AGENDA ITEM 7

SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, CA 93160-6307

REGULAR MEETING
December 17, 2020 – 12:30 p.m.

LOCATION
As authorized by Governor Newsom’s Executive Order N-29-20 effective March 17, 2020 suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person and establishing new requirements for conduct of telephonic or electronic meetings, the meeting was conducted by videoconference only, with members of the public instructed to contact the Director, Human Resources to obtain login credentials if they wished to attend.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order
   Mike Ostini called the meeting to order at 12:33 p.m.

2. Roll Call
   Members Present
   Mike Ostini, Chair
   Gary Pickavet, Commissioner
   Carmen Jaramillo, Commissioner

3. Pledge of Allegiance
   Gary Pickavet led the Pledge of Allegiance while Mike Ostini held up a U.S. flag for attendees to see.

4. Changes to the Agenda
   The Director, Human Resources announced an addition to agenda item #8.

5. Introduction of Guests
   Staff present:
   Dr. Susan Salcido, County Superintendent of Schools
   Mari Minjarez Baptista, Assistant Superintendent, Human Resources
   Amy Ramos, Director, Human Resources
   Tracie Cordero, Classified Human Resources Specialist
Erika Fox-Benito, Classified Human Resources Technician

6. **Public Comment** — None

No members of the public contacted the Director, Human Resources requesting login credentials for the meeting.

7. **Approval of Minutes of Meeting Held November 19, 2020**

MOVED: Gary Pickavet   SECONDED: Carmen Jaramillo   VOTE: 3-0

8. **Communications**

The Personnel Commission received correspondence from Dr. Susan Salcido confirming the Board’s reappointment of Mike Ostini to a new three-year term. Gary Pickavet congratulated Commissioner Ostini on his reappointment. Dr. Salcido thanked Commissioner Ostini for his continuing service on the Personnel Commission and to classified employees.

9. **Informational Items**

   a. **Media Release/Column**
      The County Superintendent provided a preview of an editorial that she was currently drafting that acknowledges the serious toll taken by the COVID-19 pandemic and also recognizes that many people are trying to find the silver lining in the situation and thinking about what they would like to do when the pandemic is over. She shared some of the examples that students had given her of their silver linings and what they looked forward to doing when COVID restrictions are lifted.

   b. **Legislative Update**
      The Director, Human Resources provided a summary of new CalOSHA emergency regulations passed on November 19 that impose numerous obligations on public as well as private employers, relating to COVID-19 exposure and workplace safety. She explained that SBCEO had already implemented practices and procedures that placed it in compliance with the new regulations.

**REGULAR BUSINESS**

10. **Informational Items**

   a. **List of New Positions**

   b. **Classified Personnel Report dated January 7, 2021**

   c. **Position Announcements**
11. Action Items

a. Ratification of Eligibility Lists
   i. Child Care Assistant (Dual – North)
   ii. Administrative Assistant (Dual – South)
   iii. Director, Children and Family Resource Services (Promotional – South)

   MOVED: Carmen Jaramillo SECONDED: Gary Pickavet VOTE: 3-0

b. Classification of Positions
   i. Adjustment to the salary for the classification of Manager, Credentials Services, from management salary range 7 to range 14, with an effective date of 1/1/2021.

   MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

   ii. Establishment of a new classified management position of Coordinator, Human Resources.

   MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Revision of Merit System Rule – Presented for Subsequent Reading

   4465.1 Procedure Regarding Layoff or Reduction (as amended)

   MOVED: Carmen Jaramillo SECONDED: Gary Pickavet VOTE: 3-0

NEW BUSINESS

13. Organization of the Personnel Commission

   Nomination and election of officers for calendar year 2021 was held in accordance with Personnel Commission Rule 4422.2. Mike Ostini nominated a slate of Gary Pickavet for Chair and Carmen Jaramillo for Vice Chair.

   MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0
REPORTS

14. PERSONNEL COMMISSIONER REPORTS
Commissioner Jaramillo reported that she attended the CSEA meeting this past month as an observer and appreciated being invited. Commissioner Pickavet expressed regret at having missed the Board meeting at which Commissioner Ostini was reappointed. Commissioner Ostini reported that he has been attending CSEA chapter meetings and thanked Dr. Salcido, the classified Human Resources team, Mari Baptista, and the Personnel Commissioners, including the late Jennie Batiste.

16. DIRECTOR, HUMAN RESOURCES REPORT
The Director gave a brief “year in review” PowerPoint presentation and expressed her appreciation for the work of the classified HR team in rising to the many challenges presented in 2020.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT
No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT
There being no further business, the meeting was adjourned at 2:07 p.m. The next regularly scheduled meeting will be held on January 28, 2021 at 12:30 p.m. by videoconference.
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<tr>
<th>Position #</th>
<th>Position Information</th>
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</thead>
<tbody>
<tr>
<td>2397</td>
<td>Health Advocate - Bilingual • Health Linkages Administration • South County/Lompoc/North County 40.00 hours per week • 12.00 months Bilingual required</td>
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<tr>
<td>2398</td>
<td>Health Advocate - Bilingual • Health Linkages Administration • South County/Lompoc/North County 20.00 hours per week • 12.00 months Bilingual required</td>
</tr>
<tr>
<td>2399</td>
<td>Health Advocate - Bilingual • Health Linkages Administration • South County/Lompoc/North County 20.00 hours per week • 12.00 months Bilingual required</td>
</tr>
</tbody>
</table>
Appointments

Limited Term/Substitute

Rodriguez, Magali
Paraprofessional • Special Education • Various Sites
• Hourly as needed
January 20, 2021

Probationary

Conrad, Courtney
School Occupational Therapist • Special Education • School Occupational Therapy Services
100% • 10 months
January 11, 2021

Crowder, Lauren
School Occupational Therapist • Special Education • School Occupational Therapy Services
80% • 12 months
February 1, 2021

Gonzalez, Josceline
Child Care Assistant • Child Development • De Colores State Preschool
75% • 10 months
January 7, 2021

Stojanovski, Rachel
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months
January 4, 2021

Thornton, Martha
Paraprofessional • Special Education • Regency Preschool
70% • 10 months
January 12, 2021

Changes

Anniversary Increase

Cordero, Tracie
Classified Human Resources Specialist • Human Resources • Classified Human Resources Staff
100% • 12 months
January 1, 2021
Delgadillo, Fabian  
Paraprofessional • Special Education • Speech/Language Services, McClelland  
75% • 10 months  
January 1, 2021

Demchak, Stephanie  
Braille Transcriber • Special Education • Vision Services  
100% • 10 months  
January 1, 2021

Filomia, Andres  
Paraprofessional • Special Education • Hollister School Elementary  
81.25% • 10 months  
January 1, 2021

Garcia, Carmen  
Child Care Assistant • Child Development • Lompoc Cal-SAFE  
75% • 12 months  
January 1, 2021

La Riba, Walter  
Information Technology Support Specialist - Bilingual • Partners In Education • Partners in Education  
100% • 12 months  
January 1, 2021

Sagrero, Maria  
Administrative Assistant • Internal Services • North County Office  
100% • 12 months  
January 1, 2021

Salazar, Eulogio  
Custodian/Delivery Driver • Internal Services • Operations South  
100% • 12 months  
January 1, 2021

Differential - Add  

Santizo, Marissa  
Paraprofessional • Special Education • Hollister School Elementary  
81.25% • 10 months  
Specialized Health Care x 2  
January 12, 2021

Prepared on: 01-21-2021
**Increased Time (Voluntary)**

Taylor, Michael  
Custodian • Internal Services • Operations South  
87.5% • 12 months  
From 75%

**Other**

Tremblay, Bryan  
Data Entry Clerk • Partners In Education • Partners In Education  
20% • 12 months  
Minimum Wage increase

**Probation to Permanent**

Mercier, Shannon  
Paraprofessional • Special Education • Montecito Union School  
81.25% • 10 months

**Transfer**

Gadler Bell, Marilee  
School Occupational Therapist • Special Education • School Occupational Therapy Services  
100% • 12 months

**Separation**

**Resignation**

Coates, Jenise  
Student Information Specialist • Special Education • Special Education Support Staff North  
100% • 12 months
Seeks candidates for the position of

**Student Information Specialist**

*Full-Time • 12 months/year*

Promotional Only

Special Education Support Staff North
Santa Maria

Salary: $3993 - $5600 per month

Apply by: 2-11-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

**Ideal candidate:** You are able to perform specialized and complex administrative work in support of your program with considerable independence and close attention to detail. You are an effective communicator and take pride in providing great service. You are a skilled professional, a team player, and you consistently strive to do your best.

**The position:** Under general direction, perform a variety of specialized administrative work in support of assigned program, including but not limited to: serving as a lead in maintaining and supporting one or more assigned student information systems; administering a program or function, such as Workability, that involves external stakeholders; and coordinating programs or functions, such as MediCal administrative activities, to ensure availability of student services and sustainability of departmental funding.

**Specific duties and responsibilities:** Receive and enter data into a variety of student information systems and databases and enterprise systems used for departmental administration; verify accuracy and correct sequencing of information and compliance with state and federal regulations; maintain and verify electronic files of staff and student data and ensure that all necessary documents have been obtained and uploaded to the relevant databases; identify, investigate, and resolve data issues, errors, and discrepancies; inform staff of errors or out-of-compliance items; collaborate with SBCEO and direct service district colleagues to resolve discrepancies; edit and revise data after thorough reconciliation; certify the accuracy of data transmitted to the state on behalf of own department or direct service districts. Prepare data for submission in a variety of required local, state, and federal reports as requested or according to established timelines; document explanations for service delays and other issues that may be reflected in reports; depending on system, may upload reports for SBCEO and direct service districts, ensuring the accuracy of data; may write code to ensure proper upload of report to database. Extract and organize staff and student
information from databases in order to produce statistics, reconcile internal data, or provide data to staff conducting assessments, audits, and statistical tests of levels of service, academic outcomes, and student demographics. Individually or as part of a team, develop procedure manuals, flowcharts, PowerPoint presentations and other materials to help other users understand requirements, timelines, and data collection procedures of various databases; train staff on the use and implementation of various databases; attend training sessions on various databases and evolving state and federal regulations. Serve as a primary point of contact for families, staff, administrators, and other stakeholders with regard to student and SBCEO program data; process legal documents such as requests from parents, attorneys, state compliance agencies, courts, auditors, and districts; maintain the confidentiality of information, records, and files; represent SBCEO with representatives of state agencies and auditors. Resolve student information system software and data communication issues, and serve as liaison with software vendors for advanced troubleshooting. Administer assigned programs, including: collaborating with administrators and staff within own department and in local districts; reviewing documentation to ensure accuracy; conducting outreach to increase participation in program; monitoring student hours and other metrics to ensure program compliance with scope of work and other funder requirements. Coordinates programs and processes such as MediCal Random Moments to ensure staff participation and help secure appropriate MediCal reimbursement. Compose and prepare a variety of correspondence, memoranda, reports, and other documents from oral instructions or rough drafts. Prepare routine budget reports. Maintain and enhance division website by posting content and ensuring accessibility to users of all ability levels. Coordinate meetings and workshops to support program stakeholders. Participate in the inventory, distribution, and collection of state student testing materials. Perform related duties as assigned.

**REQUIREMENTS**

**Knowledge:** Modern office practices, procedures, and equipment, correct English usage, grammar, spelling, punctuation and vocabulary, telephone etiquette, e-mail etiquette, record-keeping practices, standard office productivity software applications, student and employee information systems and databases or comparable records-based information systems.

**Abilities:** Plan, organize, prioritize, and schedule work. Work independently and make sound decisions within appropriate limits of authority. Analyze available information and determine an appropriate course of action. Achieve proficiency in data control procedures, reporting requirements, and other aspects of administering assigned student information system or database. Develop new and revised work methods and procedures. Coordinate work of district or SBCEO partners over whom one has no supervisory authority. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Work with speed and accuracy. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files, records, and other sensitive material. Maintain records and prepare reports, using computerized databases or manual data collection. Perform arithmetic calculations. Learn operations, policies, practices, and objectives of County Education Office and assigned program. Learn state and federal data collection procedures.

**Education and experience:** Possession of a high school diploma or equivalent is required. Completion of 48 semester units or 72 quarter units of college coursework in education, business, information systems, or other related topics is desirable and two years of clerical or administrative experience working with databases, student information systems, or equivalent records-based information systems.

**Licenses and certificates:** Some positions may require a valid California driver’s license.
**Working conditions:** Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity - such as lifting and carrying heavy objects, crawling, or stooping - is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

**RECRUITMENT INFORMATION**

**Examination:** The recruitment will be Promotional, resulting in internal candidates only being ranked according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

**Examination dates:** The written examination for this classification is tentatively scheduled for 2/16/2021 at 10:00 a.m. The oral examination for this classification is tentatively scheduled for 2/19/2021. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

**Eligibility list:** Promotional examinations are open to current permanent employees who meet the prescribed qualifications of the classification. The field of competition shall be limited to promotional applicants only. The top three ranks of eligibles shall be interviewed for vacant positions.

**Office locations:** 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria
## Dual Certification Eligibility List

Job Class: Office Assistant, Full-Time

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<tr>
<td>6</td>
<td>21051</td>
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Number of applicants: 50
Number of applicants passed screening: 29
Number of performance/written exam attendees: 19
Number of oral exam attendees: 6

01-21-2021
EDUCATIONAL DATA ANALYST (DRAFT)

Reports to: Assistant Superintendent, Curriculum & Instruction
Division: Curriculum & Instruction

Our ideal candidate
You bring a creative problem-solving approach, attention to detail, and high degree of accuracy to your work as part of a continuous improvement team. You research issues, communicate effectively, and use a high degree of professional judgment to solve problems independently or in collaboration with others. You understand politically sensitive issues and interact with others in a diplomatic and confidential manner. You are committed to excellence in providing the best service possible to school districts and other stakeholders.

General description
Under general direction, perform a variety of professional duties involved in establishing, curating, displaying, reviewing, analyzing, maintaining, adjusting, and managing designated databases, data files, and data sets; establish, analyze, and maintain data privacy and integrity; prepare and review a variety of qualitative and quantitative data reports, displays, and presentations. Support program evaluation, differentiated assistance, and accountability for SBCEO and district programs.

Specific duties and responsibilities
1. Access and analyze data from multiple sources and file formats including but not limited to California Longitudinal Pupil Achievement Data System (CALPADS) and a variety of student information systems, data management systems, and assessment systems to support Differentiated Assistance
2. Support district staff in reviewing, reporting, managing, verifying, and troubleshooting state and local data.
3. Perform initial review of data and make recommendations to managers about statistically significant data, notable trends, and key data points.
4. Develop, design and prepare assessment, accountability, achievement and demographic reports using modern data visualization tools and techniques.
5. Organize and maintain record-keeping systems and databases to ensure the high quality and accuracy of qualitative and quantitative data across a variety of SBCEO programs.
6. Interpret a range of student data, including but not limited to: assessment data including Smarter Balanced suite of assessments and English Language Proficiency Assessments for California (ELPAC), and accountability data including California School Dashboard indicators.
7. Provide technical assistance to programs, county networks and collaborative work groups in applying policy, compliance principles, and best practices to data, assessment, and accountability.
8. Conduct data analysis and interpret and apply results in order to prepare periodic reports for SBCEO management, districts, and the state and other funders.
EDUCATIONAL DATA ANALYST (DRAFT)

9. Support program evaluation and grants by: providing data for required reporting; participating in the organization, coordination, and execution of program evaluation activities; and providing expertise in the design of surveys and other data collection instruments for quantitative and qualitative research and data reporting.

10. Assist in the development of written reports and presentations by preparing charts, graphs, and other data visualizations, and summarizing findings for a variety audiences.

11. Provide support to county, district, and school administrators in administering student information systems, maintaining accurate data, and exporting data to state databases such as CALPADS, the California Assessment of Student Performance and Progress (CAASPP), and Test Operations Management System (TOMS).

Requirements

Education: Possession of a bachelor’s degree from an accredited university in education, social science, data analytics, library and information science, computer science, information systems, or other related field. Additional coursework or an advanced degree in one or more of these fields is preferred.

Experience: Two years of professional experience that included analysis and presentation of data in the education, human services, or healthcare sectors. Experience with public school assessment and accountability is preferred.

Knowledge of:
- Methods, procedures, and practices for information management in a computerized environment;
- Methods, procedures, and practices for statistical data analysis
- Practices and terminology used in California School Assessment and Accountability
- Data collection and clean-up strategies
- Applicable laws, codes, regulations, and procedures, including those related to data and personal information security
- Principles of effective data visualization
- Survey development techniques and software
- Standard spreadsheet software
- Arithmetic, including percentages and fractions
- Algebra, formula development, and algorithms
- Basic statistical interpretation, including shape, central tendency, variance, and reliability
- Modern office practices, procedures, and equipment
- Telephone and email etiquette
- Standard office productivity software applications, including spreadsheet programs
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of CALPADS, TOMS, and student information systems used by school districts is desirable.
EDUCATIONAL DATA ANALYST (DRAFT)

Ability to:

- Learn federal and state data collection procedures
- Navigate and interface with a variety of school and district data systems
- Conduct queries and extract data from data systems and files
- Gather, analyze, interpolate, and extrapolate quantitative data, reach sound conclusions, make connections and inferences, and suggest subsequent data inquiries
- Organize, code, and manage qualitative data
- Choose and create appropriate, effective data visualizations and displays using basic tools such as Excel, Power BI, and Tableau
- Integrate data displays into reports, presentations, and websites
- Learn a variety of content management systems and use them to post website content
- Learn operations, policies, practices, and objectives of County Education Office and districts
- Learn, apply, and explain rules, regulations, policies, and procedures related to student information systems
- Learn to coordinate work with district or SBCEO partners over whom one has no supervisory authority
- Use a variety of data management, spreadsheet, and other software programs
- Transfer files in a variety of formats to leverage assets of various data and statistical products
- Understand and follow oral and written directions
- Communicate effectively orally and in writing
- Perform arithmetical and mathematical calculations
- Work with speed and accuracy
- Establish and maintain effective working relationships with others
- Maintain confidentiality of files, records, and other sensitive material
- Plan, organize, and coordinate work, including components of multiple projects
- Troubleshoot and solve project issues and problems
- Work independently and make sound decisions within appropriate limits of authority
- Meet schedules and timelines
- Learn record-keeping practices

Licenses and certificates
Possession of a valid California Class C driver’s license and the use of a dependable automobile are required.

Working conditions
Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity - such as lifting and carrying heavy objects, crawling, or stooping - is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.
EDUCATIONAL DATA ANALYST (DRAFT)

Series
Data Analysis (new proposed series)

Salary range 84

Approved by the Personnel Commission: January 28, 2021 (pending approval)
### Fiscal06a

#### Comparative Object Summary

**AGENDA ITEM 12**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Fund 01 - General Fund/County School Ser</strong></td>
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<td><strong>Expense</strong></td>
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<td>3200</td>
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<td>3300</td>
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<td>3400</td>
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<td>3600</td>
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<td>4300 Supplies</td>
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<td>4340 Compter Exps</td>
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<td><strong>5800 Prof Consulting</strong></td>
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<td>7,400</td>
<td>1,800</td>
<td>5,600.00</td>
<td>24.32 %</td>
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<tr>
<td><strong>5810 Contract Servs</strong></td>
<td>5,000</td>
<td>5,000</td>
<td></td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>5830 Advertisement</strong></td>
<td>3,000</td>
<td>3,000</td>
<td>1,820</td>
<td>1,179.85</td>
<td>60.67 %</td>
</tr>
</tbody>
</table>

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Ending Date = 06/30/2021, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 3, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1, Column 1 = OB;; Adopted:Budget, Column 2 = RB;;2021, Column 3 = AE:d0, Column 4 = c2-c3;;Rev Budget=Rev Budget;2021, Column 5 = c3/c2;d2%;;Actuals;/Rev Budget)
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Fund 01 - General Fund/County School Ser (continued)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Expense (continued)</td>
<td></td>
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<tr>
<td>5850 Consultant Cont</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500.00</td>
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</tr>
<tr>
<td>Total for Object 5000</td>
<td>37,810</td>
<td>37,810</td>
<td>10,416</td>
<td>27,394.40</td>
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<tr>
<td>Total for Org 061, Fund 01 and Expense accounts</td>
<td>515,760</td>
<td>507,039</td>
<td>450,926</td>
<td>56,112.54</td>
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</table>