OTHER PROGRAMS, DEPARTMENTS, AND FUND BUDGETS

Presented to: NMCUSD Budget / Program Review Committee
A Superintendent's Advisory Committee
February 7, 2018

CHILD NUTRITION SERVICES DEPT

Sarah Doherty
Director of Child Nutrition

Child Nutrition Services is dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition practices, by providing access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

Fund 13: Cafeteria Fund

A cafeteria account is the nonprofit school food service account that is a statutorily restricted account used by LEAs to track revenue and expenses related to their nonprofit school food service

CNS Programs Operated

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Meal Supplements (After-School Snacks) in the NSLP
- Seamless Summer Food Option (SSFO)
- Fresh Fruit and Vegetable Program (FFVP)

Breakfasts: 358,307
Lunches: 528,040
Snacks: 55,577



Number of Meals served in School Year 2016-2017

Other Sources Of Revenue

- Vended Meals
  - Vend meals and snacks to CACFP meal program
- Catering
- A la Carte Vending (HS and MS only)
- Paid student meals and Adult meals



Child Nutrition Expense Budget 2017-18

$1,220,500	Salaries and Benefits	
$1,248,375	Food	• Includes $171,907 in USDA Commodity Fair Market Values
$206,656	Materials and Supplies	• Materials, supplies , gasoline, • Eulpment, computers/peripherals
$5,000	Travel and Conferences	• Annual CA School Nutrition Assoc Conf & Professional development trainings
$85,812	Services and Other Operating	• Pest Control, Maint & Repairs, • Software Licensing, Rentals and Leases
$136,601	Indirect Costs	

Child Nutrition Revenue Budget 2017-18

$2,088,439	Federal Revenue	• Reimb from NSLP, SBP, Afterschool Snack and SSFO
$161,856	State Revenue	• Reimb from NSLP, SBP, Afterschool Snack and SSFO
$165,319	Local Revenue	• Paid Student meals, A la Carte, Adult meals

Fresh Fruit and Vegetable Grant (FFVP) 2017-18

Echo Valley and Elkhorn Elementary





$6,112	Labor
$5,900	Materials
$54,520	Food (Fruits and Veggies)







Child Nutrition Enterprise Budget 2017-18

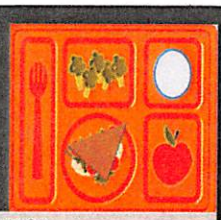
Expenses

$47,600	Food Budget	• Catering • Vending Machine and A la carte items

Revenues

$57,600	Dir. Cost for Transfer of Services	• Caterings • Vended Meals/snacks
$60,000	Food Service Sales	• Vending and A la carte sales • Adult meals

Meal Prices 2017-18



SITE	MEAL	PRICE
Elementary Schools	Breakfast Lunch	FREE $2.75
Middle School	Breakfast Lunch	$1.50 $2.75
High School	Breakfast Lunch	$1.50 $3.25
Adult	Breakfast Lunch	$2.50 $3.75 – Elem & MS $4.00 – HS & CB

Free & Reduced Meal Price Percentages

SCHOOL	FREE %	REDUCED %	COMBINED %
Castroville	*Provision 2		
Echo Valley	72	14	86
Elkhorn	64	16	80
Prunedale	61	15	76
NMC Middle School	70	14	84
NMC High School	61	19	80
Central Bay HS	74	18	92

Additional Contributions

- Students who qualify for reduced price breakfast and lunch still pay nothing as the difference is covered by Fund 13 (valued at $0.30 per breakfast and $0.40 per lunch totalling $47,628 in 2016-17)
- All Elementary students eat Breakfast for free (valued at $1.50 per breakfast totalling $26,871 in 2016-17)



What's Next??

- Expand our local purchasing and support our local businesses and economy
- Pilot and implement a Supper Program
  - Child Nutrition Services to take over the CACFP meal program for the District

Questions?







ADULT EDUCATION

Emily Tsai-Brownfield
Director 21st Century Learning

North Monterey County Adult Education

Funding Source: Adult Ed Block Grant
(Fund 11 Resource 6391)

Consortium: Salinas Valley Adult Ed Consortium

- All program and funding is reviewed and approved through this oversight consortium

Purpose:

- Provide education and workforce services to underserved adults.
- Intended to "accelerate adults into employment, living wages and full engagement in society."

North Monterey County Adult Education

Courses Offered:

- Basic Skills
- High School Diploma
- GED/High School Equivalency
- English as a Second Language (multiple levels)
- Citizenship
- Computer Literacy

North Monterey County Adult Education Budget

2017-2018 Allocation: $348,379
Carryover from previous years: $173,071
2018-2019 Allocation is unknown.

Object Codes	*Objects*	*Amount*
1xxx	Certificated Salaries	$202,322
2xxx	Classified Salaries	$69,443
3xxx	Benefits	$67,841
4xxx	Materials and Supplies	$59,795
5xxx	Contracted Services	$53,026
7xxx	Indirect	$20,658

EDUCATIONAL SERVICES

Dr. Lois Peterson
Assistant Superintendent Educational Services

Educational Services Dept.



There are two positions paid for from the Ed Services department unrestricted budget; they are:

Denisse Uribe, Administrative Assistant
Dr. Lois M. Peterson, Assistant Superintendent

The additional costs beyond the State apportionment for CELDT/ELPAC annual testing for EL students is also paid here.

As a reminder, here are the key areas under the over-arching umbrella of Ed Services....

Educational Services Includes...

Special Services Marie Nolen, Director	• Health Services, Least Restrictive Environment (LRE), Special Education Advisory Committee
Family Resource Center Noemy Loveless, Director	• Year Around Services, Partnerships, Parent Education, Child Development Services
Categorical & Compliance Programs Claudia Diaz, Director	• Migrant Education Programs, Title I, Title II, Title III, English Learner Program, DELAC
CTE & Adult Education Emily Tsai Brownfield, Director	•Career Pathways, College & Career Readiness, Partnerships with Industry & Post-Secondary Institutions , Adult Education Programs
Partnerships	• Kennedy Center & Sunset Center, Youth Cinema Project, Elkhorn Slough, Girls Inc, MESA, EAOP, AVID, Junior Achievement, Hartnell CoderDojo, etc.
Academic & Social Emotional Support	• Translation, Wrap Around Services, Parent Notifications, SARC, SPSA, Safety Plans, Williams Visit, WASC, Curriculum, Instruction, Assessment

Educational Services Supports...



I.T., DATA & ASSESSMENT DEPT.

Michael Zarevich
Director of Technology

Technology, Information, and Assessment

- **Standardized Testing**
  - Advanced Placement Testing
  - CAASPP (California Assessment of Student Performance and Progress)
  - CELDT/ELPAC (California English Language Development Test / English Language Proficiency Assessment of California)
  - Physical Fitness
- **State Reporting**
  - CALPADS (California Longitudinal Pupil Achievement Data System)
  - CRDC (Civil Rights Data Collection)
- **CIPA (Children's Internet Protection Act)**
- **FERPA (Family Educational Rights and Privacy Act)**

Technology, Information, and Assessment

- **Hardware and Software Licenses and Support**
  - Aruba (Wireless Network)
  - Blackboard (Website and Auto-Communication Solution)
  - Comcast (Voice Over IP and Wide Area Network connections)
  - Destiny (Library Software)
  - Edulog (Transportation Software)
  - Escape (HR and Financial Software)
  - First Alarm (Alarm Panel Programming)
  - Google (Chromebook and Email Management)
  - Illuminate (Student Information System)
  - MCOE (Internet Service Provider)
  - Microsoft (Windows and Office)
  - Nimble (Storage Area Network)
  - Palo Alto (Firewall and Network Routing)
  - Toshiba (Phone System)
- **Daily Work orders (Over 3000 tickets closed since 7/1/2017)**

HUMAN RESOURCES DEPT.

Craig Chavez

Assistant Superintendent Human Resources

Human Resources Department

- Conduct recruitment, selection and assignment of personnel.
- Monitors credential regulation compliance.
- Monitors the evaluation of all district personnel.
- Serves as the lead for negotiated agreements relative to personnel matters, including the negotiations process.
- Assures compliance with applicable statutes, regulations and policies.
- Processes Personnel Requisitions to facilitate the processing of regular and supplemental payroll.
- Manages district Position Control in conjunction with Business Services.
- Explains insurance, retirement and other benefits to current and newly hired employees, including annual open enrollments.
- Maintains a centralized personnel filing system.
- Facilitates the reporting of absences, recording of absences and substitute coverage in conjunction with school sites and departments.
- Manages components of workers' compensation and related leaves.
- Facilitates the development of the district Academic and Employee Work Calendars.

Human Resources Dept.



1000 & 2000 Salaries and Other Pay

- HR Staffing for the following:

  Assistant Superintendent, Confidential Administrative Assistant, Two HR Specialists, and Sub Caller/Personnel Secretary
- Early Retirement Incentive Programs - $101,731 (Certificated)
- Early Notice Retirement Incentive - $150,000 (Classified)

3000 Benefits (STRS, PERS, SSI, H&W Benefits, SUI, WC)

- HR Staffing - $134,117
- Early Retirement Incentive Programs - $63,758 (Certificated)
- Early Notice Retirement Incentive - $39,639 (Classified)

* Other salaries and benefits for interviews, recruitment and negotiations = $5,200 (approx.)

Human Resources Dept.

4000 Supplies and Materials

- 4300 *Materials and Supplies*
  - *HR office supplies, materials for trainings, Employee Awards* - $10,900
  - *Negotiations Meetings*- $850
- 4400 *Ergonomic Equipment* - $900
- 4451 *Computers and Peripherals* - $2,550





Human Resources Dept.



5000 Services

- 5200 *Travel and Conference*
  - *Travel, Conferences, and Trainings (*ESCAPE, School Services/CASBO, MCOE, etc.*)* - $8,500
  - *Employee/Employer Relations Travel, Conferences, Trainings* - $3,700
  - *Recruitment (*CSUMB, UCSC, Fresno State, CSU Chico*)* - $2,000
- 5450 *Other Insurance*
  - *Workers Comp Self-Insurance Certification* - $13,845
- 5712 *Direct Costs* (Copier Costs)
  - *HR Office functions* - $4,200
  - *Negotiations* - $1,270



Human Resources Dept.

- 5800 *Professional Services* (employee onboarding online program, management of employee leaves, mandatory employee notifications, mandatory employee drug testing program and medical services, vision co-pay reimbursements, etc.) - $48,000
- 5810 *Legal Services*
  - *Employee Matters* - $47,796
  - *Negotiations* - $48,500
- 5840 *Advertising* - $1,500
- 5850 *Software* (EdJoin, AESOP) - $14,000
- 5860 *Fingerprinting* (State of CA, MC Sherriff's Office, The Post Box, Reimbursements) - $12,500
- 5870 *TB Reimbursements* - $1,000
- 5930 *Postage* - $1,300



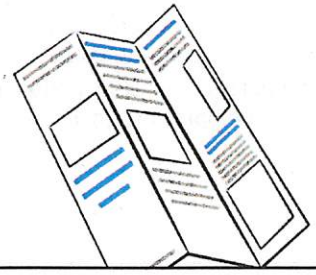


SUPERINTENDENT'S OFFICE

Kari Yeater
Superintendent

Superintendent's Office

- Budget includes costs for:
  - Superintendent
  - Confidential Administrative Assistant to Superintendent
  - Communication costs (printing, postage, copying)
  - Professional Association dues



Superintendent (BP 2000)

- District administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of non-instructional operations.
- The Superintendent or designee may make decisions concerning district operations within the parameters of law and Board policy.
- The Superintendent shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow the district to fulfill its vision and goals

Superintendent's Office



- Serves as secretary to the Board of Education.
- Serves as a vital staff communications and public relations link through electronic, personal and telephone contact, frequently serving as liaison with staff and public.
- Responsible for implementation of all policies and administrative regulations and related operations for all district programs, services and functions.
- Oversees 27 administrators with direct oversight of 11 administrators
- Directly manages enrollment/open enrollment to include Inter- and Intra-district transfers (policies and forms), contact with school staff, admin. Special Services and transportation, and parents on protocols, processing renewals, appeals, and notices for redirects.
- Attends and supports district trainings, meetings, and events and other related community events and organizational meetings on behalf of the district
- Interacts with public, community groups and staff on a daily bases in regards to school business, complaints or concerns.

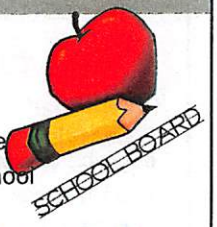
BOARD OF EDUCATION

Board of Education

The role of the Board is to provide leadership and citizen oversight of the District and ensure that the District is responsive to the values, beliefs, and priorities of the community. Major responsibilities include:

- Setting the direction for the District
- Establishing an effective and efficient organizational structure for the District
- Providing support to the Superintendent and staff as they carry out the Board's direction
- Ensuring accountability to the public for the performance of the District's schools
- Providing community leadership and advocacy on behalf of students, the District's education program, and public education
- The Board also approves the District's budget and adopts all policies and curriculum.

Board of Education



- As an elected Board of Trustees, the Board follows Bylaws that are set forth following Education and Government codes for public school districts within California.
- Establishes policies and administrative regulations for the District related to vision, goals, priorities for all programs, services and employees for the district.
- Conducts regular public Board Meeting usually twice a month and other special Board Meetings for the purpose of conducting board business in public.
- Participates in ongoing board workshops and other trainings as recommended and offered by the California Schools Board Association (CSBA) and the Monterey County Office of Education/Monterey County School Boards Association (MCSBA)
- Individual Board members attend school district events and various organizational events and participate on Superintendent's Advisory Committees
- Individual Board members participate as voting representatives for three organizations: Community Human Services Joint Powers Association, Mission Trails ROP/CTE Joint Powers Association, and the Monterey County School Boards Association

BUSINESS SERVICES DEPT.

Danica Salazar
Director of Fiscal Services

The Business Services Department

The Business Services Department is the financial center of the District and is responsible for providing important financial information necessary to make critical decisions which ultimately affect programs, services, and classrooms.

The Business Services Department is committed to high performance in the multiple areas of professional services we provide.

We value the efforts of our employees and the meaningful partnerships they form to support student achievement and exhibit excellent customer service.

Our vision is to continue to be recognized by our community and external stakeholders as competent and caring professionals, who take personal ownership in finding answers to questions and solutions to problems; who are innovative, resourceful, collaborative, and helpful in facilitating stewardship and accountability of the institution's financial resources.

Budget Analyst

Accounts Payable Accountant

Payroll Accountants

Confidential Administrative Assistant

Staff Accountants

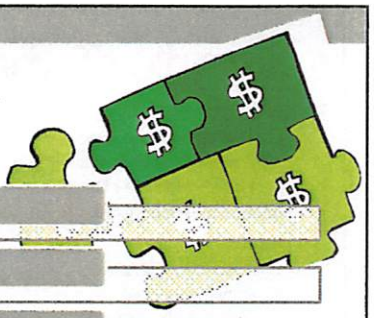
Sample of what we do . . .

- Accounts Payable
  - 1099 Processing & Reporting
  - Assist with purchase requisition set up
  - Pay all vendors 2x per week
- Accounts Receivable
- Audits
  - Annual External Audit
  - Annual Bond Audit
  - Child Nutrition State Audit
  - Federal Programs Audit
  - Sales & Use Tax Audit
  - State Programs Audits
  - STRS Audit
- Bank Account Reconciliations
- Budget
  - Assist sites & programs with Budget Development
  - Assist in maintaining Budgets
  - Budget Reporting (1st Interim, 2nd Interim, Annual)
  - LCAP Reporting
- Ensure financial compliance requirements are met
- Student Attendance Reporting (ADA)
- Insurance Claims
  - Property & Liability Insurance Claims
  - Student Insurance Claims
  - Reconcile Insurance Reimbursements & Claims
- Payroll
  - Monthly payroll processing
  - Monthly supplemental payroll processing
  - Complete income verification requests
  - W-2 processing & reporting
  - Payroll liability account reconciliations
  - Employee benefit liability account reconciliations
- Process Developer Fees
- Process Facilities Use Requests
- Program Reimbursement Reporting
  - MAA Claims Reporting
  - Medi-Cal Billing Option Reporting
  - Migrant Program Reporting
  - Special Ed Expense Reporting
  - Federal cash management reporting
  - Federal interest earned reporting
- Respond to requests for Information
  - MCOE Requests for information
  - Public Information Requests
- Maintain accounts per CSAM

DISTRICT WIDE BUDGETS

Liann Reyes
Assistant Superintendent-Business Services

District Wide Budget



- District Courier / Pony Driver (.3 FTE)
- District Office Custodian (.3 FTE)
- Postage Machine and Copier Machine Operating Leases
- Copier Machine capitalized leases
- Election Costs
- Property & Liability Insurance
- Legal Fees
- Indirect Cost Transfers (credit)

District Wide Budget

- One time costs in fiscal 2017-18 need to be taken in to consideration when preparing 2018-19 budget
- One time costs associated with board elections, and other costs tied out to 1x money will not occur in 2018-19



DEBT SERVICE FUND

Liann Reyes
Assistant Superintendent-Business Services

Other Funds Debt Service



- Debt Service Fund 56 is used to pay for the Certificates of Participation (COPS) that were issued in 2010 for facility improvements throughout the district.
- Revenue is recognized "on paper" for the Federal subsidy dollars received (no actual dollars come directly to the district) for the interest payable portion of the debt; the subsidy does not cover the full amount of interest due
- District must pay remaining interest and principal payments

Other Funds Debt Service



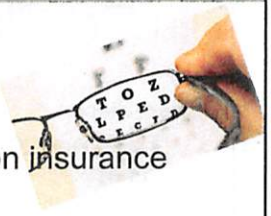
- July 1, 2017 balance in account was $2,508,214
- Remaining payments (district obligation) are $6,736,121
- Unfunded liability equal to $4,227,907

Cash is estimated to last through June 2021

SELF INSURANCE FUND

Liann Reyes
Assistant Superintendent-Business Services

Other Funds Self Insurance



- Self Insurance Fund 67 for Dental and Vision insurance costs
  - All employees and retirees of the district *except* CSEA employees, who are covered under CVT for medical, dental, and vision
- Fund is estimated to end in a positive position
- Important to remain in positive fund balance and cash position; otherwise, unrestricted general fund must contribute in order to keep in positive balance.



In Conclusion

- Thank you for serving on the Budget Program Advisory Committee in order to gain a greater understanding of "what's behind the numbers"
- Next Steps:
  - Special Board Meeting February 15th at 7 pm to review budget/program information (all are invited to attend)
  - 2nd Interim Budget Report (March); multi-year using budget assumptions received from the January Governor's Proposed 2018-19 and Monterey County Office of Education guidance
  - LCAP advisory committee meetings will be held March, April, and May to review and update LCAP 3 Year Plan



In Conclusion

- Next Steps:
  - Fiscal Year 2018-19 budget development process (now thru May) for adoption in June
  - Refine 2018-19 proposed budget after the release of the Governors May Revise
  - Committee will reconvene in the October timeframe unless new information material in nature is received prior to this time

Suggestion is to meet monthly between October and February to further explore in-depth and specific ways to manage existing, realign, or reduce as needed, existing program budgets that will impact the 2019-20 fiscal year.

THANK YOU!

