

# COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street  
Colusa, CA 95932  
(530) 458-7791 FAX (530) 458-4030

## **REVISED AGENDA**

### **Board of Trustees Regular Meeting DISTRICT OFFICE CONFERENCE ROOM**

**December 17, 2013**

**6:00 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.]*

### **6:00 P.M. OPEN SESSION**

- A. Call to Order
- B. Pledge of Allegiance
- C. Hearing of Public for Matters on Closed Session Agenda

### **CLOSED SESSION**

- D. Adjourn to Closed Session to consider and/or take action upon any of the following items:
  - 1. Negotiations
    - a. Consider and Approve 6% Salary Increase for CEA
    - b. Consider and Approve 6% Salary Increase for CSEA
    - c. Consider and Approve 6% Salary Increase for Unrepresented Employees
    - d. Consider and Approve 6% Salary Increase for Superintendent

### **OPEN SESSION**

- E. Return to Open Session and Announce Action taken during Closed Session
  - 1. Possible action to approve 6% salary increase for CEA
  - 2. Possible action to approve 6% salary increase for CSEA
  - 3. Possible action to approve 6% salary increase for Unrepresented Employees
  - 4. Possible action to approve 6% salary increase for Superintendent

### **F. Hearing of Public**

The Board encourages public comment concerning any item of importance and will recognize requests to speak before the item is 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.

### **G. Reports:**

- 1. Student's Report

2. Recognitions and Celebrations
3. President's Report
  - a. Set Site Visitation Date for Burchfield Primary School
  - b. Board of Trustee Time – (This is a time for the Board of Trustees to bring up points of discussion, committee reports and/or items for future agendas.)
4. Superintendent's Report
  - a. Improving Achievement – standing item
    - 1) Progress on Planning for Common Core Implementation.
    - 2) LCAP & Budget Planning Timeline
  - b. Budget – standing item
    - 1) Update on State revenues and possible effects on CUSD budget.
  - c. Management – standing item
    - 1) SELPA Plan revision update
    - 2) Community Day School update
  - d. Enrollment Report
5. Principal's Report
  - a. Colusa Alternative Home School – (Bulletin Board by Lucille Imhoff's class)
- H. CEA (Colusa Educators Association) Representative's Report
- I. CSEA (California School Employees Assn.) Rep's Report
- J. Information/Discussion:
  1. 2012-2013 Audit Report
  2. Contracts that have been signed since November Board Meeting:
    - a. MOU between CNAP (Center for Nutrition and Activity Promotion) and CUSD. Term: October 1, 2013 to September 30, 2016.
- K. Action Items:
  1. Reorganization of the Board, Election of New Officers: President
  2. Reorganization of the Board, Election of New Officers: Clerk
  3. Reorganization of the Board, Election of New Officers: Secretary to the Board
  4. Establish Board Meeting Dates and Time for 2014
  5. Accept and Approve 2012-2013 Audit Report
  6. Consider Approval of Board Policies and Administrative Regulations:
    - a. First Reading of AR 0420.4 Charter School Authorization
    - b. First Reading of BP/E 0420.41 Charter School Oversight
    - c. First Reading of BP/AR 0460 Local Control and Accountability Plan
    - d. First Reading of BP 0500 Accountability
    - e. First Reading of BP/AR 3100 Budget
    - f. First Reading of BP 3110 Transfer of Funds
- L. Motion to Consider Approval of Items on the Consent Action Agenda
  1. Consent Agenda: Regular and Customary Business Items:
    - a. Minutes of November 19, 2013 Regular Board Meeting
    - b. December Payroll
    - c. December Warrants: Batch #20-22
    - d. December Financial Statements
    - e. Personnel Assignment Order #2013/14.05

- f. Approve AB1200 Public Disclosure of Collective Bargaining Agreements

M. Hearing of Public for Matters on Closed Session Agenda

**CLOSED SESSION**

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

- 1. Student Matters:
  - a. Interdistrict Transfer Agreements
  - b. Out-of-School Suspensions
- 2. Personnel Matters:
  - a. Public Employment – New Hires 2013-2014
  - b. Public Employee Discipline/Dismissal/Release
  - c. Public Employee Resignation
- 3. Negotiations:
  - a. Instructions 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)

O. Reconvene and Announce Action taken during closed session

- 1. Possible action taken regarding Interdistrict Transfer Agreements

P. Adjournment of the Meeting

## DISTRICT ENROLLMENT

The following chart represents the current enrollments in the district.

<b>Program</b>	<b>12/7/12 Enrollment</b>	<b>12/6/13 Enrollment</b>	<b>Year-to-Date</b>
Burchfield	461	467	+6
Egling	499	525	+26
CHS	338	347	+9
CAHS	23	29	+6
Home School	89	71	-18
District Totals	1410	1439	+29

## **Colusa Unified School District**

745 10<sup>th</sup> Street

Colusa, California 95932

# **2012-13 Audit Report**

Complete Audit report is available for inspection at District Office and on the District Website:

[www.colusa.k12.ca.us](http://www.colusa.k12.ca.us)

Departments/Business Services/Audit Reports

## Memorandum of Understanding between CNAP and Partner Organization

Partner's name: Colusa Unified School District

Partner's address: 745 Tenth Street, Colusa, CA 95932

Contact person: Dwayne Newman, Superintendent  
(Name) (Title)

Phone number: 530-458-7791

E-mail address: dnewman@colusa.k12.ca.us

Fax number: 530-458-4030

Term of this Agreement: Oct. 1<sup>st</sup> 2013 - Sept. 30<sup>th</sup> 2016, subject to continuation of funding

This is an Agreement between Partner, Colusa Unified School District, participating as a partner organization with the Center for Nutrition and Activity Promotion (CNAP) in the provision of nutrition education and obesity prevention services to participating school children, and The CSU, Chico Research Foundation (Foundation), acting as lead agency for CNAP.

### I. Background:

The California Department of Public Health through the Network for a Healthy California (Network), and the California Department of Social Services have awarded U.S. Department of Agriculture (USDA) Supplemental Nutrition Assistance Education Program (SNAP-Ed) grant funds directly to Foundation and to the County of Colusa, respectively, and Colusa County has contracted with Foundation, for CNAP's Nutrition Education and Physical Activity Program (the Program). The combined term of Foundation's contracts from Network and the Colusa County is October 1, 2013 through September 30, 2016, subject to continuation of funding.

### II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the CNAP collaboration and partnership around the promotion of health and nutrition in SNAP-Ed eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's and Colusa County's respective Applications to Network and the California Department of Social Services for USDA SNAP-Ed funds on behalf of CNAP.

### III. Partner's Responsibilities:

Partner shall participate in the Program for the duration of this Agreement's Term by contributing nutrition education services and materials and by providing Program information to Foundation on behalf of CNAP. Partner shall:

1. Provide a supportive working environment for CNAP staff (e.g., nutrition/health education specialist and/or a community nutrition/health assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the the Program scope of work approved by Network and by Colusa County including provision of required evaluation information, as appropriate, to assess program effectiveness.
3. Facilitate attendance at CNAP meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);

### IV. Foundation's Responsibilities :

Foundation, as lead agency for CNAP, shall provide the following for the duration of this Agreement's Term:

1. The services of CNAP staff (e.g., nutrition/health education specialist, community nutrition/health assistant, CNAP Program Manager, CNAP Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all CNAP staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.;
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network and Colusa County;
4. Assurance that Program activities comply with requirements of USDA and Network and Colusa County;
5. Provision of Program information and related materials to Program participants;
6. Guidelines and procedures for requesting purchases to be made by CNAP;
7. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
8. Monthly CNAP informational/training meetings.

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified by USDA, Network, and Colusa County. These may include, but are not limited to:
  - A. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
  - B. Lobbying Restrictions – No federally appropriated funds may be used to pay any person influencing or attempting to influence an officer or employee of any agency, member of Congress, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties.

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of this Agreement. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of CNAP, the Network, County of Colusa, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Dwayne K. Nusman Superintendent 11/20/13  
Name and Title of Partner's Authorized Official Signature and Date

Carol Sager, Director of Research & Sponsored Programs  
Name and Title of Foundation's Authorized Official

AS 11/14/13  
Signature and Date

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

AR 0420.4(a)

**CHARTER SCHOOL AUTHORIZATION****Petition Signatures**

A petition for the establishment of a start-up charter school must be signed by either of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
2. A number of teachers equivalent to at least one-half of the total number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

*(cf. 4116 - Permanent/Probationary Status)*

In circulating a petition, the petitioners shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

**Advisory Committee**

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a petition or the merits of a proposed educational program and to identify any concerns that should be addressed by the petitioners. The Superintendent or designee shall also consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

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



## CHARTER SCHOOL AUTHORIZATION (continued)

### Components of Charter Petition

The charter petition shall include affirmations of the conditions described in Education Code 47605(d) as well as reasonably comprehensive descriptions of: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

The petition shall include a description of annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth. These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served or the nature of the program operated by the charter school. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established by the charter school, goals aligned with those priorities, and specific annual actions to achieve those goals.

(cf. 0420.41 - Charter School Oversight)

(cf. 0460 - Local Control and Accountability Plan)

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. *Student outcomes* means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served or the nature of the program operated by the charter school.

**CHARTER SCHOOL AUTHORIZATION** (continued)

3. The method by which student progress in meeting the identified student outcomes is to be measured. To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

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

4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
5. The qualifications to be met by individuals to be employed by the school.
6. The procedures that the school will follow to ensure the health and safety of students and staff, including the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
8. Admission requirements, if applicable.
9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Governing Board's satisfaction.
10. The procedures by which students can be suspended or expelled.
11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.
13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.
14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.

**CHARTER SCHOOL AUTHORIZATION** (continued)

15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.
16. The procedures to be used if the charter school closes, including, but not limited to: (5 CCR 11962)
  - a. Designation of a responsible entity to conduct closure-related activities
  - b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:
    - (1) The effective date of the closure
    - (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
    - (3) The students' districts of residence
    - (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
  - c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
  - d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
  - e. Transfer and maintenance of personnel records in accordance with applicable law

**CHARTER SCHOOL AUTHORIZATION** (continued)

- f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
- g. Disposal of any net assets remaining after all liabilities of the school have been paid or otherwise addressed pursuant to 5 CCR 11962
- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
- i. Identification of funding for the activities identified in item #16a-h above

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

- 1. The facilities to be used by the school, including where the school intends to locate, which must be within the geographic boundaries of Colusa Unified School District.

*(cf. 7160 - Charter School Facilities)*

- 2. A yearly school calendar.
- 3. Information related to student transportation arrangements.
- 4. Assurances that the school will provide adequate services to English Language Learners and students with disabilities.
- 5. The manner in which administrative services of the school are to be provided
- 6. Potential civil liability effects, if any, upon the school and district
- 4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

**Location of Charter School**

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

**CHARTER SCHOOL AUTHORIZATION** (continued)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

1. The district is notified prior to approval of the petition.
2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
3. The charter school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish and locate a resource center, meeting space, or other satellite facility in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

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

BP 0420.41(a)

**CHARTER SCHOOL OVERSIGHT**

The Governing Board recognizes its ongoing responsibility to ensure that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 0500 - Accountability)*

The Superintendent or designee shall identify at least one staff member to serve as a contact for each charter school. (Education Code 47604.32)

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually. (Education Code 47604.32, 47607)

Whenever a charter school operates as or is operated by a nonprofit public benefit corporation as authorized by Education Code 47604, the Superintendent shall recommend and the Board shall appoint a district representative, who may be the district's charter school contact, on the corporation's board of directors.

**Waivers**

If the charter school wishes to request a general waiver of any state law or regulation, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall apply for the waiver.

*(cf. 1431 - Waivers)*

**Provision of District Services**

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The charter school may be charged for the actual costs of the reporting services, but shall not be required to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

## **CHARTER SCHOOL OVERSIGHT (continued)**

### **Material Revisions to Charter**

Material revisions to a charter may be made only with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to expand operations to one or more additional sites within the district's boundaries, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision.

### **Monitoring Charter School Performance**

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving, both schoolwide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter and shall include, at a minimum, a consideration of whether the school is meeting its Academic Performance Index growth targets established pursuant to Education Code 52052 and is making "adequate yearly progress" (AYP) pursuant to 20 USC 6311, as applicable.

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget; an annual update, aligned to the template adopted by the SBE, of school goals, actions, and related expenditures; first and second interim financial reports; and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge actual costs of supervisory oversight up to three percent of the charter school's revenue. (Education Code 47613)

## **CHARTER SCHOOL OVERSIGHT (continued)**

*(cf. 7160 - Charter School Facilities)*

### **Technical Assistance/Intervention**

If a charter school receiving federal Title I funding fails to make AYP, as defined pursuant to 20 USC 6311, for two or more consecutive years, the school shall be identified for program improvement and shall implement improvement strategies in accordance with 20 USC 6316.

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

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5
2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

In accordance with law, the Board may deny a charter's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regards to the academic achievement of all numerically significant subgroups of students served by the charter school.

*(cf. 0420.42 - Charter School Renewal)*

*(cf. 0420.43 - Charter School Revocation)*

### **Complaints**

Each charter school shall maintain processes to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)



**CHARTER SCHOOL OVERSIGHT (continued)****School Closure**

In the event that the Board revokes or denies renewal of a charter or the school closes for any other reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out. The charter school should announce the closure to any school districts that may be responsible for providing education services to the former students of the charter school.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days, if the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

*Legal Reference:*EDUCATION CODE*220 Nondiscrimination**17280-17317 Field Act**17365-17374 Field Act, fitness for occupancy**35330 Field trips and excursions; student fees**38080-38086 School meals**42100 Annual statement of receipts and expenditures**44237 Criminal record summary**44830.1 Certificated employees, conviction of a violent or serious felony**45122.1 Classified employees, conviction of a violent or serious felony**46201 Instructional minutes**47600-47616.7 Charter Schools Act of 1992**47634.2 Nonclassroom-based instruction**47640-47647 Special education funding for charter schools**48000 Minimum age of admission for kindergarten; transitional kindergarten**48010-48011 Minimum age of admission (first grade)**48907 Students' exercise of free expression; rules and regulations**48950 Student speech and other communication**49061 Student records**49110 Authority of issue work permits**49475 Health and safety, concussions and head injuries**51745-51749.3 Independent study**52051.5-52052 Academic performance index, applicability to charter schools**52060-52077 Local control and accountability plans**52075 Uniform complaint procedures**56026 Special education**56145-56146 Special education services in charter schools**60600-60649 Assessment of academic achievement**60850-60859 High school exit examination*CORPORATIONS CODE*5110-6910 Nonprofit public benefit corporations*

**CHARTER SCHOOL OVERSIGHT (continued)**

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act*

54950-54963 *The Ralph M. Brown Act*

LABOR CODE

1198.5 *Personnel records related to performance and grievance*

PENAL CODE

667.5 *Definition of violent felony*

1192.7 *Definition of serious felony*

CALIFORNIA CONSTITUTION

*Article 9, Section 5 Common school system*

CODE OF REGULATIONS, TITLE 5

4600-4687 *Uniform complaint procedures*

11700.1-11705 *Independent study*

11960-11969 *Charter schools*

CODE OF REGULATIONS, TITLE 24

101 *et seq.* *California Building Standards Code*

UNITED STATES CODE, TITLE 20

6311 *Adequate yearly progress*

6319 *Qualifications of teachers and paraprofessionals*

7223-7225 *Charter schools*

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 *Accountability*

300.18 *Highly qualified special education teachers*

COURT DECISIONS

*Ridgecrest Charter School v. Sierra Sands Unified School District*, (2005) 130 Cal.App.4th 986

ATTORNEY GENERAL OPINIONS

89 *Ops. Cal. Atty. Gen.* 166 (2006)

80 *Ops. Cal. Atty. Gen.* 52 (1997)

78 *Ops. Cal. Atty. Gen.* 297 (1995)

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

*Student v. Horizon Instructional Systems Charter School*, (2012) OAH Case No. 2011060763

## CHARTER SCHOOL OVERSIGHT (continued)

### *Management Resources:*

#### CSBA PUBLICATIONS

*The Role of the Charter School Authorizer, Online Course*

*Charter Schools: A Manual for Governance Teams, rev. 2009*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

*Sample Copy of a Memorandum of Understanding*

*Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 11-01, November 9, 2011*

*Special Education and Charter Schools: Questions and Answers, September 10, 2002*

#### U.S. DEPARTMENT OF EDUCATION GUIDANCE

*Charter Schools Program: Title V, Part B of the ESEA, April 2011*

*The Impact of the New Title I Requirements on Charter Schools, July 2004*

#### WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

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

**CHARTER SCHOOL OVERSIGHT**

**REQUIREMENTS FOR CHARTER SCHOOLS**

Charter schools are generally exempt from provisions of the Education Code unless they are expressly included in the law. However, charter schools are subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements including, but not limited to, requirements that each charter school:

1. Comply with the state and federal constitution and applicable federal laws
2. Comply with state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963
3. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
4. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
5. Not charge tuition (Education Code 47605)
6. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
7. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
8. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
9. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)
10. Admit all students who wish to attend the school, according to the following criteria and procedures:
  - a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

**CHARTER SCHOOL OVERSIGHT** (continued)

However, if a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing. However, preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
  - c. Other admissions preferences may be established on an individual school basis as consistent with law.
- 11. If the school offers a kindergarten program, offer a transitional kindergarten program to eligible students who do not yet meet the age criterion for entry into kindergarten (Education Code 48000)
  - 12. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)
  - 13. Require its teachers of core academic subjects to satisfy requirements for "highly qualified teachers" as defined by the State Board of Education (SBE) (20 USC 6319; 34 CFR 300.18)
  - 14. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)
  - 15. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
  - 16. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
  - 17. If applicable, meet federal requirements for qualifications of paraprofessionals working in programs supported by Title I funds (20 USC 6319)

**CHARTER SCHOOL OVERSIGHT** (continued)

18. Meet all statewide standards and conduct the student assessments required by Education Code 60605 and 60851 and any other statewide standards or assessments applicable to noncharter public schools (Education Code 47605, 47612.5)
19. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 46201.2, 47612.5)
20. If the school provides independent study, meet the requirements of Education Code 51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
21. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
22. If the school offers an athletic program, annually provide an information sheet about concussion and head injury to athletes and their parents/guardians before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to return to the activity. (Education Code 49475)
23. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)
24. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)
25. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
26. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

**CHARTER SCHOOL OVERSIGHT** (continued)

27. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
  - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
  - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.
28. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)
29. Annually prepare and submit financial reports to the Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:
  - a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
  - b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the SBE template in accordance with Education Code 47606.5. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5)

When conducting this review, the governing body of the school 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. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers, principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)

**CHARTER SCHOOL OVERSIGHT** (continued)

- c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
- d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
- e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
- f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the California Department of Education. (Education Code 47605)



## 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 state funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions aligned with state and local priorities and to facilitate continuous improvement of district practices.

*(cf. 0000 - Vision)*

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

The Board shall adopt a districtwide local control and accountability plan (LCAP), using the template provided by the State Board of Education, which addresses the state priorities specified in Education Code 52060. The LCAP shall be effective for three years and shall be updated on or before July 1 of each year. (Education Code 52060)

In addition, the LCAP shall address any local priorities adopted by the Board.

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

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

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

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

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

To minimize duplication of effort and provide clear direction for program implementation, the LCAP and other district and school plans shall be aligned to the extent possible.

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0440 - District Technology Plan)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5030 - Student Wellness)*

*(cf. 6171 - Title I Programs)*

*(cf. 7110 - Facilities Master Plan)*

The Superintendent or designee shall review the single 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 or the annual update are consistent with strategies included in the SPSA. (Education Code 52062)

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

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)*

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

### **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 numbers of students in various 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. (Education Code 52060)

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 4140/4240/4340 - Bargaining Units)*  
*(cf. 4143/4243 - Negotiations/Consultation)*  
*(cf. 6020 - Parent Involvement)*

### **Public Review and Input**

The Board shall establish the following committee(s) to review and comment on the LCAP: (Education Code 52063)

1. A parent advisory committee including at least one parent/guardian of unduplicated students as defined above
2. An English learner parent advisory committee whenever district enrollment includes at least 15 percent English learners and at least 50 students who are English learners

The Superintendent or designee shall present the LCAP or the annual update 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 or the annual update to 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 or the annual update shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

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 or the annual update. The public hearing shall be held at the same meeting as the public hearing required prior to the adoption of the district budget in accordance with Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

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

*(cf. 3100 - Budget)*

*(cf. 3460 - Financial Reports and Accountability)*

*(cf. 9320 - Meetings and Notices)*

### **Adoption of the Plan**

Prior to adopting the district budget, but at the same public meeting, the Board shall adopt the LCAP or the annual update. 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 or the annual update to the LCAP, the Board shall file the LCAP or the annual update with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP or the annual update, 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)

### **Monitoring Progress**

The Superintendent or designee shall report to the Board, at least ~~annually~~ **monthly** in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. 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, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district 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

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 Superintendent of Public Instruction (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:

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

### *Legal Reference:*

#### EDUCATION CODE

17002 *State School Building Lease-Purchase Law, including definition of good repair*  
41020 *Audits*  
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 *Academic Performance Index; numerically significant student subgroups*  
52060-52077 *Local control and accountability plan*  
52302 *Regional occupational centers and programs*  
52372.5 *Linked learning pilot program*  
54692 *Partnership academies*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Legal Reference continued:

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  
UNITED STATES CODE, TITLE 20  
6312 Local educational agency plan  
6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

Impact of Local Control Funding Formula on Board Policies, November 2013

Local Control Funding Formula 2013, Governance Brief, August 2013

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

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

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

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

### Content of the Plan

The district's local control and accountability plan (LCAP) 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, and foster youth. 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 Language Learners)*

- c. Parent/guardian involvement, 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

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

*(cf. 6020 - Parent Involvement)*

*(cf. 6159 - Individualized Education Program)*

*(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

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

- (2) Academic Performance Index
- (3) 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
- (4) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (5) The English learner reclassification rate
- (6) The percentage of students who have passed an advanced placement examination with a score of 3 or higher
- (7) 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 - Standardized Testing and Reporting Program)*  
*(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. 6146.1 - High School Graduation Requirements)*  
*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 5149 - At-Risk Students)*

- 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))*

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

- 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)*

- 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 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. (Education Code 52060)

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

### **Annual Updates**

On or before July 1 of each year, the LCAP shall be updated using the template developed 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 "Content of the Plan" above



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

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
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 post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

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

## Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0500(a)

### ACCOUNTABILITY

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of district schools. The Board shall regularly review the effectiveness of the district's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in improving student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals.

*(cf. 0000 - Vision)*

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

*(cf. 2140 - Evaluation of the Superintendent)*

*(cf. 3460 - Financial Accountability and Reports)*

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

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

*(cf. 9400 - Board Self-Evaluation)*

Indicators of district progress in improving student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of "adequate yearly progress" (AYP) required under the federal accountability system.

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - Standardized Testing and Reporting Program)*

*(cf. 6162.52 - High School Exit Examination)*

Alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052)

The district and each district school shall demonstrate comparable improvement in academic achievement, as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth. (Education Code 52052)

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP).

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

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

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

*(cf. 1112 - Media Relations)*

## ACCOUNTABILITY (continued)

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

*(cf. 0400 - Comprehensive Plans)*  
*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 0520.2 - Title I Program Improvement Schools)*  
*(cf. 0520.3 - Title I Program Improvement Districts)*  
*(cf. 0520.4 - Quality Education Investment Schools)*  
*(cf. 4141/4241 - Collective Bargaining Agreement)*

### *Legal Reference:*

#### EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability  
33400-33407 California Department of Education evaluation of district programs  
44660-44665 Evaluation of certificated employees  
51041 Evaluation of the educational program  
52052-52052.1 Academic Performance Index  
52055.57-52055.59 Districts identified or at risk of identification for program improvement  
52060-52077 Local control and accountability plan

#### CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability model, assessments  
15440-15463 Standards and criteria for fiscal accountability

#### UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress  
6312 Local educational agency plan  
6316 School and district improvement

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.13-200.20 Adequate yearly progress  
200.30-200.53 Program improvement

### *Management Resources:*

#### WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education, Accountability: <http://www.cde.ca.gov/ta/ac>  
U.S. Department of Education: <http://www.ed.gov>

**Business and Noninstructional Operations**

BP 3100(a)

**BUDGET**

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, priorities, and comprehensive plans. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

*(cf. 0000 - Vision)*

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

*(cf. 0400 - Comprehensive Plans)*

*(cf. 3000 - Concepts and Roles)*

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3460 - Financial Reports and Accountability)*

*(cf. 9000 - Role of the Board)*

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the budget year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)

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

**Single Budget Adoption Process**

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year. (Education Code 42127)

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board encourages public input in the budget development process and shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agenda/Meeting Materials)*

## **BUDGET (continued)**

*(cf. 9323 - Meeting Conduct)*

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

### **Budget Advisory Committee**

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

*(cf. 1220 - Citizen Advisory Committees)*

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

*(cf. 3350 - Travel Expenses)*

*(cf. 9130 - Board Committees)*

*(cf. 9140 - Board Representatives)*

### **Budget Criteria and Standards**

The Superintendent or designee shall develop a district budget in accordance with criteria and standards adopted by the State Board of Education (SBE). (Education Code 33127, 33128, 33128.3, 33129; 5 CCR 15440-15451)

The budget shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for students who are English learners, eligible for free or reduced-price meals, and/or foster youth at least in proportion to the increase to the district's revenue generated from such funds. (Education Code 42238.07)

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

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

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

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

## BUDGET (continued)

(cf. 2210 - Administrative Discretion Regarding Board Policy)  
(cf. 3110 - Transfer of Funds)

### Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. *Nonspendable fund balance* includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. *Restricted fund balance* includes amounts constrained to specific purposes by their providers or by law.
3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. *Assigned fund balance* includes amounts which the Board or its designee intends to use for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. *Unassigned fund balance* includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least two months of general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.

If the unassigned fund balance falls below this level due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

**BUDGET (continued)****Long-Term Financial Obligations**

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

*(cf. 4141/4241 - Collective Bargaining Agreement)*  
*(cf. 4143/4243 - Negotiations/Consultation)*  
*(cf. 4154/4254/4354 - Health and Welfare Benefits)*  
*(cf. 7210 - Facilities Financing)*  
*(cf. 9250 - Remuneration, Reimbursement and Other Benefits)*

if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

**Budget Amendments**

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

*Legal Reference:***EDUCATION CODE**

*1240 Duties of county superintendent of schools*  
*33127-33131 Standards and criteria for local budgets and expenditures*  
*35035 Powers and duties of superintendent*  
*35161 Powers and duties, generally, of governing boards*  
*42103 Public hearing on proposed budget; requirements for content of proposed budget*  
*42122-42129 Budget requirements*  
*42130-42134 Financial certifications*  
*42140-42141 Disclosure of fiscal obligations*

**BUDGET (continued)**

42238-42251 Apportionments to districts, especially:  
42238.01-42238.07 Local control funding formula  
42602 Use of unbudgeted funds  
42605 Tier 3 categorical flexibility  
42610 Appropriation of excess funds and limitation thereon  
45253 Annual budget of personnel commission  
45254 First year budget of personnel commission  
52060-52077 Local control and accountability plan  
GOVERNMENT CODE  
7900-7914 Appropriations limit  
CODE OF REGULATIONS, TITLE 5  
15060 Standardized account code structure  
15440-15451 Criteria and standards for school district budgets

*Management Resources:*

CSBA PUBLICATIONS

*Local Control Funding Formula 2013, Governance Brief, August 2013*

*State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013*

*School Finance CD-ROM, 2005*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

*New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011*

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

*Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006*

GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009*

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

*Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009*

*Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004*

*Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999*

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analyst's Office: <http://www.lao.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>



**BUDGET**

**Budget Advisory Committee**

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee

*(cf. 9140 - Board Representatives)*

2. District and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members
7. Students

*(cf. 1220 - Citizen Advisory Committees)*

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

*(cf. 9130 - Board Committees)*

The committee's duties may include, but not necessarily be limited to:

1. Making recommendations regarding budget priorities
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

*(cf. 3350 - Travel Expenses)*

**BUDGET** (continued)

**Initial Budget Adoption**

On or before July 1 of each year, the Board shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

Before adopting the district budget for the subsequent fiscal year, the Board shall hold a public hearing. The agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. This hearing shall be held at the same meeting as the public hearing to solicit public input on the local control and accountability plan (LCAP) or the annual update to the LCAP. (Education Code 42103, 42127, 52062)

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

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agenda/Meeting Materials)*

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing as required by Education Code 42103.

During the hearing, any district resident may speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

*(cf. 9323 - Meeting Conduct)*

After the public hearing, at a public meeting held on a different date, the Board shall adopt the district budget following adoption of the LCAP at the same meeting. The budget shall not be adopted if an approved LCAP or annual update to the LCAP is not in effect for the budget year. (Education Code 52062)

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

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

**BUDGET (continued)**

**Single Budget Adoption Process**

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Before revising the budget, the Board shall hold a second public hearing regarding the proposed revisions in accordance with Education Code 42103. In addition, if the initial budget was disapproved by the County Superintendent, the public hearing shall include a review by the Board and the County Superintendent of the disapproval and the County Superintendent's recommendations. (Education Code 42127)

The revised budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

**Budget Review Committee for Disapproved Budgets**

If the district's revised budget is disapproved by the County Superintendent for any reason other than his/her disapproval of the district's LCAP or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the SPI, who shall be selected within five working days after receiving the list of candidates
2. A regional review committee convened by the County Superintendent with the approval of the Board

If the budget review committee recommends disapproval of the district budget, the Board may submit a response no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

**BUDGET** (continued)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent as he/she develops and adopts, by November 30, a fiscal plan and budget that will allow the district to meet its financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

**Business and Noninstructional Operations**

BP 3110(a)

**TRANSFER OF FUNDS**

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

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

*(cf. 3100 - Budget)*

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

*(cf. 3460 - Financial Reports and Accountability)*

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the county auditor. (Education Code 42600)
2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)
3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
4. Specify amounts to be transferred by the county auditor and treasurer from the district's general fund to the special reserve fund during the fiscal year. If any special reserve funds are maintained for purposes other than capital outlay or if monies in the special reserve fund are not actually encumbered for ongoing expenses, the Board may transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may, by written request to the County Superintendent, auditor, and treasurer, transfer those monies to the district's general fund. (Education Code 42841-42843)

**TRANSFER OF FUNDS (continued)**

5. Transfer monies between other funds or accounts when authorized by law.

*Legal Reference:*

EDUCATION CODE

78 Definition, governing board  
5200 Districts governed by boards of education  
16095 Transfer of district funds to district state school building fund  
41301 Section A state school fund allocation schedule  
42125 Designated and unappropriated fund balances  
42238-42251 Apportionments to districts, especially:  
42238.01-42238.07 Local control funding formula  
42600 District budget limitation on expenditure  
42601 Transfers between funds to permit payment of obligations at close of year  
42603 Transfer of monies held in any fund or account to another fund; repayment  
42840-42843 Special reserve fund  
52616.4 Expenditures from adult education fund

*Management Resources:*

WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street

Colusa, CA 95932

**UNOFFICIAL MINUTES****Board of Trustees Regular Meeting**

November 19, 2013, 6:00 p.m.

CALL TO ORDER	The meeting was called to order at 6:00 p.m. in the Colusa Unified School District Conference Room by Board President Terry Bressler, and established a quorum was present. Attending were Charles Yerxa, Kelli Griffith-Garcia, Lincoln Forry, and Terry Bressler, Don Bransford was absent. Also in attendance were Superintendent Dwayne Newman, School Administrators Jody Johnston and Darren Brown; and Business Manager Sheryl Bailey; students and staff. Principal Tarr was absent.
PLEDGE OF ALLEGIANCE	Terry Bressler led the Pledge of Allegiance.
HEARING OF PUBLIC	None
STUDENT'S REPORT	The high school student representative to the Board was absent, but Mr. Brown reported there would be a football play-off game on Friday night against Hamilton City High School and that Molly Townzen and Max Valdez were going to be in the State cross country meet in the upcoming week.
RECOGNITIONS AND CELEBRATIONS	This month the following were honored for making the district better in some way: Darren Brown presented a certificate of appreciation to Nolan Gonzales for his willingness to help in any way possible; Erika Lemenager presented certificates to Cindy DeWoody and Mary Godinez for their help in giving information to the 7 <sup>th</sup> grade students and their parents on cyber bullying; Jody Johnston presented certificates to Jeff Poppinga and Mike Phenicie for all their time and effort working with the Egling choir, and bands; Dwayne Newman recognized Ellen Cenami and Kathy Aplanalp for their willingness to go 'above and beyond' their daily tasks while Dave Tarr was out on medical leave.
PRESIDENT'S REPORT	The Board will select a date and time for Burchfield Primary School's visitation at the December meeting.
BOARD OF TRUSTEE TIME	Due to the recent police activity at various schools in Northern Calif. Mr. Forry asked if the CUSD schools were conducting emergency drills on a regular basis. Ms. Johnston stated that at Egling they have done many fire and earthquake drills, but have not done a "danger stranger" drill yet. She will be scheduling one in the very near future. A discussion was held on the various 'locks' that should be on the classroom doors to keep intruders from entering the classroom.
SUPERINTENDENT'S REPORT	<ul style="list-style-type: none"> <li>District Improvement Plan Progress: The next step in the improvement process is to survey the staff to see how PLC's are going. This survey will be done by the end of the month.</li> <li>District-wide Assessment Update: Mr. Newman reported he met with the principals and they did a quarterly review of student achievement data. He reported student improvement/growth is doing well. We need an internal assessment system to double check our progress, and as it stands right now good progress is being made.</li> </ul>

- Introduction to The Common Core: Mr. Newman gave a brief presentation on the Common Core State Standards which is a set of standards developed for Kdgn. – 12<sup>th</sup> grade throughout the country. There are only 45 states participating in this new concept as well as the District of Columbia and 4 territories. The focus is on English/Language Arts and Math and on learning expectations for students. Since this concept will be taught across the country it will ensure consistent expectations regardless of a student's zip code.
- Budget – Review and discuss latest MYP: Mr. Newman reported the budget is encouraging and he is looking forward to negotiations with CEA and CSEA. He stated if LCFF is fully funded for the next few years there would be a 6% increase next year as well as 6% the following year. School Services recommends we keep one year's worth of LCFF added funding in reserve, in case the State cuts LCFF funding. Mr. Newman continues to be positive and says we are in good shape!
- Report on Community Day School Meeting with CDE: Mr. Newman reported that the costs for running the Colusa County Community School were as follows: the average cost per year, per student, is \$180,000, and serves an average of 9.36 A.D.A. a year. The average cost of A.D.A. is \$19,238. The excess costs are about \$11,480 per student. Currently we have 4 students attending.  
Mr. Newman stated he and the other Superintendents and CBO's in the County met with Dan Sanheim from CDE who is in charge of the Community Day School program at the state level. They talked about the pros and cons of the county's Community School. Mr. Newman explained our situation within our county to Mr. Sanheim. Mr. Sanheim said he would recommend that we drop the current program and start a Community Day School Consortium in the 2014-2015 school year. Mr. Newman provided information to the Board for this consortium. He will be putting this proposal up for a vote at the December board meeting.
- Report on SELPA Governance Plan and related issues: Mr. Newman reported he was asked by the county Superintendents to sit in on the negotiations between the county and the county SELPA employees. He said in spite of strong, well reasoned opposition, Mrs. Spurgeon decided to make an offer to the SELPA employees that he thinks is unsustainable. He explained that currently, if teachers in our district were compared to the SELPA teachers, the Colusa teachers would be making \$10,000 a year less. He asked that Mrs. Spurgeon consider making a proposal to her teachers off the salary schedule as a onetime offer. She declined to do this and said she was going to offer her teachers 4% on and 4% off the salary schedule and about \$800 dollars per year increase in the cap for health benefits. Mrs. Spurgeon wrote a Memo to the District Superintendents in the county and in this Memo Mrs. Spurgeon stated (paraphrasing) the districts were unwilling to pay their share towards the SELPA. Mr. Newman said he totally disagreed with this statement. He also said he believes CCOE will opt out of the SELPA at the end of the coming fiscal year. Our attorney, Bob Thurbon, said CCOE needs to give us a year and a day notice if they decide to do this.
- Proposition 39 Funding Update: Mr. Newman reported the district has applied for a Proposition 39 Clean Energy Planning Grant that would provide the district with \$112,000. He has hired a firm called 'Tera Verde' who will do a Tier I Assessment, which is a systemic assessment of our energy use and efficiencies. He also learned of a "Bright Schools Grant" at a CDE conference that MOT director Jim LaGrone attended last week. This grant is on a first come, first served basis and will add money to the planning component. We are in the process of applying for that grant now. There is a company called KW Engineering that the state recommends,



who will help with the Tier II Assessment and we plan on contacting them. Mr. Newman will keep the board informed of progress regarding these two grants.

- Enrollment – It was reported we lost one student.

CEA REPORT

Pam Giuliano stated we don't always have to look at the money. We need to look at what goes beyond that. She stated that in the time that she's been with the district, the most important thing CEA and the district has entered into is Interest Based Bargaining (IBB). Within that is the opportunity to have conversations about what's important to people. Negotiations are important when talking about contract language, money and issues that come up. She appreciates the fact that when there are issues, everyone gets a voice.

CSEA REPORT

None

INFORMATION/ DISCUSSION/  
POSSIBLE ACTION:  
POLICY REVISIONS SCHEDULE

Mr. Newman reported on the upcoming policy revisions. He stated there are many board policies and administrative regulations that need updating. He will get them ready for the Board to read and bring the policies back at the December meeting for the First Reading.

INFORMATION/DISCUSSION/  
POSSIBLE ACTION:  
DESKTOP LAB COMPUTER QUOTES  
ACTION # 131419

Mr. Newman asked for the Board's approval to purchase new desktop computers for students to use in the district. He has quotes from three companies and the lowest one is \$65,232.12. There will be 60 desktops for the high school, and 30 desktops for the middle school.

Motion was made by Charles Yerxa, seconded by Kelli Griffith-Garcia to approve the purchase of the computers, not to exceed \$70,000.

Vote: Ayes – 4  
      Noes – 0  
      Absent – 1 (Bransford)

ACTION ITEM #131420

Motion was made by Charles Yerxa, seconded by Kelli Griffith-Garcia to adopt the Second Reading of **BP/AR 1113 District and School Web Sites** as written.

Vote: Ayes – 4  
      Noes – 0  
      Absent – 1 (Bransford)

ACTION ITEM #131421

Motion was made by Charles Yerxa, seconded by Kelli Griffith-Garcia to adopt the Second Reading of **BP/AR 1114 District Sponsored Social Media** as written.

Vote: Ayes – 4  
      Noes – 0  
      Absent – 1 (Bransford)

ACTION ITEM #131422

Sheryl Bailey reported the cafeteria will be raising their lunch prices on January 6, 2014 due to a Federal and State mandate. The new prices will be as follows: K-8 - \$2.50, and \$2.75 for 9-12 students.

Motion was made by Lincoln Forry, seconded by Kelli Griffith-Garcia to approve the

new lunch price cost of \$2.50 for grades K-8 and \$2.75 for grades 9-12.

Vote: Ayes – 4  
      Noes – 0  
      Absent – 1 (Bransford)

CONSENT AGENDA  
ACTION ITEM #131423

Consider Approval of Consent Agenda: Regular and Customary Business Items:

- a. Minutes of October 15, 2013 Regular Board Meeting
- b. Minutes of October 22, 2013 Special Board Meeting, CHS Visitation
- c. Minutes of November 6, 2013 Special Board Meeting, EMS Visitation
- d. November Payroll
- e. November Warrants: Batch # 15 - 19
- f. November Financial Statements
- g. Personnel Assignment Order #2013/2014.04
- h. Approve 2013-14 Budget Revision
- i. Approve 2013-14 1<sup>st</sup> Interim Report
- j. Approve Resolution #2013-14.04 California Energy Commission *Bright Schools Program*
- k. Approve Resolution #2013-14.03 Delegation of Authority to Enter into Written Agreements or Written Contracts
- l. Approve Contracts Signed by Superintendent/CBO
  - 1) 2014 Shady Creek Contract
  - 2) 2013-14 Document Tracking Service
  - 3) Gov Financial Strategies, Inc.
  - 4) SPURR
  - 5) Schoolworks Developer Fee Justification Study Contract
  - 6) 2013-14 ROP Contract

Motion was made by Lincoln Forry, seconded by Charles Yerxa to approve the Consent Agenda without exception.

Vote: Ayes – 4  
      Noes – 0  
      Absent – 1 (Bransford)

HEARING OF PUBLIC FOR MATTERS  
ON CLOSED SESSION AGENDA

None

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 7:45 p.m. to consider and/or take action upon any of the following items:

1. Student Matters:
  - a. Out of School Suspensions
  - b. Inter-district Transfer Agreements
  - c. Consider Approval of AHP Recommendation for Expulsion Case #EH2013-14.04
  - d. Consider Approval of AHP Recommendation for Expulsion Case #EH2013-14.05
2. Personnel Matters:
  - a. Public Employment – New Hires 2013-2014
  - b. Public Employee Discipline/Dismissal/Release

c. Public Employee – Leave of Absence Request

3. Negotiations:

- RECONVENE FROM CLOSED SESSION      The Board reconvened from Closed Session at 8:50 P.M. Board President Terry Bressler reported out the Board reviewed the Out of School Suspension Report, the Inter-district Transfer Requests, the Leave Request, the AHP Panel's recommendation for Expulsion Cases #EH2013-14.04 and #EH2013-14.05 and the Liability Claim from Claimant Franklin Haberle.
- ACTION ITEM # 131424      Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve the Inter-district Transfer Agreement requests.
- Vote: Ayes – 4  
      Noes – 0  
      Absent – 1 (Bransford)
- ACTION ITEM #131425      Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve the AHP's Recommendation for Expulsion Case #EH 2013-14.04.
- Vote: Ayes – 4  
      Noes – 0  
      Absent – 1 (Bransford)
- ACTION ITEM #131426      Motion was made by Kelli Griffith-Garcia, seconded by Charles Yerxa to approve the AHP's Recommendation for Expulsion Case #EH 2013-14.05.
- Vote: Ayes – 4  
      Noes – 0  
      Absent – 1 (Bransford)
- ACTION ITEM #131427      Motion was made by Charles Yerxa, seconded by Kelli Griffith-Garcia to deny the extended leave request made by Becky Wolf.
- Vote: Ayes – 4  
      Noes – 0  
      Absent – 1 (Bransford)
- ACTION ITEM #131428      Motion was made by Lincoln Forry, seconded by Charles Yerxa to deny the Liability Claim from Claimant: Franklin Haberle.
- Vote: Ayes – 4  
      Noes – 0  
      Absent – 1 (Bransford)
- ADJOURNMENT      The meeting adjourned at 8:55 p.m.

Submitted by Mary Lyttle, Executive Administrative Assistant

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APPROVED BY:

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L.I.C.

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED NOVEMBER 22, 2013			BATCH 20
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
502	ALS LABS	\$ 26.30	01	MOT	OIL ANALYSIS
493	KATHY APLANALP	\$ 31.62	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
509	BUTTE SAND	\$ 226.15	01	MOT	MAINTENANCE SUPPLIES
514	CVT	\$ 100,535.43	01	ALL	DECEMBER HEALTH INSURANCE PREMIUMS
503	CASCADE ATHLETIC SUPPLY	\$ 2,206.07	01	SPORTS	SUPPLIES AND EQUIPMENT
513	CCOE	\$ 11,007.00	01	DO	WC PREMIUMS
494	CUSD CAFETERIA FUND	\$ 45.00	01	EMS	LUNCH FOR VETERANS CELEBRATION
RC39	CUSD EMER FD-USPS	\$ 57.69	01	EMS	POSTAGE
RC39	CUSD EMER FD-PROP 39 COALITION	\$ 95.00	01	MOT	WORKSHOP REGISTRATION
RC39	CUSD EMER FD-EDD	\$ 711.27	01	DO	UNEMPLOYMENT INSURANCE PREMIUMS
RC39	CUSD EMER RD-BONNIE DAVIES	\$ 39.33	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC39	CUSD EMER FD-CHS PETTY CASH	\$ 355.25	01	CHS	POSTAGE
RC39	CUSD EMER FD-LILIA LEMENAGER	\$ 150.00	01	BPS	BOOK FAIR START UP FUNDS
RC39	CUSD EMER FD-PSAT	\$ 938.00	01	CHS	TESTING
RC39	CUSD EMER FD-CHS PETTY CASH	\$ 1,000.00	01	CHS	CASH BOX FOR PLAYOFF GAME
RC39	CUSD EMER FD-LAURIE WATERS	\$ 51.60	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
497	CONTINENTAL ATHLETIC SUPPLY	\$ 3,658.67	01	SPORTS	SUPPLIES AND EQUIPMENT
515	FREE STYLE EMBROIDERY	\$ 906.52	01	CHS	SHIRTS
487	FRONTIER	\$ 6,154.02	01	ALL	PHONE BILLING
501	JEFF SAVAGE PLUMBING	\$ 932.12	01	MOT	PLUMBING REPAIRS
492	AMANDA JONES	\$ 77.29	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
496	LARA KELLEHER	\$ 190.56	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
505	BOB KIRKMAN	\$ 838.42	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
504	MID VALLEY LEAGUE	\$ 193.85	01	SPORTS	PARTICIPATION DUES
508	NCVOA	\$ 1,733.00	01	SPORTS	VOLLEYBALL OFFICIALS
495	NORTH STATE SCREENPRINT	\$ 237.52	01	EMS	SHIRTS
507	NSCIF	\$ 40.00	01	SPORTS	TENNIS ENTRY FEE
511	BARBARA REECE	\$ 350.14	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
510	LILIA ROBLES	\$ 60.38	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
499	SPURR	\$ 1,188.63	01	ALL	NATURAL GAS BILLING
488	THREE B'S TOILET RENTAL	\$ 118.25	01	EMS/BPS	PORTABLE TOILET RENTAL
500	US BANK EQUIPMENT FINANCE	\$ 2,101.63	01	ALL	COPIER LEASE PAYMENTS
RC37	US BANK CALCARD VISA	\$ 37,272.01	01	ALL	SEE ATTACHED
498	TERRY WELDON	\$ 28.25	01	DO	REIMBURSE MILEAGE
	GENERAL FUND TOTAL 01	\$ 173,556.97			
RC35	US BANK CALCARD VISA	\$ 1,659.20	13	CAFÉ	SEE ATTACHED
	CAFETERIA FUND 13	\$ 38,820.68			
516	GOVERNMENT FINANCIAL STRATEGIES INC	\$ 2,925.00	25	DEVFEE	FINANCIAL CONSULTING FEES
	CAPITAL FACILITIES FUND 25	\$ 2,925.00			
491	SUE BARRETT	\$ 78.00	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
489	CA ASSN FFA	\$ 1,000.00	95	CHS	FFA REGISTRATION
RC38	CUSD EMER FD-CHEYENNE ROGERS	\$ 225.69	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC38	CUSD EMER FD-HERFF JONES	\$ 75.00	95	CHS	WORKSHOP REGISTRATION
RC38	CUSD EMER FD-MARCH OF DIMES	\$ 150.00	95	CHS	FBLA DONATION
506	RIVERBANK PIZZA	\$ 712.50	95	CHS	PIZZA FOR FFA EVENT
RC36	US BANK CALCARD VISA	\$ 16,138.37	95	CHS	SEE ATTACHED
	STUDENT BODY FUND 95	\$ 18,379.56			
	TOTAL ACCOUNTS PAYABLE	\$ 196,520.73			

# US BANK CALCARD VISA

Sheryl Bailey

FD01-RC37

FD13-RC35

RD95-RC36

15-Nov	SCHOOL SERVICES OF CALIFO	\$175.00	\$175.00			DO WORKSHOP REGISTRATION
15-Nov	RECOLOGY BUTTE COLUSA	\$276.51	\$276.51			MOT GARBAGE BIN
15-Nov	MESSICK ACE HARDWARE	\$1,710.52	\$1,488.08		\$222.44	MOT MAINTENANCE SUPPLIES
15-Nov	MJB WELDING SUPPLY, INC.	\$236.96	\$236.96			CHS AG SUPPLIES
13-Nov	QUILL CORPORATION	\$3.46	\$3.46			DO OFFICE SUPPLIES
11-Nov	JAMES MARTA & COMPANY, LL	\$1,200.00	\$1,200.00			DO AUDIT PROGRESS PAYMENT
11-Nov	QUILL CORPORATION	\$89.73	\$89.73			DO SUPPLIES
7-Nov	RSD 52	\$452.42	\$452.42			MOT MAINTENANCE SUPPLIES
7-Nov	EARTHGRAINS BAKING CO	\$362.45		\$362.45		CAFET FOOD
7-Nov	EARTHGRAINS BAKING CO	\$117.04		\$117.04		CAFET FOOD
7-Nov	EARTHGRAINS BAKING CO	\$132.00		\$132.00		CAFET FOOD
7-Nov	FLORA FRESH	\$84.82	\$84.82			CHS FLORAL DESIGN SUPPLIES
6-Nov	CLIMATE CONTROL, INC.	\$2,077.97	\$2,077.97			MOT REPAIR ON BOILER
6-Nov	ADVANCED DOCUMENT CONC	\$1,697.58	\$1,697.58			ALL COPIER MAINTENANCE AGREEMENTS
5-Nov	CLOSE LUMBER - SUTTER	\$340.98	\$340.98			MOT MAINTENANCE SUPPLIES
5-Nov	QUILL CORPORATION	\$89.01	\$89.01			HMS SUPPLIES
4-Nov	CDI COMPUTERS DEALERS INC	\$2,198.78	\$2,198.78			EMS COMPUTERS
4-Nov	RECOLOGY BUTTE COLUSA	\$2,524.69	\$2,524.69			ALL GARBAGE SERVICE
4-Nov	SYNTER RESOURCE GROUP LL	\$28.42	\$28.42			CHS SHIPPING FEE
4-Nov	ND CENTER FOR DISTANCE ED	\$646.71	\$646.71			HMS BOOKS
4-Nov	SAN JOAQUIN COUNTY OFF	\$300.00	\$300.00			DO EDJOIN SUBSCRIPTION
31-Oct	SPORTMENS DEN INC	\$523.10			\$523.10	CHS ASB FOOTBALL SUPPLIES
31-Oct	FLORA FRESH	\$147.98	\$147.98			CHS FLORAL DESIGN SUPPLIES
31-Oct	STAPLES ACCOUN00687632	\$4,938.98	\$4,938.98			BPS DESKS, CHAIRS
29-Oct	IPN/PAYMENTNETWORK	\$3,500.00	\$3,500.00			COMPUTER CONSULTING STUDY
28-Oct	AMAZON MKTPLACE PMTS	\$29.72	\$29.72			DO SUPPLIES
28-Oct	STAPLES 00102863	\$18.79	\$18.79			DO SUPPLIES
28-Oct	USPS.COM CLICK66100611	\$18.11	\$18.11			DO POSTAGE
24-Oct	CDI COMPUTERS DEALERS INC	\$194.00	\$194.00			CHS COMPUTER SUPPLIES
24-Oct	SHOPLET.COM	\$52.98	\$52.98			DO SUPPLIES

Mike Phenicie

15-Nov	WORLDSTRIDES	\$400.00	\$400.00			FOM CARNEGIE HALL REGISTRATION
4-Nov	SAV-MOR FOODS	\$42.44	\$42.44			FOM SPAGHETTI DINNER SUPPLIES
28-Oct	UNIFORMALWEARHOUSE LLC	\$1,065.95	\$1,065.95			FOM UNIFORMS FOR BAND
28-Oct	PAYPAL *MUSIC FORTE	(\$23.71)	(\$23.71)			FOM CREDIT FOR RETURN
23-Oct	CASCIO *INTERSTATEMUSC	\$80.67	\$80.67			FOM SHEET MUSIC

Jim LaGrone

15-Nov	AMERICAN TIME & SIGNAL	\$467.65	\$467.65			MOT TIME CLOCKS FOR EMS
11-Nov	WW GRAINGER	\$43.23	\$43.23			MOT MAINTENANCE SUPPLIES
11-Nov	WW GRAINGER	\$19.48	\$19.48			MOT MAINTENANCE SUPPLIES
28-Oct	LOWES #01933*	\$157.08	\$157.08			MOT MAINTENANCE SUPPLIES
28-Oct	CSU SACRAMENTO CCEWEB	\$25.00	\$25.00			MOT WORKSHOP REGISTRATION
28-Oct	CSU SACRAMENTO CCEWEB	\$25.00	\$25.00			MOT WORKSHOP REGISTRATION
23-Oct	HD SUPPLY FACILITIES MTNC	\$94.42	\$94.42			MOT MAINTENANCE SUPPLIES

Dave Tarr

15-Nov	USPS 05172809334414268	\$230.00	\$230.00			BPS POSTAGE
7-Nov	B STREET THEATRE	\$176.00	\$176.00			BPS FIELD TRIP THEATER TICKETS
6-Nov	DS WATERS STANDARD COFFEE	\$65.85	\$65.85			BPS WATER
23-Oct	DS WATERS STANDARD COFFEE	\$129.18	\$129.18			BPS WATER
5-Nov	QUILL CORPORATION	\$257.71	\$257.71			BPS SUPPLIES
28-Oct	RPSI ENTERPRISES INC	\$305.84	\$305.84			BPS RISO MASTERS
25-Oct	QUILL CORPORATION	\$30.30	\$30.30			BPS SUPPLIES
24-Oct	MHE*MCGRRAW-HILL ECOMM	\$190.30	\$190.30			BPS WORKBOOKS
24-Oct	BISHOPS PUMPKIN FARM	\$960.00	\$960.00			BPS FIELD TRIP PUMPKIN PATCH ADMISSION
23-Oct	QUILL CORPORATION	\$31.92	\$31.92			BPS SUPPLIES
23-Oct	QUILL CORPORATION	\$35.34	\$35.34			BPS SUPPLIES

Leasa Hill

13-Nov	GROCERY OUTLET OF Y	\$41.51		\$41.51		CAFET SUPPLIES
13-Nov	WAL-MART #1903	\$72.10		\$72.10		CAFET SUPPLIES

13-Nov	CASHNCARRY572 51705721	\$137.18		\$137.18		CAFET SUPPLIES
25-Oct	CASHNCARRY572 51705721	\$638.26		\$638.26		CAFET SUPPLIES
25-Oct	CASHNCARRY572 51705721	\$158.66		\$158.66		CAFET SUPPLIES

Darren Brown

15-Nov	SPORTDECALS	\$275.17	\$275.17			EMS GIRLS BASKETBALL UNIFORMS
15-Nov	DOLLARTREE.COM	\$63.50			\$63.50	CHS ASB SUPPLIES
15-Nov	QUILL CORPORATION	\$73.52	\$73.52			CHS OFFICE SUPPLIES
14-Nov	CAROLINA BIOLOGICAL SPLY	\$436.01	\$436.01			CHS SCIENCE SUPPLIES
14-Nov	UNITED STATES AWARDS INC	\$479.42	\$479.42			CHS COUNSELING OFFICE AWARDS
8-Nov	SIGNWAREHOUSE.COM	\$87.97			\$87.97	CHS SUPPLIES
8-Nov	BIO RAD*	\$395.50	\$395.50			CHS SCIENCE SUPPLIES
6-Nov	TEAMCAST LLC	\$2,642.50	\$2,642.50			CHS SOCCER UNIFORMS (CRAF TO REIMBURSE)
6-Nov	SCANTRON CORPORATION	\$232.32	\$232.32			CHS SUPPLIES
6-Nov	USPS 05172809334414268	\$1,380.00	\$1,380.00			CHS POSTAGE
5-Nov	QUILL CORPORATION	\$531.96	\$531.96			CHS SUPPLIES
4-Nov	SEI*EUROSPORT	\$75.91	\$75.91			CHS SOCCER UNIFORMS (CRAF TO REIMBURSE)
1-Nov	SEI*EUROSPORT	\$78.04	\$78.04			CHS SOCCER UNIFORMS (CRAF TO REIMBURSE)
4-Nov	CATTLESOFT INC	\$206.95			\$206.95	CHS FFA SUPPLIES
1-Nov	AMAZON MKTPLACE PMTS	\$3,044.49			\$3,044.49	CHS YEARBOOK 3D SCANNER
1-Nov	QUILL CORPORATION	\$23.64	\$23.64			CHS SUPPLIES
31-Oct	QUILL CORPORATION	(\$101.58)	(\$101.58)			CHS CREDIT FOR RETURN
1-Nov	SUBWAY 00108084	\$130.00	\$130.00			CHS CAREER DAY LUNCH
29-Oct	CDW GOVERNMENT	\$747.13	\$747.13			CHS COMPUTER
23-Oct	CDW GOVERNMENT	(\$80.63)	(\$80.63)			CHS COMPUTER CREDIT FOR RETURN
28-Oct	MWAVE.COM/CROSSRIDER	\$154.56	\$154.56			CHS SUPPLIES
25-Oct	AMAZON MKTPLACE PMTS	\$106.99			\$106.99	CHS ASB YEARBOOK SUPPLIES
25-Oct	HAMMACHER SCHLEMMER	\$1,378.00			\$1,378.00	CHS ASB YEARBOOK SUPPLIES
25-Oct	EREPLACEMENTPARTS.COM	\$19.75	\$19.75			CHS AG SUPPLIES
25-Oct	WWW.SHAPETOOLS.COM	\$3,027.62			\$3,027.62	CHS ASB YEARBOOK SUPPLIES
25-Oct	UNIFORMS EXPRESS CHULA V	\$5.00			\$5.00	CHS ASB BASEBALL SHIRTS
25-Oct	UNIFORMS EXPRESS CHULA V	\$683.33			\$683.33	CHS ASB BASEBALL SHIRTS
23-Oct	HERFF JONES SCHOL 9000	\$6,735.01			\$6,735.01	CHS YEARBOOK PAYMENT

Nick Schantz

8-Nov	CLASSROOM TECHNOLO1 OF 01	\$294.00	\$294.00			BPS BRACKETS FOR PROJECTORS
24-Oct	REXEL3010	\$143.81	\$143.81			MOT MAINTENANCE SUPPLIES

Jody Johnston

13-Nov	AMAZON.COM	(\$0.36)	(\$0.36)			EMS BOOKS
12-Nov	AMAZON.COM	(\$0.49)	(\$0.49)			EMS BOOKS
11-Nov	AMAZON MKTPLACE PMTS	\$548.70	\$548.70			EMS BOOKS
7-Nov	AMAZON MKTPLACE PMTS	\$112.60	\$112.60			EMS BOOKS
7-Nov	AMAZON.COM	\$277.08	\$277.08			EMS BOOKS
7-Nov	AMAZON.COM	\$29.68			\$29.68	EMS BOOKS
11-Nov	FOLLETT EDUCATIONAL SERVI	\$132.19	\$132.19			EMS BOOKS
7-Nov	REI*GREENWOODHEINEMANN	\$84.62	\$84.62			EMS SUPPLIES
6-Nov	CLASSROOM TECHNOLO1 OF 01	\$99.00	\$99.00			EMS BRACKETS FOR PROJECTORS
6-Nov	AMAZON MKTPLACE PMTS	\$11.92			\$11.92	EMS BOOKS
30-Oct	QUILL CORPORATION	\$466.31	\$466.31			EMS SUPPLIES
24-Oct	AMAZON.COM	(\$0.52)			(\$0.52)	EMS BOOKS
23-Oct	AMAZON.COM	\$12.89			\$12.89	EMS BOOKS

\$55,069.58 \$37,272.01 \$1,659.20 \$16,138.37

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED DECEMBER 6, 2013			BATCH 21
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
525	ALHAMBRA	\$ 138.16	01	PS/DO/MOT	WATER
539	KATHY APLANALP	\$ 158.03	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
548	ATLAS PEN & PENCIL	\$ 96.60	01	EMS	SUPPLIES
550	BAXTER AUTO	\$ 455.21	01	MOT	VEHICLE REPAIR SUPPLIES
546	CASCADE ATHLETIC SUPPLY	\$ 410.01	01	SPORTS	SUPPLIES AND EQUIPMENT
549	CHUNG SUN MARKET	\$ 66.04	01	DO	FOOD FOR DELAC MEETING
553	CITY OF COLUSA	\$ 13,767.49	01	ALL	WATER/SEWER BILLING
555	CCOE	\$ 3,602.00	01	BPS/CHS	PIP SUPPORT FROM BPS/REIMBURSE STIPEND FOR CCOE TE
540	COLUSA DAIRY	\$ 31.04	01	BPS	POPSICLES FOR FUNDRAISER
558	COLUSA MOTOR SALES	\$ 145.87	01	MOT	VEHICLE REPAIR SUPPLIES
526	CUSD CAFETERIA FUND	\$ 474.69	01	CHS	SPAGHETTI DINNER FUNDASIER FOR FOM
RC41	CUSD EMER FUND - US BANK CALCARD VISA	\$ 2,352.98	01	ALL	SEE ATTACHED
557	LUCILLE IMHOFF	\$ 236.74	01	HMS	REIMBURSE MILEAGE
543	JOHNSON PRINTING	\$ 486.56	01	BPS	FORMS
554	KELLEHER PAINT	\$ 285.62	01	MOT	MAINTENANCE SUPPLIES
533	KELSEYVILLE HIGH SCHOOL	\$ 325.00	01	SPORTS	ENTRY FEE
521	BOB KIRKMAN	\$ 102.13	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
537	LCMS AWARDS	\$ 129.00	01	DO	YOU INSPIRE ME AWARD
522	MERIDIAN DIESEL	\$ 2,397.00	01	MOT	BUS REPAIR
517	NCBOA	\$ 3,892.00	01	SPORTS	BASKETBALL OFFICIALS
527	NSCIF	\$ 8,644.00	01	CHS	FOOTBALL PLAYOFF GATES
532	OROVILLE HIGH SCHOOL	\$ 300.00	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
518	PG&E	\$ 19,585.68	01	ALL	ELECTRIC BILLING
551	MIKE PHENICIE	\$ 140.00	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
538	DEBRA REID	\$ 325.88	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
530	SAMS CLUB DIRECT	\$ 110.96	01	CHS	SUPPLIES FOR AG DEPT
559	SHULTHISE LOCK AND KEY	\$ 55.90	01	MOT	KEYS
524	SIMPLY SWEET SOLUTIONS	\$ 4,522.50	01	BPS	FUNDRAISER
534	STANDARD INSURANCE COMPANY	\$ 1,574.54	01	DO	INCOME PROTECTION PREMIUMS
	GENERAL FUND TOTAL 01	\$ 64,811.63			
560	GENERAL PRODUCE	\$ 9,829.89	13	CAFÉ	FOOD
528	LEASA HILL	\$ 180.24	13	CAFÉ	REIMBURSE MILEAGE
	CAFETERIA FUND 13	\$ 10,010.13			
516	GOVERNMENT FINANCIAL STRATEGIES INC	\$ 5,568.75	25	DEVFEE	FINANCIAL CONSULTING FEES
	CAPITAL FACILITIES FUND 25	\$ 2,925.00			
544	CUSD CAFETERIA FUND	\$ 87.50	95	EMS	COOKIES
RC40	CUSD EMER FD - US BANK CALCARD VISA	\$ 2,465.19	95	CHS	SEE ATTACHED
547	CUSD GENERAL FUND	\$ 892.74	95	CHS	ASHLAND USE OF VANS
523	EXECUTIVE ONE	\$ 292.28	95	CHS	SUPPLIES
519	BOBBY KIKRMAN	\$ 220.63	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
520	LCMS AWARDS	\$ 420.86	95	CHS	AWARDS
545	ERIKA LEMENAGER	\$ 19.62	95	EMS	REIMBURSE FOR SUPPLIES PURCHASED
531	SAMS CLUB DIRECT	\$ 348.55	95	CHS	CONCESSION SUPPLIES
535	JULIE TOWNZEN	\$ 77.31	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
	STUDENT BODY FUND 95	\$ 4,824.68			
	TOTAL ACCOUNTS PAYABLE	\$ 85,215.19			



# Colusa USD Emergency Fund - US BANK CALCARD VISA - CHECK 4618

Sheryl Bailey

fd01-RC41 fd95-RC40

20-Nov	QUILL CORPORATION	\$105.46	\$105.46		DO SUPPLIES
19-Nov	FLORA FRESH	\$264.08	\$264.08		HS FLORAL DESIGN CLASS SUPPLIES

Jim LaGrone

21-Nov	USPS 05172809334414268	\$5.80	\$5.80		MOT POSTAGE
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Dave Tarr

8-Nov	PGI*YOUNG EXPLORERS	\$140.75	\$140.75		BPS SUPPLIES
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Darren Brown

20-Nov	SILVERADO STAGES	\$2,000.00		\$2,000.00	CHS DEPOSIT ON SENIOR TRIP
20-Nov	UNITED STATES AWARDS INC	(\$120.00)	(\$120.00)		CHS CREDIT FOR RETURN
18-Nov	COLLEGEBOARD*SAT ONLN.	\$78.50	\$78.50		CHS TESTING FEE
18-Nov	SCANTRON CORPORATION	\$73.87	\$73.87		CHS SUPPLIES
18-Nov	CUSTOMIZED GIRL	\$259.59		\$259.59	CHS AS SUPPLIES
15-Nov	HUGH O'BRIAN YOUTH LEA	\$195.00	\$195.00		CHS WORKSHOP REGISTRATION

Mike Phenicie

18-Nov	PAYPAL *STORMWORKS	\$220.00	\$220.00		FOM COMPETITION REGISTRATION
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Nick Schantz

22-Nov	HD SUPPLY FACILITIES MTNC	\$444.53	\$444.53		MOT MAINTENANCE SUPPLIES
18-Nov	HOMEDEPOT.COM	\$376.43	\$376.43		MOT MAINTENANCE SUPPLIES

Jody Johnnston

22-Nov	CASCADE ATHLETIC SUPPLY C	\$125.35	\$125.35		EMS SUPPLIES
22-Nov	CURRICULUM ASSOC	\$220.15	\$220.15		EMS BOOKS
22-Nov	FOLLETT EDUCATIONAL SERVI	\$76.20	\$76.20		EMS BOOKS
21-Nov	QUILL CORPORATION	\$118.04	\$118.04		EMS SUPPLIES
20-Nov	OLD FASHION CANDY	\$205.60		\$205.60	EMS ASB CANDY
18-Nov	NASCO MAIL ORDER	\$28.82	\$28.82		EMS SUPPLIES

\$4,818.17 \$2,352.98 \$2,465.19

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED DECEMBER 13, 2013			BATCH 22
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
586	APPEAL DEMOCRAT	\$ 297.56	01	DO	HELP WANTED ADS
587	SHERYL BAILEY	\$ 443.69	01	DO	REIMBURSE MILEAGE
582	CA DEPT OF JUSTICE	\$ 98.00	01	DO	FINGERPRINTING FEES
592	CASCADE ATHLETIC SUPPLY	\$ 176.55	01	SPORTS	SUPPLIES
575	CENTER FOR LAND BASED LEARNING	\$ 650.00	01	CHS	ESA WORKSHOPS FOR STUDENTS
562	COLUSA COUNTY OFFICE OF ED	\$ 11,088.86	01	DO	WORKER'S COMP PREMIUMS
589	CUSD CAFETERIA FUND	\$ 4,370.19	01	DO	TRANSFER BETWEEN FUNDS TO CORRECT CODING ERROR ON BILL
RC43	CUSD EMER FUND-KRISTYNA FRANK	\$ 2,650.68	01	DO	RE-ISSUE PAYCHECK -DIRECT DEPOSIT ERROR
RC43	CUSD EMER FUND-CHRISTINA VARGAS	\$ 374.30	01	DO	RE-ISSUE PAYCHECK -DIRECT DEPOSIT ERROR
RC43	CUSD EMER FUND-USPS	\$ 46.94	01	EMS	POSTAGE TO MAIL NEWSLETTER
RC43	CUSD EMER FUND-DO PETTY CASH	\$ 116.52	01	DO	POSTAGE AND SUPPLIES
RC43	CUSD EMER FUND-JESSICA RAJ	\$ 15.00	01	BPS	REIMBURSE BOOK FINE
585	DAVIES OIL	\$ 2,633.79	01	MOT	FUEL FOR VEHICLES
564	DAVISON DRUGS	\$ 115.34	01	BPS/CHS	SUPPLIES
588	FRONTIER	\$ 6,090.94	01	ALL	PHONE/DATA LINE BILLING
563	MATT GIFFIN	\$ 231.84	01	SPORTS	REIMBURSE MOTEL ROOMS
573	GOLDEN BEAR ALARMS	\$ 210.00	01	ALL	ALARM MONITORING
566	GRIFFS FEED AND SEED	\$ 29.30	01	MOT	SUPPLIES
569	HAMILTON HIGH SCHOOL	\$ 425.00	01	SPORTS	TOURNEY FEE
571	INTERQUEST CANINE DOGS	\$ 350.00	01	EMS/CHS	DRUG DOG VISIT
574	ROBERTA JAMES	\$ 91.52	01	HMS	REIMBURSE FOR SUPPLIES PURCHASED
576	AMANDA JONES	\$ 47.94	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
577	LCMS	\$ 40.85	01	EMS	AWARDS
584	MERIDIAN DIESEL	\$ 887.52	01	MOT	BUS REPAIR
580	MITEL LEASING	\$ 2,573.98	01	ALL	PHONE SYSTEM LEASE
581	MORROWS AUTOMOTIVE	\$ 457.27	01	MOT	VEHICLE REPAIR
572	SORENSEN PEST CONTROL	\$ 258.00	01	MOT	PEST CONTROL SERVICES
565	THREE B'S TOILET RENTALS	\$ 118.25	01	BPS/EMS	PORTABLE TOILET RENTAL
570	YUBA CITY USD	\$ 1,027.00	01	MOT	CHARTER BUS TO QUINCY
	GENERAL FUND TOTAL 01	\$ 35,916.83			
579	CRYSTAL CREAMERY	\$ 3,336.15	13	CAFÉ	FOOD
567	DANIELSEN CO	\$ 5,664.08	13	CAFÉ	FOOD
568	ED JONES	\$ 1,078.00	13	CAFÉ	FOOD
578	SYSO	\$ 945.76	13	CAFÉ	FOOD
	CAFETERIA FUND 13	\$ 11,023.99			
	CAPITAL FACILITIES FUND 25	\$ -			
42	CUSD EMER FUND-RILEY DEWIT	\$ 198.69	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
591	LCMS AWARDS	\$ 167.70	95	CHS	AWARDS
590	US AWARDS	\$ 468.62	95	CHS	AWARDS
	STUDENT BODY FUND 95	\$ 835.01			
	TOTAL ACCOUNTS PAYABLE	\$ 47,775.83			

L.L.D.

# Associated Student Body Fund

Egling Middle School and Colusa High School

as of November 12, 2013

## Colusa High School

Account	Name of Club	Balance
800	Colusa HS ASB	\$ 5,341.99
801	ASB Football Concessions	\$ -
802	ASB Student Store	\$ 6,670.39
811	Art Club	\$ 787.74
812	Ashland Shakespeare Trip	\$ (262.36)
820	Block C - Other	\$ -
821	Block C - Baseball	\$ 4,977.35
822	Block C - Boys Basketball	\$ 1,120.56
823	Block C - Boys Soccer	\$ 146.60
825	Block C - Cross Country	\$ 40.79
826	Block C - Football	\$ 4,318.00
827	Block C - Girls Basketball	\$ 132.31
828	Block C - Girls Soccer	\$ 425.63
829	Block C - Girls Tennis	\$ (32.37)
830	Block C - Golf	\$ -
832	Block C - Softball	\$ 396.73
833	Block C - Track and Field	\$ 515.35
834	Block C - Volleyball	\$ 2,787.05
835	Block C - Wrestling	\$ 20.00
835	Block C - Weight Room	\$ (645.26)
836	Block C - JV Boys Basketball	\$ -
838	Block C - JV Softball	\$ -
845	Class of 2014	\$ 2,378.87
846	Class of 2015	\$ 1,744.55
847	Class of 2016	\$ 1,136.87
848	Class of 2017	\$ -
860	COLUS Yearbook	\$ 16,066.15
863	CSF	\$ 1,211.07
865	FBLA	\$ 4,041.78
870	FFA	\$ 2,169.75
885	Friday Night Live	\$ 1,390.21
887	Spanish Club	\$ 144.81
888	Spirit Club	\$ (122.22)
890	Cooking Club	\$ 614.45
892	Science Club	\$ 91.52
<b>TOTAL CHS</b>		<b>\$ 57,608.31</b>

## Egling Middle School

950	Egling MS ASB	\$ 845.40
955	Club Live	\$ 214.62
960	Kids Can Save	\$ 50.00
965	Library	\$ 405.65
985	Sweatshirts	\$ 52.80
990	Yearbook	\$ 1,509.09
995	8th Grade	\$ 105.60
<b>TOTAL EMS</b>		<b>\$ 3,183.16</b>
<b>TOTAL FUND 95 ASB</b>		<b>\$ 60,791.47</b>

Colusa Unified School District  
Personnel Assignment Order  
2013-2014 #5

**EMPLOYMENT, RESIGNATIONS, AND OTHER**

**CERTIFICATED**

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
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Employment / Appointments:

Retirement:

Resignation:

Leaves:

Terminated:

Non-Reelection:

Transfers:

(Requests approved by Superintendent)

**CLASSIFIED**

<u>Name</u>	<u>Position</u>	<u>Date</u>
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Employment / Appointments:

Ann Amsden	Paraeducator Substitute	11/22/2013
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Resignation:

Ron McVey	Vehicle Maintenance	12/2/2013
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Mayra Nava	CHS Cafeteria Assistant	12/20/2013
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Nora Pinon	EMS Bilingual Paraeducator	12/20/2013
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Leaves:

Retirement:

Increase of Hours:

Job transfer:

Termination:

Summary of Agreement with the Certificated, Classified and Unrepresented Bargaining Units

## Public Disclosure of Collective Bargaining Agreement Colusa Unified School District

To be acted upon by the Governing Board at its meeting on December 17, 2013

TO THE GOVERNING BOARD AND THE COUNTY SUPERINTENDENT OF SCHOOLS: In compliance with the Public Disclosure requirements of AB1200 as well as the Salary Settlement Notification requirements of SB1677 when Teacher's Salary/Benefits Negotiations are finalized after the final budget is adopted.

### Section 1: STATUS OF BARGAINING UNIT AGREEMENTS FOR 2013-14

The current status (whether settled or pending settlement) of the employee units:

Certificated	Pending Agreement
Classified	Pending Agreement
Unrepresented	Pending Agreement

### Section 2: PERIOD OF AGREEMENT

The proposed agreement covers the period ending June 30, 2014. A one year agreement for 2013-14.

### Section 3: PERCENTAGE INCREASE IN SALARIES IN PROPOSED

**AGREEMENT:** The proposed agreement includes the following costs in salaries and Statutory Benefits (UI, WC, FICA, PERS)

6% increase to all salary schedules

### Section 4: IMPACT OF PROPOSED AGREEMENT ON THE GENERAL FUND BUDGET IN CURRENT YEAR (Reflects total of both Restricted and Unrestricted Amounts)

\$450,000

### Section 5: IMPACT OF PROPOSED AGREEMENT IN FUTURE FISCAL YEARS:

The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years:

See Attached Multiple Year Projection Summary. The costs of this proposal have been included in the current year and the future years.

**Section 6: COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT BASE FUNDING:** The District's proposed increase in funding for the Local Control Funding Formula is approximately 5.3%.

### **CERTIFICATION**

The information provided in this document summarizes the financial implications of the proposed agreement in accordance with the requirement of AB1200 and GC 3547.5.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Dwayne Newman, Superintendent

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on December 17, 2013, took action to approve the proposed Agreement with the Certificated, Classified and Unrepresented Bargaining Units.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Terry Bressler, President, Board of Trustees

# Multi-Year Projection Summary - December 17, 2013

## Illustrating 6% On Schedule

	10/11 ACTUALS	11/12 ACTUALS	12/13 BUDGET	13/14 BUDGET	14/15 BUDGET	15/16 BUDGET
TOTAL REVENUES	10,970,119	10,691,259	10,608,377	11,264,167	11,566,236	12,176,046
TOTAL EXPENSES & TRANSFERS OUT	10,807,002	11,312,210	10,709,787	11,810,304	11,580,917	11,713,584
TOTAL REVENUES LESS EXPENDITURES	163,117	-620,951	-101,409	-546,137	-14,681	462,462
GENERAL FUND BEGINNING BALANCE	1,894,582	2,057,699	1,436,748	1,335,339	789,202	774,521
LESS AMOUNT ABOVE REVENUES LESS EXP	163,117	-620,951	-101,409	-546,137	-14,681	462,462
LESS SCHOOL CARRYOVER (In Ending Bal not Def Rev)	-37,835					
UNDISTRIBUTED GENERAL FUND RESERVE	2,019,864	1,436,748	1,335,339	789,202	774,521	1,236,983
% UNDISTRIBUTED RESERVE	18.69%	12.70%	12.47%	6.68%	6.69%	10.56%
3% UNDISTRIBUTED RESERVE IS	324,210	339,366	321,294	354,309	347,428	351,408
AMOUNT ABOVE (-BELOW) 3%	1,695,654	1,097,382	1,014,045	434,893	427,094	885,576
5% UNDISTRIBUTED RESERVE IS	540,350	565,611	535,489	590,515	579,046	585,679
AMOUNT ABOVE (-BELOW) 5%	1,479,514	871,138	799,849	198,687	195,475	651,304

### RECOMMENDED RESERVE 3% Plus one Year LCFF Growth

LCFF Growth Amount over Prior Year	\$ 483,946	\$ 585,144	\$ 609,810
Plus 3% Reserve	\$ 354,309	\$ 347,428	\$ 351,408
Total Recommended Reserve	\$ 838,255	\$ 932,571	\$ 961,218
AMOUNT ABOVE (-BELOW) RECOMMENDED RESERVE	\$ (49,053)	\$ (158,050)	\$ 275,766

### LCFF FUNDING ESTIMATE:

TOTAL ADA	1370.36	1370.36	1370.36
multiply x ESTIMATED LCFF	\$ 7,029	\$ 7,456	\$ 7,901
Total LCFF Funding	\$ 9,632,260	\$ 10,217,404	\$ 10,827,214

# COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street  
Colusa, CA 95932  
(530) 458-7791

## 13-14 ADMINISTRATIVE SALARY SCHEDULE

6% Effective 7/1/013, Adopted 12/17/13

5% Effective 7/1/07, Adopted 6/26/07

STEPS	PRIMARY SCHOOL	MIDDLE SCHOOL		HIGH SCHOOL		9-12	K-8
	PRINCIPAL	PRINCIPAL	VICE-PRINCIPAL	PRINCIPAL	VICE-PRINCIPAL	COUNSELOR	COUNSELOR
				Incl Home School		New Position for 07-08	
1	\$ 80,905	\$ 85,365	\$ 68,717	\$ 93,608	\$ 73,478	\$ 68,885	\$ 63,939
2	\$ 83,291	\$ 87,883	\$ 70,744	\$ 96,369	\$ 75,646	\$ 70,917	\$ 65,825
3	\$ 85,748	\$ 90,476	\$ 72,831	\$ 99,212	\$ 77,877	\$ 73,009	\$ 67,767
4	\$ 88,278	\$ 93,145	\$ 74,979	\$ 102,139	\$ 80,175	\$ 75,163	\$ 69,766
5	\$ 90,882	\$ 95,893	\$ 77,191	\$ 105,152	\$ 82,540	\$ 77,380	\$ 71,824
7	\$ 94,454	\$ 99,661	\$ 80,225	\$ 109,284	\$ 85,784	\$ 80,421	\$ 74,647
10	\$ 99,082	\$ 104,545	\$ 84,156	\$ 114,639	\$ 89,987	\$ 84,362	\$ 78,305
13	\$ 103,937	\$ 109,667	\$ 88,279	\$ 120,256	\$ 94,396	\$ 88,496	\$ 82,142
16	\$ 109,030	\$ 115,041	\$ 92,605	\$ 126,149	\$ 99,022	\$ 92,832	\$ 86,167
19	\$ 114,372	\$ 120,678	\$ 97,143	\$ 132,330	\$ 103,874	\$ 97,381	\$ 90,389
TOTAL DAYS	210	215	195	220	195	195	195

Master's Degree = \$800

Doctorate Degree = \$1,000

SUPERINTENDENT

224 Days

Step 1 (Year 1)

Step 2 (Year 4)

\$ 132,500

\$ 136,475

\* Reduced days in VP positions from 200 days to 195 days

\* Supt contract

\* Added \$2000 to CHS Principal Step 1 for Home School responsibility which increases the column \$2100-\$2969 depending upon the step.



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

## 13-14 Certificated Salary Schedule

6% Effective 7/1/13, Adopted 12/17/13

5% Effective 7/1/07, Adopted 5/2/07

STEP 186 Days	CLASS I BA +15	CLASS II BA +30	CLASS III BA +45 or MA	CLASS IV BA +60 or MA +15	CLASS V BA +80 or MA +30
STEP 1	44,076	45,371	45,696	46,019	46,343
STEP 2	45,371	45,696	46,019	46,343	47,778
STEP 3	45,696	46,019	46,343	47,778	49,260
STEP 4	46,019	46,343	47,778	49,260	50,789
STEP 5	46,343	47,778	49,260	50,789	52,362
STEP 6	47,778	49,260	50,789	52,362	53,985
STEP 7	49,260	50,789	52,362	53,985	55,660
STEP 8		52,362	53,985	55,660	57,385
STEP 9		53,985	55,660	57,385	59,165
STEP 10			57,385	59,165	60,998
STEP 11			59,165	60,998	62,888
STEP 12				62,888	64,838
STEP 13				64,838	66,848
STEP 16				66,848	68,921
STEP 19				68,921	73,262
STEP 22				73,262	78,091

1. \$200 for Language Development Certificate - Stipend is paid to any teacher possessing the certificate regardless of class assignment.

2. \$2000 for Bilingual Credential

3. \$800 for Masters Degree, \$1000 for Doctorate Degree paid cumulatively

Note: Language Development Certificate and Bilingual credential are not paid cumulatively

### SALARY RELATED BENEFITS

**Credit for Experience:** A maximum of 15 years of teaching experience shall be granted for salary placement of a new employee on a one for one year of allowable service credit.

**Health Care:** Plan Year is 10-1-13 to 9-30-14

Employee and dependent health insurance, dental, vision plan. Employee can choose from 6 medical plans.

Premiums range from \$46.34/month added to your check to paying \$937.66 monthly (10 month pay)

**Dental Care:** (Employee and Dependents) Full dental coverage through the Delta Dental Plan is provided.

70% coverage first year and 100% after 3 years.

**Vision Care:** (Employee and Dependents) The insurance covers eye care for employees and dependents.

The plan provides for examinations and for the purchase of glasses, if needed.

**Salary Protection:** A salary protection insurance plan is provided for employees. The carrier is CTA approved.

**Extra Duty Schedule:** Colusa provides a comprehensive extra duty schedule. In addition to athletics, yearbook, student activities, etc., the schedule pays for positions at the elementary level such as grade level coordinators and special chairmanships designed by staff.

**Professional Hourly Rate:** \$39.50

# COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street  
Colusa, CA 95932  
(530) 458-7791

6% Effective 7/1/13, Adopted 12/17/13  
5% Effective 7/01/07, Adopted 6/26/07

## 13-14 CLASSIFIED SALARY SCHEDULE

	STEPS					LONGEVITY STEPS				
YEAR	1	2	3	4	5	11	14	17	20	23
CLASS	A	B	C	D	E	F	G	H	I	J
I	10.77	11.31	11.87	12.47	13.09	13.75	14.43	15.15	15.91	16.71
II	11.31	11.87	12.47	13.09	13.75	14.43	15.15	15.91	16.71	17.54
III	11.87	12.47	13.09	13.75	14.43	15.15	15.91	16.71	17.54	18.42
IV	12.47	13.09	13.75	14.43	15.15	15.91	16.71	17.54	18.42	19.34
V	13.09	13.75	14.43	15.15	15.91	16.71	17.54	18.42	19.34	20.31
VI	13.75	14.43	15.15	15.91	16.71	17.54	18.42	19.34	20.31	21.32
VII	14.43	15.15	15.91	16.71	17.54	18.42	19.34	20.31	21.32	22.39
VIII	15.15	15.91	16.71	17.54	18.42	19.34	20.31	21.32	22.39	23.51
IX	15.91	16.71	17.54	18.42	19.34	20.31	21.32	22.39	23.51	24.68

### Longevity Steps:

Advancement following the completion of years of service, effective July 1st.

Step F Upon Completion of 10 years , commencing with year 11

Step G Upon Completion of 13 years, commencing with year 14

Step H Upon completion of 16 years , commencing with year 17

Step I Upon Completion of 19 years, commencing with year 20

Step J Upon Completion of 22 years, commencing with year 23

Annual Salary for 12 month employees 261.25 days

Minimum Wage \$8/hour (effective 1/1/08)

Health Insurance Monthly Cap \$ 850.96

Class I	Cafeteria Assistant, ParaEducator
Class II	Computer Lab Assistant
Class III	Bilingual ParaEducator, Library Clerk
Class IV	Attendance Clerk/Office Assistant, Cafeteria Cook
Class V	Custodian, Bilingual Liaison, Career Center Technician
Class VI	Bus Driver, Groundskeeper
Class VII	Maintenance Worker, Head Custodian, Administrative Assistant
Class VIII	Vehicle Maintenance
Class IX	Account Data Clerk

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street

Colusa, CA 95932

(530) 458-7791

**13-14 YARD DUTY SALARY SCHEDULE**

6% Effective 7/1/13, Adopted 12/17/13

5% Effective 7/01/07, Adopted 6/26/07

	STEPS				
YEAR	1	2	3	4	5
CLASS	A	B	C	D	E
I	8.69	9.13	9.58	10.06	10.57

LONGEVITY STEPS				
11	14	17	20	23
F	G	H	H	J
11.09	11.65	12.23	12.84	13.48

**Longevity Steps:**

Advancement following the completion of years of service, effective July 1st.

Step F Upon Completion of 10 years , commencing with year 11

Step G Upon Completion of 13 years, commencing with year 14

Step H Upon Completion of 16 years, commencing with year 17

Step I Upon Completion of 19 years, commencing with year 20

Step J Upon Completion of 22 years, commencing with year 23

Minimum Wage \$8.00hour (effective 1/1/08)

# Colusa Unified School District

## Extra Duty Salary Schedule

13-14 Status Listed - Those positions not funded are in Bold print

6%Effective 7/1/13, Adopted 12/17/13

5%Effective 7/1/07, Adopted 5/2/07

Colusa High School	Stipend	2013-14 Paid	Funding Source
ATHLETIC DIRECTOR (2 RELEASE PERIODS) OR	1,908	1,908	SPORTS
ATHLETIC DIRECTOR (1 RELEASE PERIODS)	4,240		SPORTS
FOOTBALL VARSITY HEAD	2,937	2,937	SPORTS
FOOTBALL VARSITY ASST.	2,309	2,309	SPORTS
FOOTBALL VARSITY ASST.	2,309	2,309	SPORTS
FOOTBALL JV HEAD	2,309	2,309	SPORTS
FOOTBALL JV ASST.	1,891	1,891	SPORTS
FOOTBALL JV ASST.	1,891	1,891	SPORTS
FOOTBALL FRESHMAN	1,577		SPORTS
SOCCER BOYS	2,521	2,521	SPORTS
SOCCER GIRLS	2,521	2,521	SPORTS
BASKETBALL BOYS VARSITY HEAD	2,732	2,732	SPORTS
BASKETBALL BOYS JV HEAD	2,098	2,098	SPORTS
BASKETBALL GIRLS VARSITY HEAD	2,732	2,732	SPORTS
BASKETBALL GIRLS HEAD	2,098	2,098	SPORTS
BASKETBALL FRESHMAN BOYS	1,577		SPORTS
BASKETBALL FRESHMAN GIRLS	1,577		SPORTS
TRACK VARSITY HEAD	2,732	2,732	SPORTS
TRACK VARSITY ASST.	2,098	2,098	SPORTS
BASEBALL VARSITY HEAD	2,732	2,732	SPORTS
BASEBALL JV HEAD	2,098	2,098	SPORTS
SOFTBALL VARSITY HEAD	2,732	2,732	SPORTS
SOFTBALL JV HEAD	2,098	2,098	SPORTS
TENNIS BOYS	2,521	2,521	SPORTS
TENNIS GIRLS	2,521	2,521	SPORTS
CROSS COUNTRY TRACK	2,521	2,521	SPORTS
GOLF	2,521	2,521	SPORTS
VOLLEYBALL VARSITY HEAD	2,732	2,732	SPORTS
VOLLEYBALL JV HEAD	2,098	2,098	SPORTS
VOLLEYBALL FRESHMAN GIRLS	1,577	-	SPORTS
WRESTLING COACH	2,309		SPORTS
CHEERLEADER ADVISOR FOOTBALL & BASKETBALL	3,782	3,782	SPORTS
<b>TOTAL SPORTS</b>		63,436	
YEARBOOK	1,679	1,679	Gen Fund
NEWSPAPER	1,679		Gen Fund
CLUSTER LEADERS SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITIONS X \$1261 =	1,337	1,337	Gen Fund
ACTIVITY DIRECTOR (1 RELEASE PERIOD)	1,717	1,717	Gen Fund
MUSIC DIRECTOR	1,888	1,888	Gen Fund
PERCUSSION INSTRUCTOR*	530		Gen Fund
SHOW CHOIR CHOREOGRAPHER*	530		Gen Fund
DRAMA DIRECTOR	1,049		Gen Fund
FBLA DIRECTOR	1,888	1,888	Gen Fund
ASST FBLA DIRECTOR	1,052		Gen Fund
SITE TECH COORDINATOR	1,136	1,136	Gen Fund

LEAD 11th GRADE ADVISOR	669	669	Gen Fund
LEAD 12th GRADE ADVISOR	669	669	Gen Fund
GATE*	1,136		Gen Fund
<i>TOTAL OTHER</i>		10,983	
<b>TOTAL COLUSA HIGH SCHOOL</b>		<b>74,418</b>	
<b>Egling Middle School</b>	<b>Stipend</b>	<b>2013-14 Paid</b>	<b>Funding Source</b>
INTRAMURAL VOLLEYBALL 7/8	502		SPORTS
INTRAMURAL GIRLS BASKETBALL 7/8	502	502	SPORTS
INTRAMURAL BOYS BASKETBALL 7TH	502	502	SPORTS
INTRAMURAL BOYS BASKETBALL 8TH	502	502	SPORTS
INTRAMURAL BOYS/GIRLS SOCCER 4-6	502		SPORTS
INTRAMURAL BOYS/GIRLS SOCCER 7-8	502		SPORTS
INTERSCHOLASTIC BOYS BASKETBALL 7TH	1,529	1,529	SPORTS
INTERSCHOLASTIC BOYS BASKETBALL 8TH	1,529	1,529	SPORTS
INTERSCHOLASTIC GIRLS BASKETBALL 7TH	1,529	1,529	SPORTS
INTERSCHOLASTIC GIRLS BASKETBALL 8TH	1,529	1,529	SPORTS
INTERSCHOLASTIC BOYS FOOTBALL 7TH	1,529	1,529	SPORTS
INTERSCHOLASTIC BOYS FOOTBALL 8TH	1,529	1,529	SPORTS
INTERSCHOLASTIC GIRLS SOCCER 7/8TH	1,529	1,529	SPORTS
INTERSCHOLASTIC BOYS SOCCER 7/8TH	1,529	1,529	SPORTS
INTERSCHOLASTIC VOLLEYBALL 7TH	1,529	1,529	SPORTS
INTERSCHOLASTIC VOLLEYBALL 8TH	1,529	1,529	SPORTS
ATHLETIC DIRECTOR	1,529	1,529	SPORTS
<i>TOTAL SPORTS</i>		18,321	
ACTIVITY DIRECTOR	1,529	1,529	Gen Fund
YEARBOOK ADVISOR	1,144	1,144	Gen Fund
MUSIC DIRECTOR	1,716	1,716	Gen Fund
CLUSTER LEADERS <small>SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITIONS X \$1261 =</small>	1,337	1,337	Gen Fund
GATE COORDINATOR 4-6*	1,665		Gen Fund
GATE COORDINATOR 7-8*	1,665		Gen Fund
SITE TECH COORDINATOR	1,136	1,136	Gen Fund
SHADY CREEK ADVISOR	1,123	1,123	Gen Fund
SHADY CREEK TEACHERS 5 positions	623	3,116	Gen Fund
<i>TOTAL OTHER</i>		11,100	
<b>TOTAL EGLING MIDDLE SCHOOL</b>		<b>29,421</b>	
<b>Burchfield Primary School</b>	<b>Stipend</b>	<b>2013-14 Paid</b>	<b>Funding Source</b>
CLUSTER LEADERS <small>SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITIONS X \$1261 =</small>	1,337	1,337	Gen Fund
MUSIC COORDINATOR	763	763	Gen Fund
SITE TECH COORDINATOR	1,136	1,136	Gen Fund
GATE COORDINATOR*	1,784		Gen Fund
<b>TOTAL BURCHFIELD PRIMARY SCHOOL</b>		<b>3,236</b>	
<b>Districtwide</b>	<b>Stipend</b>	<b>2013-14 Paid</b>	<b>Funding Source</b>
BTSA SUPPORT PROVIDERS *	2,000		BTSA
<b>TOTAL DISTRICTWIDE</b>		<b>2,000</b>	
<b>TOTAL EXTRA DUTY SALARY SCHEDULE</b>		<b>107,076</b>	

\* Positions funded from sources other than General Fund do not get automatic COLA increases. These stipends must be reviewed seperately.

COLUSA UNIFIED SCHOOL DISTRICT  
 745 Tenth Street  
 Colusa, CA 95932  
 (530) 458-7791

# 13-14 CONFIDENTIAL/CLASSIFIED ASES MANAGEMENT SALARY SCHEDULE

6% Effective 7/1/13, Adopted 12/17/13

5% Effective 7/01/07, Adopted 6/26/07

	WORK	STEPS							LONGEVITY STEPS				
		1	2	3	4	5	6	7	11	14	17	20	
Hourly Positions	DAYS												
EXECUTIVE ADMINISTRATIVE ASST.	261.25	18.55	19.48	20.45	21.47	22.55	23.68	24.86	26.10	27.41	28.78	30.22	
PAYROLL/PERSONNEL TECHNICIAN	261.25	17.67	18.55	19.48	20.46	21.48	22.55	23.68	24.86	26.11	27.41	28.78	
AFTER SCHOOL EDUCATION COORDINATORS	190	17.99	18.89	19.83	20.82	21.86	22.96	24.11	25.31	26.58	27.91	29.30	

## Longevity Steps:

Advancement following the completion of years of service, effective July 1st.

- Step F Upon Completion of 10 years , commencing with year 11
- Step G Upon Completion of 13 years, commencing with year 14
- Step H Upon Completion of 16 years, commencing with year 17
- Step I Upon Completion of 19 years, commencing with year 20

**Colusa Unified School District**

745 10th Street  
Colusa, CA 95932  
(530) 458-7791

**13-14 Classified Management Salary Schedule**

6% Effective 7/1/013, Adopted 12/17/13

5% Effective 7/1/07, Adopted 6/26/07

	Business Manager (CBO)		Director of Maintenance, Operations & Transportation  Director of Technology		Director of Food Service	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
Step 1	\$74,558	\$35.67	\$52,525	\$25.13	\$45,704	\$21.87
Step 2	\$78,286	\$37.46	\$55,151	\$26.39	\$47,989	\$22.96
Step 3	\$82,201	\$39.33	\$57,909	\$27.71	\$50,389	\$24.11
Step 4	\$86,311	\$41.30	\$60,804	\$29.09	\$52,908	\$25.31
Step 5	\$90,626	\$43.36	\$63,845	\$30.55	\$55,554	\$26.58
Step 6	\$95,157	\$45.53	\$67,037	\$32.08	\$58,331	\$27.91
Step 7	\$99,915	\$47.81	\$70,389	\$33.68	\$61,248	\$29.31

12 Month employees exempt from Overtime

Annual Salary is based upon 2090 hours per year

Employees on this schedule receive 20 days vacation annually

Director of Food Service 12 months beginning 7/1/13

Director of Technology added 12/2013