- E. **When working inside, make sure entrances are secured.** Check doors to make sure they are locked from the inside when cleaning interiors. Make sure you can promptly exit the room in an emergency.
- F. **Use good judgment.** You are not a police officer or security guard. Only approach unwanted visitors when you feel comfortable doing so. Don't hesitate to call 911 for help.

### Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Safety Data Sheets (SDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical

rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

- D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

### Ladder Safety Rules

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.
- E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

### Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.

- B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).
- C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply
- D. **Charging batteries can be dangerous.** Take special precautions when charging batteries on electric carts. Read the manual before beginning. Charge the batteries only in a well-ventilated area away from any sources of ignition and where there is an eye wash station and deluge shower.
- E. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

#### Fuel Powered Tool Safety Rules

These tools have potential risks that must not be ignored. Oscillating blades on hedge trimmers can cut and maim. High velocity air from blowers can kick up dust and debris into the eyes and lungs. The cutting surfaces of chain saws are capable of gnawing chunks of skin and bone. Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think “safety” when using your tools.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. **Take care when refueling and storing the equipment.** Using a safety can, refuel on a hard surface in a well ventilated area. Refuel when the tool or equipment is cool and let the piece cool before transporting and storing it. If storing for long periods, drain the liquids. Fuel must be kept in and dispensed from an Underwriters Laboratory (UL) listed safety container and stored in a properly vented flammable liquids cabinet.
- C. **Prepare the tool and yourself for work.** Examine the equipment for safety defects before you use them. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear

protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

- D. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Be mindful of pedestrians, wire fences and objects hidden in the grass and hedges. Shut off the tool when not using it. Remember, hot tools can cause severe burns.

### **Lifting Rules**

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

### *Riding Equipment Safety Rules*

Not only the operator of riding equipment is at risk, but also other staff and students in the area. Awareness of safety must be high at all times when using this equipment.

- A. **All riding equipment comes equipped with manuals.** Read the manuals and become completely familiar with the equipment before using it. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice on a small area before taking the equipment out on the job.
- B. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor. Wear protective clothing. (See Protective Clothing Reference Chart).
- C. **Avoid hazards while operating the equipment.** Before you start to use the equipment clear the work area of potential hazards. Check the area for rocks and small objects that could be hurled by the blades. Remove other obstructions. Designate the work areas with safety cones or barrier tape when possible.
- D. **Keep alert.** While using some riding equipment, it is possible to lose concentration. You must guard against becoming unaware of your surroundings. Keep staff and students at a safe distance from the equipment and work area. Never allow other riders on the equipment when you are operating it. Students are never allowed on any riding equipment.
- E. **Do not leave the equipment unattended.** After turning off the equipment according to the manual instructions, remove the ignition key. The equipment must never be left unattended in an area where students have access – children may think it is an interesting toy, not the potentially dangerous piece of equipment it is.
- F. **Follow shutdown instructions in the manual.** Carefully follow the post-operating instructions contained in the manual. Always clean the equipment after use and store it in a secure area.

# PROTECTIVE CLOTHING REFERENCE CHART

Note: This is a general reference chart only. Always consult the tool/equipment manual or your supervisor for the required protective clothing before using any tool or equipment.

<b>TOOL/EQUIPMENT</b>	<b>Hard Hat</b>	<b>Goggles</b>	<b>Gloves</b>	<b>Hearing</b>	<b>Mask</b>
LINE TRIMMER		X	X	X	
EDGER		X	X	X	
HEDGE TRIMMER		X	X	X	
CHAIN SAW	X	X	X	X	
BLOWER		X	X	X	X
PRESSURE WASHER			X	X	
POWER AUGER			X	X	
TRENCHER			X	X	
LITTER VACUUM			X	X	
ROTOTILLER			X	X	
PAINT STRIPER		X	X	X	X
MOWERS (WALK BEHIND)		X	X	X	
EQUIPMENT (RIDING)			X	X	
PESTICIDE/HERBICIDES		X	X		X
ELECTRIC POWER TOOLS		X	X	X	X
AR= As recommended in manual					
OTHER TOOLS/EQUIPMENT	AR	AR	AR	AR	AR

## CODES OF SAFE PRACTICES – FOOD SERVICE WORKERS

### General Kitchen Safety Rules

- A. Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out “Caution, Wet Floor” signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
- B. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the fire extinguisher now, before you need to use it.
- C. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
- D. Know the general layout of the kitchen and the location of the nearest exit in case you have to leave the area in a hurry.
- E. Assume heat-producing equipment, such as stoves and steamers, are hot.
- F. Don’t use wet potholders or mittens. The moisture will transmit heat to your hands.
- G. Water and hot grease can be a burn hazard. Don’t put a wet basket into a hot deep fryer. This could cause splattering which results in a burn.
- H. Be cautious of loose clothing when operating equipment. It could get caught in the equipment.
- I. Be sure others are aware of what you are doing. This awareness could help prevent accidental or careless movements that could result in an injury.
- J. Rolling carts should be pushed, not pulled. If carts don’t move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don’t overload carts and don’t load them top heavy.

### Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored food and cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Safety Data Sheets (SDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies and food must always be stored separately.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.



- C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36” from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don’t store flammable materials in rooms with water heaters.
- D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

### **Ladder Safety Rules**

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an “A” frame ladder in this situation – it’s not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. “A” frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it’s fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder’s length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don’t climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don’t place tools on the rungs or top of the ladder.

### Tools/Equipment Safety Rules

Because you use your tools and equipment daily, you can begin to take them for granted. This is a safety hazard to be avoided. Always think “safety” when using kitchen tools and equipment.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. **Prepare both the equipment and yourself for work.** Examine the tool/equipment for safety defects before you use it. Check electrical cords for frayed wires and

defective plugs. Make sure the ground plug is in place. Keep safety guards in place at all times. Make sure the ground fault interceptor is working properly. Wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

- C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. When working with electric equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Students should not be allowed to operate tools or equipment.
- D. **Keep tools and equipment clean.** Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.
- E. **Report any inoperative or unsafe equipment to your supervisor.** Take any unsafe equipment out of service until it can be repaired or replaced.

### Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
  
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

## CODES OF SAFE PRACTICES – MAINTENANCE WORKERS

### Electrical Repairs Safety Rules

- A. **Take charge of the source of power.** Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating “Person at Work”. Remove the padlock or sign when the task is completed.
- B. **Do not perform electrical repairs around water.**
- C. **Never put your hands into an area that you cannot see.** Live wires may be there.
- D. **Always replace a fuse with one that is of the same type and size.**
- E. **All electrical installations should be made in compliance with the National Electric Code.**

### Plumbing Repairs Safety Rules

- A. **Be careful with P.V.C cement.** When using P.V.C cement, make sure the work area is well ventilated and there are not sources of ignition nearby. Always wash your hands after using P.V.C cements and solvents.
- B. **Inspect the immediate work area prior to performing brazing operations.** Ensure that no flammable liquids or combustible materials are present.
- C. **Ensure that a fire extinguisher is available.** If brazing is done in or near wall studs or other flammable material, a Class A portable fire extinguisher should be immediately available.

### Ladder Safety Rules

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an “A” frame ladder in this situation – it’s not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. “A” frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
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straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.

- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.
  
- D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.
  
- E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

#### Electrical Powered Tool Safety Rules

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- B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).
  
- C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply

- D. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

## **Lifting Rules**

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

## *Machinery Safety Rules*

- A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.

- B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.
- C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.
- F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.
- G. **Do not wear loose fitting clothes or jewelry.** Long hair also needs to be confined.
- H. **Follow lockout/tagout procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

### Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Safety Data Sheets (SDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.

- C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.
- E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.



## CODES OF SAFE PRACTICES – NOON-TIME SUPERVISORS

### General Safety Rules

- A. **Be aware of your surroundings.** Be sure to check in at the office before going to your assigned location. In case of emergency, someone should be able to find you. Only enter areas where you have been authorized to visit.
- B. **Carry a source of immediate communication.** Keep a walkie-talkie or cell phone on your person. Make sure it is charged and ready to use at all times.
- C. **Be aware of strangers.** Report unauthorized visitors immediately.
- D. **Be aware of where you are walking.** Walk on walkways, pathways and designated routes and avoid un-level or cracked pathways, if possible.
  - 1. When assisting in the playground, watch for gopher holes, clumps of grass and muddy areas. Wear good shoes with rubber soles and good traction.
  - 2. Trip and slip hazards are common in the kitchen. Always put out “Caution, Wet Floor” signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
  - 3. Walkways both outdoors and indoors should be kept free of standing water or sand to avoid slipping hazards and notify maintenance for corrections.
- E. **Keep latex gloves on hand.** Gloves are required whenever contact with bodily fluids is possible.
  - 1. Wear latex gloves and other appropriate personal protective equipment.
  - 2. Remove visible soil with a detergent solution. Rinse in water.
  - 3. Wash area with or dip toys in a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is ¼ cup bleach to 1 gallon of water. The solution must be mixed fresh daily to ensure the solution is not weakened by the evaporation of chlorine. Air dry.
  - 4. Remove gloves and wash hands immediately.
- F. **Noon aides are required to renew first aid certifications and CPR certifications on a regular basis.**

These certifications must be current.

  - 1. First aid assistance should be done using latex gloves and other appropriate personal protective equipment.
  - 2. After removing the gloves properly to ensure not to contaminate yourself or the surrounding areas, wash your hands.
  - 3. If clothes are contaminated, then remove clothing immediately and wash skin area with soap and water.
  - 4. Always report first aid assistance.
- G. **Aides are encouraged to wear comfortable clothing and shoes with rubber soles.**

- H. **Report faulty equipment.** If Aides become aware of a faulty piece of equipment, indoors or outdoors, it should be taken out of service immediately and reported to appropriate individuals.
- I. **Familiarize yourself with the emergency exit procedures.** An emergency plan should be posted near the evacuation emergency exit. Ask what your role will be in assisting in assembly or evacuation. Learn your role in of how to exit the room, the evacuation route and where they are to assemble after.
  - 1. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
  - 2. Know the general layout of the area you have volunteered for and know the location of the nearest exit in case you have to leave the area in a hurry.
- J. **Be aware of the location of the nearest fire extinguisher.** Know your responsibilities in case of emergency and only use if authorized. Fire extinguishers should be located near the exit door used for evacuation.
  - 1. Assist in keeping this area clear from obstructions and should always be readily available.
  - 2. Don't post notices and decorative paper that may obscure its location.
  - 3. Report discharged or expired fire extinguishers.

## Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

## CODES OF SAFE PRACTICES – TEACHERS/AIDES

### General Classroom Safety Rules

- A. **Be aware of where you are walking.** Trip and slip hazards – stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in the classroom.
- B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- D. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- E. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.
- F. **Flammable and combustible liquids may not be stored in classrooms.** These liquids are the third most common cause of school fires.
- G. **Be cautious with flammable materials.** They may not be attached to windows and doors and no more than 25% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.

### Office Ergonomic Safety Rules

Teachers and Aides don't spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury.

- A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).
- B. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.
- C. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.

- D. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).
- E. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18” and 24” from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.
- F. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible, it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.
- G. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

#### Office Equipment Safety Rules

- A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.
- B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.
- C. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.
- D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer
- F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

#### Materials Storage Safety Rules

- A. **Store materials in an organized way.** Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36” of the ceiling.

- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.
- C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.
- D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
- E. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

### **Lifting Rules**

It is just as important to keep your body in shape for the task, as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

## OFFICE WORKSTATION EVALUATION

**Date:**  
**Employee Name:**  
**Location:**  
**Reason:**

**Evaluator:**  
**Title:**  
**Department:**  
**Hours a day at VDT:**

### CHAIR

	<b>Yes</b>	<b>No</b>
Does employee know how to make adjustments to chair position?	<input type="checkbox"/>	<input type="checkbox"/>
Is employee sitting at a height they find comfortable?	<input type="checkbox"/>	<input type="checkbox"/>
Are employee's feet resting on the floor? (If not, is there a footrest available?)	<input type="checkbox"/>	<input type="checkbox"/>
Is the backrest at an angle and height that provides optimum lumbar support?	<input type="checkbox"/>	<input type="checkbox"/>
Does employee use backrest while typing (i.e., no tilting forward)?	<input type="checkbox"/>	<input type="checkbox"/>
Are thighs parallel to the floor or better still, sloping down slightly?	<input type="checkbox"/>	<input type="checkbox"/>
Is there pressure on the back of the employee's knees?	<input type="checkbox"/>	<input type="checkbox"/>
Are armrests used just for rest periods, and not while typing?	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/Adjustments/Equipment Needed:**

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### KEYBOARD

	<b>Yes</b>	<b>No</b>
While typing, are upper arms within contact of torso?	<input type="checkbox"/>	<input type="checkbox"/>
Are shoulders relaxed?	<input type="checkbox"/>	<input type="checkbox"/>
Are forearms parallel to the floor (i.e., 90° angle at the elbow)?	<input type="checkbox"/>	<input type="checkbox"/>
Are wrists and hands straight and in-line with the forearm?	<input type="checkbox"/>	<input type="checkbox"/>
Are wrist rests used just for rest periods, and not while typing?	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/Adjustments/Equipment Needed:**

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### MONITOR

	<b>Yes</b>	<b>No</b>
Is the top of the monitor at or slightly below eye level?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor between 18 and 24 inches from the eyes?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor directly behind keyboard?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor clean and free of glare?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor at right angles to windows?	<input type="checkbox"/>	<input type="checkbox"/>
Is a document holder used when appropriate?	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/Adjustments/Equipment Needed:**

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KEYING/MOUSE TECHNIQUE

	<i>Yes</i>	<i>No</i>
Is a light keying touch used?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee move arms, not wrists when reaching for distant keys?	<input type="checkbox"/>	<input type="checkbox"/>
Do the hands and wrists "float" over the keys?	<input type="checkbox"/>	<input type="checkbox"/>
Is the numeric pad used for cursor control?	<input type="checkbox"/>	<input type="checkbox"/>
Are keystroke alternatives used instead of the mouse whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse held gently (instead of the death grip)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse moved with the arm rather than the wrist?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse as close to the keyboard as possible?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse switched periodically to the other hand?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee use a light touch when clicking?	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/Adjustments/Equipment Needed:**

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SCHEDULE/BREAKS/EXERCISE

	<i>Yes</i>	<i>No</i>
Has employee recently worked more than 8 hours a day for an extended period?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee stop typing for 10 minutes after typing uninterrupted for 2 hours?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee take micro breaks (2-3 minutes) every half-hour?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee vary their posture regularly during the day?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee stand up and walk around during the micro breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee regularly stretch (particularly the hands and wrists)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee focus on distant objects at least every 7 minutes?	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/Adjustments/Equipment Needed:**

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DESK ORGANIZATION

	<i>Yes</i>	<i>No</i>
Is the floor around the desk cluttered (preventing leg movement)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the desktop cluttered (resulting in cramped typing positions)?	<input type="checkbox"/>	<input type="checkbox"/>
Is other needed equipment (e.g., 10-key machine) accessible without reaching?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee use a headset if required to use phone while typing?	<input type="checkbox"/>	<input type="checkbox"/>
Is there minimal reaching above the shoulder and below the waist?	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/Adjustments/Equipment Needed:**

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OTHER

	<i>Yes</i>	<i>No</i>
Does the employee feel informed about the hazards of computer use?	<input type="checkbox"/>	<input type="checkbox"/>
Are they knowledgeable about controlling those hazards through correct workstation Setup, modifying their schedule, and using better technique?	<input type="checkbox"/>	<input type="checkbox"/>
Do they know the procedure for reporting physical problems?	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/Adjustments/Equipment Needed:**

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