

CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue, Cardiff-by-the-Sea, California

**REGULAR MEETING OF THE GOVERNING BOARD
AGENDA**

**TUESDAY, MARCH 12, 2019 • 5:00 PM • PUBLIC MEETING
CARDIFF SCHOOL AUDITORIUM
1888 MONTGOMERY AVENUE • CARDIFF-BY-THE-SEA, CA 92007**

In compliance with Government Code 54957.5, agenda-related documents that have been distributed to the Board less than 72 hours prior to the board meeting are available for inspection at the Cardiff School District, 1888 Montgomery Avenue, Cardiff.

In compliance with the American with Disabilities Act, if you need special assistance, disability-related modifications, including auxiliary aids or services, in order to participate in the public meeting of the district's governing board, please contact the office of the District Superintendent by sending a written request to the District Office at 1888 Montgomery Avenue, Cardiff-by-the-Sea, California, or by faxing the request to (760) 942-5831. Notification by letter or fax 72 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the district shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

- I. ORGANIZATIONAL ITEMS *Exhibit*
- A. Call to order
 - B. Pledge of allegiance
 - C. Roll call
 - Ms. Siena Randall, President
 - Mr. David Ross, Clerk
 - Ms. Nancy Orr, Member
 - Mr. Dave Clark, Member
 - Mr. Mark Whitehouse, Member
 - Ms. Jill Vinson, Superintendent
 - D. Approval of agenda for March 12, 2019
All items are action unless labeled information
 - E. Approve minutes from the special meeting of February 7, 2019 **A**
and the regular meeting of February 12, 2019
- II. HEARING SESSION
- A. Public Comments *(The purpose of the Board meeting is to conduct the School Board's business in public. The Board welcomes and encourages public comments however Board members may not respond to comments during the public comment portion of the agenda. Any member of the public who wishes to address the Board on an item on the agenda or on another topic which lies within the governing board's jurisdiction may do so, but must present a written request. Please hand your form to the secretary before the meeting. Presentations are limited to 3 minutes per person per topic. The total amount of time to be allowed on any item is twenty minutes, unless the time limit is waived by a majority vote of the Board. The Board may 1) acknowledge receipt of the information; 2) refer to staff for further study; or 3) refer the matter to a future agenda).*
 - B. Cardiff Elementary Teachers Association
 - C. ELAC/DELAC
 - D. School Site Council
 - E. Cardiff SEA
 - F. School Reports
 - G. Reports on Workshops/Conference
 - H. Superintendent's Report

III. CONSENT CALENDAR

Items listed in the Consent Calendar are considered to be routine and are acted on by the Board in one motion unless members of the Board request specific items to be discussed or pulled. It is understood that the Superintendent recommends approval on all Consent Items. Each item of the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

B. Approval of Current Business Items:

1. Purchase Orders
2. Commercial Warrants #14-504585 to #14-514409 \$154,006 **B**
3. Payroll Warrants, February, 2019, \$634,998

B. Enrollment Report as of 03/06/19 **C**C. Approve resolution 18-9-07 for adopting the plan for Low-Performing Students Block Grant **D**

D. Removal of items from Consent Calendar

E. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

A. Approve budget changes through January 31, 2019 **E**B. Authorize District certification of second period interim state report for period ending January 31, 2019 **F**

V. GENERAL FUNCTIONS

A. 2019 CSBA Delegate Assembly Election Region 17 (7) vacancies **G**B. Approve CSBA Manual Policy Updates for March **H**

VI. FACILITIES

A. Review and accept Measure GG Bond Fund audit report ending June 30, 2018 **I**B. Review Measure GG facilities expense report through December 31, 2018 **(Information)** **J**C. Bond Implementation Update **(Information)**D. Approve Amendment to the Contract Agreement Between Cardiff School District and PlaceWorks **K**E. Approve Amendment to the Contract Agreement Between Cardiff School District and Studio E Architects **L**

VII. PERSONNEL

- A. Approval of Renewal of Superintendent Contract

VIII. FUTURE AGENDA ITEMS

IX. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

- A. Conference with legal counsel regarding anticipated litigation – Government Code 54956.9

X. REPORT FROM CLOSED SESSION (If applicable)

XI. ADJOURNMENT OF MEETING

CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue
Cardiff-by-the-Sea, California 92007

MINUTES
SPECIAL MEETING OF FEBRUARY 7, 2019

The special meeting of the Governing Board of the Cardiff School District was held on Thursday, February 7, 2019 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Randall called the meeting to order at 5:01 p.m. Trustees and visitors were led in the pledge of allegiance.

Members present: Clark, Randall, Ross, Whitehouse

Members absent: Orr

Administrators
present: Vinson, Parker, Scheftner

Visitors Boone Hellmann
Tiana Hejduck
Mark Teague, PlaceWorks

The agenda for February 7, 2019 was approved as presented.

MOTION: Clark
SECOND: Ross
AYES: Clark, Randall, Ross, Whitehouse
NOES: 0
ABSENT: Orr

No request for public comment.

Resolution number 18-19-06 making findings pursuant to the California Environment Quality Act for the Cardiff School Modernization and Reconstruction Project; making CEQA Categorical Exemption Findings; adopting CEQA Findings of Fact; certifying and approving and Environmental Impact Report; adopting a Mitigation Monitoring Program; and approving the project, was approved.

MOTION: Whitehouse
SECOND: Clark
AYES: Clark, Randall, Ross, Whitehouse
NOES: 0
ABSENT: Orr

The Board authorized District staff to file a Notice of Exemption and Notice of Determination for the Project with the San Diego County Clerk and the Office of Planning and Research.

MOTION: Clark
SECOND: Ross
AYES: Clark, Randall, Ross, Whitehouse
NOES: 0
ABSENT: Orr

There being no other business to come before the Board, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

David Ross, Clerk

Jill Vinson, Superintendent

CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue
Cardiff-by-the-Sea, California 92007

MINUTES
REGULAR MINUTES OF FEBRUARY 12, 2019

The regular meeting of the Governing Board of the Cardiff School District was held on Tuesday, February 12, 2019 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Randall called the meeting to order at 5:00 p.m. Trustees and visitors were led in the pledge of allegiance.

Members present: Clark, Orr, Randall, Ross, Whitehouse

Members absent: None

Administrators
present: Vinson, Scheftner

Visitors: Cindy Switzler, CETA
Janette Krienberg

The agenda for February 12, 2019 was approved as presented.

MOTION: Orr
SECOND: Clark
AYES: Clark, Orr, Randall, Ross, Whitehouse
NOES: 0
ABSENT: 0

The minutes from the regular meeting of January 17, 2019 were approved as written.

MOTION: Clark
SECOND: Ross
AYES: Clark, Orr, Randall, Ross, Whitehouse
NOES: 0
ABSENT: 0

Janette Kreinberg addressed the Board to request consideration for a TK program.

Hearing Session:

- Cindy Switzler reported CETA unanimously voted to accept the District's proposed salary increase.
- School Site Council reviewed and updated the District Safety Plan.
- The Cardiff SEA is heavily into Gala planning. The fundraising for the event is underway.

Hearing Session continued:

- Principal Scheftner reported Cardiff School had a successful jog-a-thon. Students celebrated the 100th day of school by completing different class projects. Ms. Scheftner also reported both Cardiff and Ada Harris schools celebrated Kindness Week. Ada Harris has started a Jazz band. The school is going to be conducting the second annual Ability Awareness Fair on February 28th. Fifth grade team is participating in the Invention Convention. Ms. Scheftner reported she attended a meeting at Oak Crest Middle School with Principal Brie Weatherford.
- Superintendent Vinson reported she and several others attended the NCDC conference that was held locally this year. She said it was a very validating experience. She said the team came away feeling very proud of all that has been accomplished and inspired to continue our focus on providing a modern personalized education for all students.

The consent calendar was approved as presented.

MOTION: Orr
SECOND: Ross
AYES: Clark, Orr, Randall, Ross, Whitehouse
NOES: 0
ABSENT: 0

The contracts for annual audits of K-12 school districts between Cardiff School District and Wilkinson Hadley King & Co., LLP, were approved for a three-year period.

MOTION: Orr
SECOND: Ross
AYES: Clark, Orr, Randall, Ross, Whitehouse
NOES: 0
ABSENT: 0

The ratification of the Collective Bargaining Agreement between Cardiff Elementary Teachers' Association (CETA) and Cardiff School District was approved.

MOTION: Orr
SECOND: Clark
AYES: Clark, Orr, Randall, Ross, Whitehouse
NOES: 0
ABSENT: 0

The AB 1200 document for certificated and classified employees was approved.

MOTION: Clark
SECOND: Whitehouse
AYES: Clark, Orr, Randall, Ross, Whitehouse
NOES: 0
ABSENT: 0

The approval of a 3% increase in compensation for current Classified, Confidential, and Classified Management employees was approved.

MOTION: Orr
SECOND: Whitehouse
AYES: Clark, Orr, Randall, Ross, Whitehouse
NOES: 0
ABSENT: 0

The approval of a 3% increase in compensation for the School Psychologist and the following current Certificated Management employees: Principals and Director of Special Education, was approved.

MOTION: Whitehouse
SECOND: Clark
AYES: Clark, Orr, Randall, Ross, Whitehouse
NOES: 0
ABSENT: 0

Randy Peterson, Bond Program Manager, reported the Notice of Determination and the Notice of Exemption have been recorded.

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:15 p.m. The meeting was reconvened at 7:05 p.m. President Randall reported that no action was taken during closed session. There being no other business to come before the Board, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

David Ross, Clerk

Jill Vinson, Superintendent

FEBRUARY 2019 PO LISTING

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Inv Amount
INSTRUCTIONAL SUPPLIES										
2527	2/1/19	KELLY PAPER	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 1,240.85
2524	2/1/19	RASIX COMPUTER CENTER, INC.	0100	0000068	0000	2420	4300005	111	Technology Supplies	\$ 2,586.00
2523	2/6/19	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 22.47
2528	2/8/19	RASIX COMPUTER CENTER, INC.	0100	0000000	0000	2420	4300005	222	Technology Supplies	\$ 82.43
2545	2/21/19	BREAKOUT EDU	0100	0000000	0000	2420	4300005	222	Technology Support	\$ 100.00
2534	2/22/19	SYNCB/AMAZON	0100	6500000	5770	1110	4300000	111	Spec Ed	\$ 10.58
2531	2/22/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 29.92
2504	2/22/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 64.81
2530	2/22/19	SYNCB/AMAZON	0100	0000066	1110	1000	4300000	222	Instructional Supplies	\$ 516.90
										\$ 4,653.96

NON-INSTRUCTIONAL SUPPLIES										
2156	2/6/19	HOME DEPOT CREDIT SERVICES	0100	8150000	0000	8110	4300000	000	Maintenance Supplies	\$ 228.97
	2/8/19	SHELL	0100	8150000	0000	8110	4300000	000	Automotive Supplies	\$ 170.00
2164	2/12/19	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	111	Services for January	\$ 35.55
2164	2/12/19	READY REFRESH BY NESTLE	0100	0000000	0000	7200	4300000	000	Services for January	\$ 35.55
2164	2/12/19	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	222	Services for January	\$ 86.16
2546	2/22/19	BJ'S RENTALS	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 281.41
2520	2/22/19	SYNCB/AMAZON	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 77.42
	2/22/19	SYNCB/AMAZON	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 13.36
2533	2/22/19	SYNCB/AMAZON	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 387.60
	2/25/19	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 19.72
	2/25/19	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 611.93
	2/25/19	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office Supplies	\$ 147.16
										\$ 2,094.83

4000 (SUPPLIES)	TOTALS:	BALANCE: 244,714	ACCUMULATED BALANCE: 188,151	REMAING BALANCE: 56,563
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UTILITIES										
2168	2/1/19	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	222	Services for January	\$ 494.43
2168	2/1/19	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	111	Services for January	\$ 494.43
2170	2/6/19	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for January	\$ 1,171.66
2170	2/6/19	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for January	\$ 412.38
2170	2/6/19	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for January	\$ 45.84
2170	2/6/19	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for January	\$ 68.29
2170	2/6/19	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for January	\$ 136.86
	2/8/19	AT&T	0100	0000000	0000	7200	5900001	000	Services for January	\$ 1,223.72
	2/12/19	AT&T	0100	0000000	0000	7200	5900001	000	Services for January	\$ 22.35
	2/12/19	AT&T	0100	0000000	0000	7200	5900001	000	Services for January	\$ 315.95
2162	2/12/19	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	111	Services for January	\$ 5,321.32
2162	2/12/19	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for January	\$ 210.98
2162	2/12/19	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for January	\$ 17.01
2162	2/12/19	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for January	\$ 3,652.72
2170	2/12/19	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for January	\$ 812.93
2170	2/12/19	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for January	\$ 750.17
2162	2/15/19	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for January	\$ 406.24
	2/19/19	AT&T	0100	0000000	0000	7200	5900001	000	Services for January	\$ 13.49
										\$ 15,570.77

SERVICES										
2337	2/1/19	RED TRUCK FIRE & SAFETY CO.	0100	8150000	0000	8110	5800000	000	Maintenance Services	\$ 471.35
2326	2/5/19	MISSION LINEN & UNIFORM	0100	8150000	0000	8110	5600000	000	Services for January	\$ 100.00
2326	2/5/19	MISSION LINEN & UNIFORM	0100	8150000	0000	8110	5600000	000	Services for January	\$ 73.25
2326	2/5/19	MISSION LINEN & UNIFORM	0100	8150000	0000	8110	5600000	000	Services for January	\$ 118.25
	2/6/19	BILL HOWE PLUMBING	0100	8150000	0000	8110	5800000	000	Maintenance Services	\$ 174.00
2541	2/6/19	MAINTEX, INC.	0100	0000000	0000	8200	5800000	000	Maintenance Supplies	\$ 653.94
2166	2/6/19	PITNEY BOWES GLOBAL	0100	0000000	0000	2700	5600000	222	Lease Payment - 11/18-02/19	\$ 134.03
2166	2/6/19	PITNEY BOWES GLOBAL	0100	0000000	0000	2700	5600000	111	Lease Payment - 11/18-02/19	\$ 134.03
2166	2/6/19	PITNEY BOWES GLOBAL	0100	0000000	0000	7200	5600000	000	Lease Payment - 11/18-02/19	\$ 134.03
2205	2/8/19	CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	\$ 4,539.92
	2/8/19	DEBORAH HEYER	0100	0000000	1110	1000	5200000	000	Conference - NCDC 2019	\$ 50.00
2453	2/8/19	MEBE	0100	6500000	5770	3120	5800000	000	Services for January	\$ 5,385.43
	2/11/19	ALINA FREIMAN STEELE	0100	0000085	1110	1000	5800000	111	Music Boosters	\$ 160.00
	2/11/19	ASHLEY BRIDGEWATER	0100	0000085	1110	1000	5800000	111	Music Boosters	\$ 2,025.00
	2/11/19	ASHLEY BRIDGEWATER	0100	0000085	1110	1000	5800000	111	Music Boosters	\$ 1,220.00

	2/11/19	EVAN WALSH	0100	0000085	1110	1000	5800000	111	Music Boosters	\$	320.00
	2/11/19	GREGORY BANNISTER	0100	0000085	1110	1000	5800000	111	Music Boosters	\$	320.00
	2/11/19	KAELYN HENDERSON	0100	0000085	1110	1000	5800000	111	Music Boosters	\$	120.00
	2/12/19	JPW COMMUNICATIONS	0100	0000000	0000	7100	5800000	000	Professional Services	\$	241.50
2173	2/12/19	LEAPS-N-BOUNDS	0100	6500000	5770	1190	5800000	000	Services for January	\$	5,625.00
2160	2/12/19	SHRED-IT USA	0100	0000000	0000	7200	5800000	000	Services for January	\$	102.48
	2/13/19	COSTCO MEMBERSHIP	0100	0000000	0000	7200	5300000	000	Membership Dues	\$	60.00
2506	2/15/19	TRANE U.S. INC.	0100	8150000	0000	8110	5800000	000	Maintenance Services	\$	8,429.96
2205	2/19/19	CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	\$	4,922.01
2167	2/21/19	DEPENDABLE NURSING, LLC	0100	6500000	5770	1190	5800000	000	Services for January	\$	4,403.00
2517	2/22/19	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8200	5800000	000	Maintenance Services	\$	593.25
2547	2/22/19	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8200	5800000	000	Maintenance Services	\$	11,006.00
2150	2/22/19	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8200	5800000	000	Maintenance Services	\$	4,084.08
2518	2/22/19	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8200	5800000	000	Maintenance Services	\$	2,834.75
	2/25/19	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5200000	000	Conference - ACSA	\$	585.39
	2/25/19	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5300000	000	Membership Dues	\$	128.22
	2/25/19	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5200000	000	Conference - School Services	\$	400.00
	2/26/19	SOUTHCOAST HEATING & A/C	0100	8150000	0000	8110	5800000	000	Maintenance Services	\$	2,069.10
	2/27/19	DAILY JOURNAL CORPORATION	0100	0000000	0000	7200	5800000	000	Publication Fees	\$	41.60
	2/27/19	REGISTRAR OF VOTERS	0100	0000000	0000	7100	5800000	000	Publication Fees	\$	422.10
2154	2/27/19	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	222	Lease Payment - March	\$	294.43
2154	2/27/19	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	111	Lease Payment - March	\$	294.43
2155	2/27/19	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	7200	5600000	000	Lease Payment - March	\$	294.42
	2/27/19	VERIZON WIRELESS	0100	0000000	0000	7200	5900001	000	March Statement	\$	122.80
	2/28/19	SUSAN YANT	0100	0000000	1110	1000	5200000	000	Instructional Supplies	\$	923.26

\$ 64,011.01

5000 (SERVICES) TOTALS: BALANCE: 880,986 ACCUMULATED BALANCE: 863,221 REMAING BALANCE: 17,765

BOND EXPENSES

	2/11/19	ISOM ADVISORS	2109	9010000	0000	8500	6200000	000	Professional Services	\$	1,000.00
	2/14/19	WILKINSON HADLEY KING & CO.	2109	9010000	0000	8500	6200000	000	Audit Services	\$	3,500.00
2544	2/15/19	WESTERN ENVIRONMENTAL & SAFETY TECHNOLOG	2109	9010000	0000	8500	6200000	000	Professional Services	\$	8,845.00
	2/19/19	CITY OF ENCINITAS	2109	9010000	0000	8500	6200000	000	Permits	\$	26,075.00
	2/19/19	CITY OF ENCINITAS	2109	9010000	0000	8500	6200000	000	Permits	\$	13,380.00

\$ 52,800.00

CARDIFF SCHOOL DISTRICT
Enrollment Form
March 6, 2019

**CARDIFF
BOYS GIRLS**

K Bjorstad	<u>10</u>	<u>10</u>	20
K Glass	<u>9</u>	<u>10</u>	19
K McNamara	<u>9</u>	<u>10</u>	19
K Paccione	<u>12</u>	<u>8</u>	20
K Stone	<u>10</u>	<u>10</u>	20
			TOT K <u>98</u>
1 Easson	<u>11</u>	<u>11</u>	22
1 Kavan	<u>11</u>	<u>11</u>	22
1 Miller	<u>11</u>	<u>12</u>	23
1 Rector	<u>11</u>	<u>11</u>	22
1 Sallans	<u>10</u>	<u>12</u>	22
			TOT 1 <u>111</u>
2 Boyesen	<u>12</u>	<u>12</u>	24
2 Payte	<u>13</u>	<u>11</u>	24
2 Redding	<u>14</u>	<u>9</u>	23
2 Pacetti/Paz	<u>13</u>	<u>10</u>	23
			TOT 2 <u>94</u>
3 Hamilton	<u>12</u>	<u>9</u>	21
3 Doui/Stuart	<u>11</u>	<u>10</u>	21
			TOT 3 <u>42</u>
Wilson	<u>0</u>	<u>0</u>	TOT <u>0</u>

Subtotal 180 165

SCHOOL TOTAL 345

DISTRICT TOTAL 703

**ADA HARRIS
BOYS GIRLS**

3 Herrman	<u>10</u>	<u>11</u>	21
3 Murray	<u>11</u>	<u>10</u>	21
3 Switzler	<u>10</u>	<u>9</u>	19
			TOT 3 <u>61</u>
4 Green	<u>12</u>	<u>9</u>	21
4 Mihaly	<u>10</u>	<u>11</u>	21
4 Price	<u>11</u>	<u>10</u>	21
4 Trees	<u>12</u>	<u>9</u>	21
			TOT 4 <u>84</u>
5 Cataldo	<u>7</u>	<u>13</u>	20
5 d'Entremont	<u>9</u>	<u>11</u>	20
5 Ensberg	<u>10</u>	<u>13</u>	23
5 Yant	<u>9</u>	<u>13</u>	22
			TOT 5 <u>85</u>
6 Brice	<u>10</u>	<u>12</u>	22
6 Jewell	<u>14</u>	<u>11</u>	25
6 Nguyen	<u>13</u>	<u>12</u>	25
6 Therriault	<u>13</u>	<u>11</u>	24
6 Tiersma	<u>13</u>	<u>12</u>	25
			TOT 6 <u>121</u>
Carruthers	<u>1</u>	<u>6</u>	TOT <u>7</u>

Subtotal 175 183

SCHOOL TOTAL 358

**CARDIFF SCHOOL DISTRICT
RESOLUTION NUMBER 18-19-07
RESOLUTION FOR ADOPTING THE PLAN FOR
LOW-PERFORMING STUDENTS BLOCK GRANT**

WHEREAS, on June 27, 2018, the Governor of the State of California approved Assembly Bill 1808 - Education finance: education omnibus trailer bill which was formally added to the California Constitution;

WHEREAS, the provisions of that Bill includes Section 31.5 - Article 7 (commencing with Section 41570) added to Chapter 3.2 of Part 24 of Division 3 of Title 2 of the Education Code to establish the Low-Performing Students Block Grant (hereafter, the "Grant");

WHEREAS, the Grant initiative's goal includes providing funding to local educational agencies (LEAs) serving pupils identified as low-performing on state English language arts or mathematics assessments who are not otherwise identified for supplemental grant funding under the local control funding formula or eligible for special education services, as specified in Education Code (EC) Section 41570(d);

WHEREAS, the District received \$21,736 in Grant funding for 11 eligible students based on low-performing FY16-17 English language arts and mathematical assessments;

WHEREAS, as a condition of apportionment, the District shall develop a plan describing how the funds will increase or improve evidence-based services for the identified pupils to accelerate increases in academic achievement, and how the effectiveness of the services will be measured;

WHEREAS, the remaining students identified in the eligible criteria will receive evidence-based services through differentiated instruction and assessment through the DIBELS software platform in the areas of reading and mathematics;

WHEREAS, tutorial services are available during the academic day to provide additional support in the areas of English language arts and mathematics;

WHEREAS, the effectiveness will be measured through DIBELS assessments and diagnostics, Smarter Balanced Assessment Consortium (SBAC) standardized test results and individual classroom grade analysis in the areas of English language arts and mathematics;

WHEREAS, the District's Local Control Accountability Plan (LCAP) for 2017-2020 identifies excellence in student learning for all students in all subject areas through high quality instruction and technology integration and providing additional small group instruction in Common Core Standards in a Learning Lab setting to students not meeting benchmark on DIBELS Math and ELA, as measured by students scoring proficient or above on SBAC test scores and meeting DIBELS growth targets (Goal 1 of the District's LCAP);

NOW, THEREFORE, BE IT RESOLVED that having provided the opportunity for community and stakeholder input, the Board hereby approves the plan for use of funds in accordance with the eligibility criteria outlined in Assembly Bill 1808, Section 31.5;

PASSED AND ADOPTED this 12th day of March 2019

Clerk/Secretary of Governing Board

Exhibit D

**Cardiff School District
Cardiff-By-The-Sea, California 92007**

March 12, 2019

ITEM: APPROVE BUDGET CHANGES THROUGH 1/31/19

BACKGROUND

AB 1200 requires local education agencies (LEAs) to file interim reports of their annual budget as of October 31st and January 31st. LEAs must collect the financial data for these reporting periods and prepare appropriate interim reports for Governing Board review.

CURRENT CONSIDERATIONS

Attached is the listing of the budget changes.

FINANCIAL IMPLICATIONS

The changes are as follow:

Certificated Salaries	Increase	\$ 127,125
Classified Salaries	Increase	\$ 46,016
Employee Benefits	Increase	\$ 38,832
Other Outgo	Decrease	\$ 19,000
TOTAL EXPENDITURES		Increase \$ 192,973
TOTAL REVENUES	Increase	\$ 27,672

Included for your review is the Year to Date Summary that reflects the budget through January 31, 2019 with the budget changes.

RECOMMENDATION

It is recommended that the board approve the budget changes through January 31, 2019.

BUDGET CHANGES THRU 1/31/19

	<u>Certiicated Salaries</u>	<u>Classified Salaries</u>	<u>Employee Benefits</u>	<u>Books & Supplies</u>	<u>Other Services</u>	<u>Equipment</u>	<u>Other Outgo</u>	<u>Revenue</u>
Classified Employee Professional Development								5,936
Low-Performing Students Block Grant								21,736
Certificated Salary Increase	127,125							
Classified Salary Increase		46,016						
Labor Related Costs			38,832					
Special Education Tuition							(19,000)	
TOTAL	127,125	46,016	38,832	0	0	0	(19,000)	27,672

**CARDIFF SCHOOL DISTRICT
2018-2019 YEAR TO DATE SUMMARY**

		6/11/2018 BOARD ADOPTED	THRU 10/31/2018 BUDGET CHANGE	THRU 10/31/2018 REVISED	THRU 1/31/2019 BUDGET CHANGE	THRU 1/31/19 REVISED
BEGINNING BALANCE		3,101,996		2,822,949		2,822,949
REVENUES	Revenue Limit/LCFF Sources	8,676,141	4,141	8,680,282		8,680,282
	Federal Revenue	173,391	(17,715)	155,676		155,676
	State Revenue	421,747	(100,728)	321,019	27,672	348,691
	Local Revenue	597,545	59,488	657,033		657,033
	TOTAL REVENUE	9,868,824	(54,814)	9,814,010	27,672	9,841,682
EXPENDITURES	Certificated Salaries	4,600,870	0	4,600,870	127,125	4,727,995
	Classified Salaries	1,562,269	19,751	1,582,020	46,016	1,628,036
	Employee Benefits	1,727,708	2,877	1,730,585	38,832	1,769,417
	Books/Supplies	244,714	2,000	246,714		246,714
	Services	880,986	221,897	1,102,883		1,102,883
	Equipment	0	0	0		0
	Tuition - Special Ed Regional	189,000	0	189,000	(19,000)	170,000
	Debt Service - Apple Lease A	107,620	0	107,620		107,620
	TOTAL EXPENDITURES	9,313,167	246,525	9,559,692	192,973	9,752,665
EXCESS/DEFIENCY		555,657		254,318		89,017
Contributions	FUND 1300	(30,000)		(33,017)		(30,000)
	FUND 4000	(466,171)		(463,154)		(473,752)
NET EXCESS/DEFIENCY		59,486		(241,853)		(414,735)
ENDING BALANCE		3,161,482		2,581,096		2,408,214
RESERVES						
	Restricted Monies	722,585		146,821		169,394
	Revolving Cash	1,500		1,500		1,500
STATE MINIMUM RESERVE	<i>(4% of Expenditures)</i>	372,527		382,387		379,001
NET ENDING BALANCE		2,064,870		2,050,388		1,858,319
	<i>Budget Assumptions-Reserves</i>	22.2%		21.4%		19.1%

**Cardiff School District
Cardiff-By-The-Sea, California 92007**

March 12, 2019

**ITEM: AUTHORIZE DISTRICT CERTIFICATION OF SECOND INTERIM
 BUDGET STATE REPORT FOR PERIOD ENDING JANUARY 31, 2019**

BACKGROUND

Each year, the California State Department of Education requires that districts submit Interim Reports on the status of the district budget to reflect revenue and expenditures as of October 31st and January 31st of the school year. These reports allow the district to make appropriate budget transfers or to take any other appropriate action to ensure the fiscal health of the district for the current and succeeding fiscal years. The Board of Trustees and the County Superintendent of Schools must certify the Interim Reports.

CURRENT CONSIDERATIONS

The Interim Report, detailing the status of the district budget as of January 31, 2019 is provided to the Trustees. The required items include: Fund data for the General Fund provided in the SACS format; average daily attendance report; criteria and standards; projected cash flow; and a multi-year projection.

FINANCIAL IMPLICATIONS

Positive certification of the first period interim report sets the state for any budget revisions or personnel actions, which may be required to ensure the long-term fiscal health of the District.

RECOMMENDATION

It is respectfully recommended that the Board approve the Second Interim Report.

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: _____
District Superintendent or Designee

Date: _____

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: March 12, 2019

Signed: _____
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

X POSITIVE CERTIFICATION

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

____ QUALIFIED CERTIFICATION

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

____ NEGATIVE CERTIFICATION

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

Contact person for additional information on the interim report:

Name: Courtney Jasper

Telephone: 760-632-5890 ext.162

Title: CBO

E-mail: courtney.jasper@cardiffschools.com

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	

CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.	X	
4	Local Control Funding Formula (LCFF) Revenue	Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.	X	
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.	X	
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.	X	
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since first interim meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	X	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since first interim that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since first interim by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since first interim by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?		X

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2017-18) annual payment?		X
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since first interim in OPEB liabilities?	X	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since first interim in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)	X	
S8	Labor Agreement Budget Revisions	For negotiations settled since first interim, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
		• Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	X	
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	

2018-19 Second Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	8,676,141.00	8,680,282.00	4,993,373.57	8,680,282.00	0.00	0.0%
2) Federal Revenue		8100-8299	173,391.00	155,676.00	16,852.00	155,676.00	0.00	0.0%
3) Other State Revenue		8300-8599	421,747.00	348,691.00	168,931.81	348,691.00	0.00	0.0%
4) Other Local Revenue		8600-8799	597,545.00	657,033.00	359,630.35	657,033.00	0.00	0.0%
5) TOTAL, REVENUES			9,868,824.00	9,841,682.00	5,538,787.73	9,841,682.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	4,600,870.17	4,727,994.66	2,504,923.34	4,727,994.66	0.00	0.0%
2) Classified Salaries		2000-2999	1,562,269.60	1,628,035.88	889,387.47	1,628,035.88	0.00	0.0%
3) Employee Benefits		3000-3999	1,727,707.24	1,769,416.75	937,016.55	1,769,416.75	0.00	0.0%
4) Books and Supplies		4000-4999	244,714.00	246,714.00	182,521.42	246,714.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	880,986.21	1,102,883.21	745,270.21	1,102,883.21	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	296,620.32	277,620.32	134,902.86	277,620.32	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			9,313,167.54	9,752,664.82	5,394,021.85	9,752,664.82		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			555,656.46	89,017.18	144,765.88	89,017.18		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	496,171.22	503,752.22	20,000.00	503,752.22	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(496,171.22)	(503,752.22)	(20,000.00)	(503,752.22)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			59,485.24	(414,735.04)	124,765.88	(414,735.04)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	2,822,949.56	2,822,949.56		2,822,949.56	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,822,949.56	2,822,949.56		2,822,949.56		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,822,949.56	2,822,949.56		2,822,949.56		
2) Ending Balance, June 30 (E + F1e)			2,882,434.80	2,408,214.52		2,408,214.52		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	1,500.00	1,500.00		1,500.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	374,801.46	169,394.78		169,394.78		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	360,661.00	360,661.00		379,001.00		
Unassigned/Unappropriated Amount		9790	2,145,472.34	1,876,658.74		1,858,318.74		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	395,376.00	395,376.00	256,419.00	395,376.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	140,244.00	140,244.00	67,188.00	140,244.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	55,157.00	55,157.00	26,511.60	55,157.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	7,814,888.00	7,814,888.00	4,381,361.78	7,814,888.00	0.00	0.0%
Unsecured Roll Taxes		8042	240,360.00	240,360.00	252,517.81	240,360.00	0.00	0.0%
Prior Years' Taxes		8043	0.00	0.00	(1,883.62)	0.00	0.00	0.0%
Supplemental Taxes		8044	0.00	0.00	0.00	0.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			8,646,025.00	8,646,025.00	4,982,114.57	8,646,025.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	30,116.00	34,257.00	11,259.00	34,257.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			8,676,141.00	8,680,282.00	4,993,373.57	8,680,282.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	129,445.00	129,445.00	0.00	129,445.00	0.00	0.0%
Special Education Discretionary Grants		8182	26,587.00	11,680.00	2,129.00	11,680.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	17,359.00	14,551.00	14,723.00	14,551.00	0.00	0.0%

2018-19 Second Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3185, 4050, 4123, 4124, 4126, 4127,							
Other NCLB / Every Student Succeeds Act	5510, 5630	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			173,391.00	155,676.00	16,852.00	155,676.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan								
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	251,171.00	143,691.00	82,387.00	143,691.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	129,559.00	136,237.00	38,972.81	136,237.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	41,017.00	68,763.00	47,572.00	68,763.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			421,747.00	348,691.00	168,931.81	348,691.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	20,000.00	20,000.00	18,552.70	20,000.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	76,300.00	76,300.00	34,860.00	76,300.00	0.00	0.0%
Interest		8660	19,000.00	19,000.00	18,559.63	19,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	221,177.00	275,677.00	139,754.02	275,677.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	261,068.00	266,056.00	147,904.00	266,056.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			597,545.00	657,033.00	359,630.35	657,033.00	0.00	0.0%
TOTAL, REVENUES			9,868,824.00	9,841,682.00	5,538,787.73	9,841,682.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	3,960,917.77	4,078,589.77	2,144,067.41	4,078,589.77	0.00	0.0%
Certificated Pupil Support Salaries		1200	178,246.92	179,248.41	91,527.36	179,248.41	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	461,705.48	470,156.48	269,328.57	470,156.48	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			4,600,870.17	4,727,994.66	2,504,923.34	4,727,994.66	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	587,550.52	609,107.10	313,634.21	609,107.10	0.00	0.0%
Classified Support Salaries		2200	331,579.99	340,056.99	188,326.34	340,056.99	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	119,631.00	128,793.00	73,063.69	128,793.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	424,930.85	448,545.55	257,323.92	448,545.55	0.00	0.0%
Other Classified Salaries		2900	98,577.24	101,533.24	57,039.31	101,533.24	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			1,562,269.60	1,628,035.88	889,387.47	1,628,035.88	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	740,839.25	762,305.15	402,398.90	762,305.15	0.00	0.0%
PERS		3201-3202	230,754.36	242,255.87	138,070.78	242,255.87	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	185,502.99	190,752.68	104,679.05	190,752.68	0.00	0.0%
Health and Welfare Benefits		3401-3402	448,746.10	448,746.10	224,322.88	448,746.10	0.00	0.0%
Unemployment Insurance		3501-3502	3,738.38	3,829.73	1,695.15	3,829.73	0.00	0.0%
Workers' Compensation		3601-3602	118,126.16	121,527.22	65,849.79	121,527.22	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,727,707.24	1,769,416.75	937,016.55	1,769,416.75	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	35,570.00	35,570.00	16,466.20	35,570.00	0.00	0.0%
Materials and Supplies		4300	209,144.00	211,144.00	166,055.22	211,144.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			244,714.00	246,714.00	182,521.42	246,714.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	162,400.00	162,400.00	54,337.58	162,400.00	0.00	0.0%
Travel and Conferences		5200	27,687.00	28,687.00	18,762.97	28,687.00	0.00	0.0%
Dues and Memberships		5300	13,000.00	13,000.00	13,310.06	13,000.00	0.00	0.0%
Insurance		5400-5450	41,500.00	43,508.00	43,508.00	43,508.00	0.00	0.0%
Operations and Housekeeping Services		5500	176,600.00	176,600.00	118,648.55	176,600.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	65,800.00	48,736.20	27,488.92	48,736.20	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(10,256.79)	(10,256.79)	0.00	(10,256.79)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	384,456.00	620,408.80	458,170.23	620,408.80	0.00	0.0%
Communications		5900	19,800.00	19,800.00	11,043.90	19,800.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			880,986.21	1,102,883.21	745,270.21	1,102,883.21	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	189,000.00	170,000.00	28,178.39	170,000.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	2,921.87	2,921.87	2,921.87	2,921.87	0.00	0.0%
Other Debt Service - Principal		7439	104,698.45	104,698.45	103,802.60	104,698.45	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			296,620.32	277,620.32	134,902.86	277,620.32	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			9,313,167.54	9,752,664.82	5,394,021.85	9,752,664.82	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	30,000.00	30,000.00	20,000.00	30,000.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	466,171.22	473,752.22	0.00	473,752.22	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			496,171.22	503,752.22	20,000.00	503,752.22	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			(496,171.22)	(503,752.22)	(20,000.00)	(503,752.22)	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	49,000.00	49,000.00	15,042.37	49,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,600.00	2,600.00	919.98	2,600.00	0.00	0.0%
4) Other Local Revenue		8600-8799	110,000.00	110,000.00	38,567.68	110,000.00	0.00	0.0%
5) TOTAL, REVENUES			161,600.00	161,600.00	54,530.03	161,600.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	94,302.80	94,302.80	50,556.61	94,302.80	0.00	0.0%
3) Employee Benefits		3000-3999	19,898.42	19,898.42	10,928.56	19,898.42	0.00	0.0%
4) Books and Supplies		4000-4999	68,000.00	68,000.00	34,228.96	68,000.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	1,000.00	1,000.00	842.41	1,000.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			183,201.22	183,201.22	96,556.54	183,201.22		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(21,601.22)	(21,601.22)	(42,026.51)	(21,601.22)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	30,000.00	30,000.00	20,000.00	30,000.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			30,000.00	30,000.00	20,000.00	30,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			8,398.78	8,398.78	(22,026.51)	8,398.78		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,283.82	1,283.82		1,283.82	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,283.82	1,283.82		1,283.82		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,283.82	1,283.82		1,283.82		
2) Ending Balance, June 30 (E + F1e)			9,682.60	9,682.60		9,682.60		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	9,682.60	9,682.60		9,682.60		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
Child Nutrition Programs		8220	49,000.00	49,000.00	15,042.37	49,000.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			49,000.00	49,000.00	15,042.37	49,000.00	0.00	0.0%
OTHER STATE REVENUE								
Child Nutrition Programs		8520	2,600.00	2,600.00	919.98	2,600.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			2,600.00	2,600.00	919.98	2,600.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	110,000.00	110,000.00	38,535.03	110,000.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	32.65	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			110,000.00	110,000.00	38,567.68	110,000.00	0.00	0.0%
TOTAL, REVENUES			161,600.00	161,600.00	54,530.03	161,600.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salaries		2200	94,302.80	94,302.80	50,556.61	94,302.80	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			94,302.80	94,302.80	50,556.61	94,302.80	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	10,798.21	10,798.21	5,547.65	10,798.21	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	7,214.16	7,214.16	3,867.60	7,214.16	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	507.18	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	47.15	47.15	25.30	47.15	0.00	0.0%
Workers' Compensation		3601-3602	1,838.90	1,838.90	980.83	1,838.90	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			19,898.42	19,898.42	10,928.56	19,898.42	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	5,000.00	5,000.00	3,425.36	5,000.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
Food		4700	63,000.00	63,000.00	30,803.60	63,000.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			68,000.00	68,000.00	34,228.96	68,000.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	500.00	500.00	203.41	500.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	500.00	500.00	639.00	500.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,000.00	1,000.00	842.41	1,000.00	0.00	0.0%
CAPITAL OUTLAY								
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			183,201.22	183,201.22	96,556.54	183,201.22		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund		8916	30,000.00	30,000.00	20,000.00	30,000.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			30,000.00	30,000.00	20,000.00	30,000.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			30,000.00	30,000.00	20,000.00	30,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	110,000.00	110,000.00	84,161.59	110,000.00	0.00	0.0%
5) TOTAL, REVENUES			110,000.00	110,000.00	84,161.59	110,000.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	8,000,000.00	8,000,000.00	581,495.87	8,000,000.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			8,000,000.00	8,000,000.00	581,495.87	8,000,000.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(7,890,000.00)	(7,890,000.00)	(497,334.28)	(7,890,000.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	8,000,000.00	80,000.00	8,000,000.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	8,000,000.00	80,000.00	8,000,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(7,890,000.00)	110,000.00	(417,334.28)	110,000.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	13,342,820.12	13,342,820.12		13,342,820.12	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			13,342,820.12	13,342,820.12		13,342,820.12		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			13,342,820.12	13,342,820.12		13,342,820.12		
2) Ending Balance, June 30 (E + F1e)			5,452,820.12	13,452,820.12		13,452,820.12		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	5,084,391.20	13,084,391.20		13,084,391.20		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	368,428.92	368,428.92		368,428.92		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
County and District Taxes								
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	110,000.00	110,000.00	84,161.59	110,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			110,000.00	110,000.00	84,161.59	110,000.00	0.00	0.0%
TOTAL, REVENUES			110,000.00	110,000.00	84,161.59	110,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	8,000,000.00	8,000,000.00	581,495.87	8,000,000.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			8,000,000.00	8,000,000.00	581,495.87	8,000,000.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			8,000,000.00	8,000,000.00	581,495.87	8,000,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale of Bonds		8951	0.00	8,000,000.00	80,000.00	8,000,000.00	0.00	0.0%
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
County School Building Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	8,000,000.00	80,000.00	8,000,000.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	8,000,000.00	80,000.00	8,000,000.00		

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	8,680,282.00	0.64%	8,736,246.00	1.89%	8,901,698.00
2. Federal Revenues	8100-8299	155,676.00	-0.43%	155,000.00	0.00%	155,000.00
3. Other State Revenues	8300-8599	348,691.00	-44.19%	194,594.00	0.00%	194,594.00
4. Other Local Revenues	8600-8799	657,033.00	-3.20%	635,977.00	0.00%	635,977.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		9,841,682.00	-1.22%	9,721,817.00	1.70%	9,887,269.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				4,727,994.66		4,822,553.66
b. Step & Column Adjustment				94,559.00		96,596.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	4,727,994.66	2.00%	4,822,553.66	2.00%	4,919,149.66
2. Classified Salaries						
a. Base Salaries				1,628,035.88		1,660,595.88
b. Step & Column Adjustment				32,560.00		33,051.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	1,628,035.88	2.00%	1,660,595.88	1.99%	1,693,646.88
3. Employee Benefits	3000-3999	1,769,416.75	3.66%	1,834,122.00	2.02%	1,871,233.00
4. Books and Supplies	4000-4999	246,714.00	-0.69%	245,000.00	0.82%	247,000.00
5. Services and Other Operating Expenditures	5000-5999	1,102,883.21	-17.49%	910,000.00	0.66%	916,000.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	277,620.32	3.60%	287,620.00	1.74%	292,620.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	503,752.22	-5.98%	473,614.00	-36.66%	300,000.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		10,256,417.04	-0.22%	10,233,505.54	0.06%	10,239,649.54
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		(414,735.04)		(511,688.54)		(352,380.54)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		2,822,949.56		2,408,214.52		1,896,525.98
2. Ending Fund Balance (Sum lines C and D1)		2,408,214.52		1,896,525.98		1,544,145.44
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	1,500.00		1,500.00		1,500.00
b. Restricted	9740	169,394.78		109,685.41		94,360.05
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	379,001.00		380,000.00		390,000.00
2. Unassigned/Unappropriated	9790	1,858,318.74		1,405,340.57		1,058,285.39
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		2,408,214.52		1,896,525.98		1,544,145.44

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
E. AVAILABLE RESERVES (Unrestricted except as noted)						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	379,001.00		380,000.00		390,000.00
c. Unassigned/Unappropriated	9790	1,858,318.75		1,405,340.57		1,058,285.39
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z	(0.01)		0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1 thru E2c)		2,237,319.74		1,785,340.57		1,448,285.39
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		21.81%		17.45%		14.14%
F. RECOMMENDED RESERVES						
1. Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	Yes					
b. If you are the SELPA AU and are excluding special education pass-through funds:						
1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds (Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)		0.00				
2. District ADA Used to determine the reserve standard percentage level on line F3d (Col. A: Form AI, Estimated P-2 ADA column, Lines A4 and C4; enter projections)		643.67		642.20		661.00
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		10,256,417.04		10,233,505.54		10,239,649.54
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		10,256,417.04		10,233,505.54		10,239,649.54
d. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 10 for calculation details)		4%		4%		4%
e. Reserve Standard - By Percent (Line F3c times F3d)		410,256.68		409,340.22		409,585.98
f. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 10 for calculation details)		67,000.00		67,000.00		67,000.00
g. Reserve Standard (Greater of Line F3e or F3f)		410,256.68		409,340.22		409,585.98
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

**CARDIFF SCHOOL DISTRICT
MULTIYEAR PROJECTIONS**

		2018-2019	2019-2020	2020-2021
BEGINNING BALANCE		2,822,949	2,408,214	1,896,526
REVENUES	Revenue Limit/LCFF Sources	8,680,282	8,736,246	8,901,698
	Federal Revenue	155,676	155,000	155,000
	State Revenue	348,691	194,594	194,594
	Local Revenue	657,033	635,977	635,977
	TOTAL REVENUE	9,841,682	9,721,817	9,887,269
EXPENDITURES	Certificated Salaries	4,727,995	4,822,553	4,919,149
	Classified Salaries	1,628,036	1,660,596	1,693,647
	Employee Benefits	1,769,417	1,834,122	1,871,233
	Books/Supplies	246,714	245,000	247,000
	Services	1,102,883	910,000	916,000
	Equipment	0	0	0
	Tuition - Special Ed Regional	170,000	180,000	185,000
	Debt Service - Apple Lease A	107,620	107,620	107,620
	TOTAL EXPENDITURES	9,752,665	9,759,891	9,939,649
EXCESS/DEFIENCY		89,017	(38,074)	(52,380)
Contributions	FUND 1300	(\$30,000)		
	FUND 4000	(\$473,752)	(\$473,614)	(\$300,000)
NET EXCESS/DEFIENCY		(414,735)	(511,688)	(352,380)
ENDING BALANCE		2,408,214	1,896,526	1,544,146
RESERVES				
	Restricted Monies	169,395	109,685	94,360
	Revolving Cash	1,500	1,500	1,500
<i>STATE MINIMUM RESERVE (4% of Expenditures)</i>		379,001	380,000	390,000
NET ENDING BALANCE		1,858,318	1,405,341	1,058,286
	<i>Budget Assumptions-Reserves</i>	19.1%	14.4%	10.6%

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	650.68	650.68	643.67	643.67	(7.01)	-1%
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
4. Total, District Regular ADA (Sum of Lines A1 through A3)	650.68	650.68	643.67	643.67	(7.01)	-1%
5. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0%
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	650.68	650.68	643.67	643.67	(7.01)	-1%
7. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):										
A. BEGINNING CASH			3,091,416.00	2,773,955.00	2,346,598.00	1,739,749.00	1,382,542.00	649,566.00	2,599,457.00	3,430,996.00
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		58,277.00	58,277.00	91,871.00	58,277.00		33,594.00	23,311.00	27,791.00
Property Taxes	8020-8079		13,833.00	116,622.00	26,171.00	435,008.00		2,692,540.00	1,374,334.00	121,994.00
Miscellaneous Funds	8080-8099								11,259.00	
Federal Revenue	8100-8299					223.00	3,346.00	2,129.00	11,154.00	
Other State Revenue	8300-8599				9,758.00	5,311.00		20,840.00	133,023.00	(3,095.00)
Other Local Revenue	8600-8799		2,904.00	40,402.00	70,114.00	121,126.00	34,747.00	35,885.00	54,450.00	110,807.00
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			75,014.00	215,301.00	197,914.00	619,945.00	38,093.00	2,784,988.00	1,607,531.00	257,497.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		42,047.00	407,756.00	407,421.00	409,408.00	414,757.00	411,379.00	412,155.00	419,202.00
Classified Salaries	2000-2999		62,570.00	76,773.00	161,110.00	159,568.00	133,303.00	148,770.00	147,293.00	132,761.00
Employee Benefits	3000-3999		28,206.00	129,071.00	157,165.00	156,154.00	150,991.00	160,297.00	155,132.00	154,248.00
Books and Supplies	4000-4999		59,296.00	39,484.00	42,520.00	14,045.00	8,623.00	2,524.00	15,234.00	9,602.00
Services	5000-5999		80,240.00	93,340.00	66,113.00	285,441.00	46,841.00	113,629.00	39,609.00	58,577.00
Capital Outlay	6000-6599									
Other Outgo	7000-7499		108,266.00	(986.00)	925.00		13,735.00	12,962.00		14,282.00
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			380,625.00	745,438.00	835,254.00	1,024,616.00	768,250.00	849,561.00	769,423.00	788,672.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299		17,543.00	2,055.00	9,381.00	39,969.00			28,031.00	
Due From Other Funds	9310				27,348.00					
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Deferred Outflows of Resources	9490									
SUBTOTAL		0.00	17,543.00	2,055.00	36,729.00	39,969.00	0.00	0.00	28,031.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599		(26,828.00)	(20,277.00)	1,595.00	(5,787.00)	3,656.00	8,534.00	(7,538.00)	
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		0.00	(26,828.00)	(20,277.00)	1,595.00	(5,787.00)	3,656.00	8,534.00	(7,538.00)	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910		(56,221.00)	80,448.00	(4,643.00)	1,708.00	837.00	22,998.00	(42,138.00)	
TOTAL BALANCE SHEET ITEMS		0.00	(11,850.00)	102,780.00	30,491.00	47,464.00	(2,819.00)	14,464.00	(6,569.00)	0.00
E. NET INCREASE/DECREASE (B - C + D)			(317,461.00)	(427,357.00)	(606,849.00)	(357,207.00)	(732,976.00)	1,949,891.00	831,539.00	(531,175.00)
F. ENDING CASH (A + E)			2,773,955.00	2,346,598.00	1,739,749.00	1,382,542.00	649,566.00	2,599,457.00	3,430,996.00	2,899,821.00
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH		2,899,821.00	2,170,093.00	3,902,428.00	3,910,609.00				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	62,852.00	27,791.00	27,791.00	65,786.00			535,618.00	535,620.00
Property Taxes	8020-8079		2,567,938.00	774,650.00	(12,686.00)			8,110,404.00	8,110,405.00
Miscellaneous Funds	8080-8099		8,485.00		14,513.00			34,257.00	34,257.00
Federal Revenue	8100-8299	3,638.00			3,638.00	131,548.00		155,676.00	155,676.00
Other State Revenue	8300-8599	1,962.00	20,115.00	55,387.00	98,572.00	6,818.00		348,691.00	348,691.00
Other Local Revenue	8600-8799	37,001.00	43,512.00	37,649.00	67,905.00	531.00		657,033.00	657,033.00
Interfund Transfers In	8910-8929							0.00	0.00
All Other Financing Sources	8930-8979							0.00	0.00
TOTAL RECEIPTS		105,453.00	2,667,841.00	895,477.00	237,728.00	138,897.00	0.00	9,841,679.00	9,841,682.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	421,766.00	492,273.00	435,519.00	454,311.00			4,727,994.00	4,727,994.66
Classified Salaries	2000-2999	152,784.00	156,380.00	158,258.00	138,465.00			1,628,035.00	1,628,035.88
Employee Benefits	3000-3999	171,983.00	184,322.00	165,179.00	156,668.00			1,769,416.00	1,769,416.75
Books and Supplies	4000-4999	6,777.00	11,897.00	9,824.00	26,946.00			246,772.00	246,714.00
Services	5000-5999	56,088.00	65,478.00	70,256.00	127,268.00			1,102,880.00	1,102,883.21
Capital Outlay	6000-6599							0.00	0.00
Other Outgo	7000-7499	25,783.00	25,156.00	48,260.00	29,237.00			277,620.00	277,620.32
Interfund Transfers Out	7600-7629				503,750.00			503,750.00	503,752.22
All Other Financing Uses	7630-7699							0.00	0.00
TOTAL DISBURSEMENTS		835,181.00	935,506.00	887,296.00	1,436,645.00	0.00	0.00	10,256,467.00	10,256,417.04
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							96,979.00	
Due From Other Funds	9310				20,000.00			47,348.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	20,000.00	0.00	0.00	144,327.00	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599							(46,645.00)	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	(46,645.00)	
<u>Nonoperating</u>									
Suspense Clearing	9910							2,989.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	20,000.00	0.00	0.00	193,961.00	
E. NET INCREASE/DECREASE (B - C + D)		(729,728.00)	1,732,335.00	8,181.00	(1,178,917.00)	138,897.00	0.00	(220,827.00)	(414,735.04)
F. ENDING CASH (A + E)		2,170,093.00	3,902,428.00	3,910,609.00	2,731,692.00				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								2,870,589.00	

Requires Board Action

CORRECTED BALLOT – USE THIS BALLOT

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **FRIDAY, MARCH 15, 2019**. Only ONE Ballot per Board. Be sure to mark your vote “**X**” in the box.

A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2019 DELEGATE ASSEMBLY BALLOT

REGION 17

(San Diego County)

Number of vacancies: 7 (Vote for no more than 7 candidates)

Delegates will serve two-year terms beginning April 1, 2019 - March 31, 2021

**denotes incumbent*

	Maria Betancourt-Castaneda (National SD)
	Leslie Ray Bunker (Chula Vista ESD)*
	Stephen Cochrane (Del Mar Un. SD)
	Maria Dalla (National SD)
	Al Guerra (Alpine Un. SD)*
	Andrew Hayes (Lakeside Un. SD)
	Beth Hergesheimer (San Dieguito Un. HSD)*
	Rodolfo Lopez (San Ysidro SD)
	Douglas W. Paulson (Escondido Un. SD)
	Dawn Perfect (Ramona USD)*
	Barbara Ryan (Santee SD)*

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

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

Signature: Maria Betancourt-Castañeda

Date: January 7, 2019

Name: Maria Betancourt-Castañeda CSBA Region & subregion #: 17
District or COE: National School District Years on board: 4
Profession: Parent/Self Employed Contact Number (please V ☐ Cell ☐ Home ☒ Bus.): 619-495-8563
*Primary E-mail: mbcastaneda@nsd.us
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? ☐ Yes ☒ No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

As a Board member, I believe my role is to empower and advocate for the students, staff, and parents that I serve. Having recently been re-elected to the National School District Board, I feel honored to continue supporting the community where I also grew up. I am hard working, organized, reflective, and reliable; and believe that these are strong skills needed to be an effective Delegate. My reputation is one who will provide a voice for all stakeholders, and one who is not afraid to ask difficult questions. I am proud of the growth that we have achieved at the local level since I have been on the Board and would love to contribute at an even greater level as a Delegate for Region 17.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

Serving as Board President for 2018, and Board Clerk for 2017, have provided me valuable leadership experience. I would characterize my involvement an active Board member at meetings, visible out at our school sites, and connected with the community. I am a CSBA Master's in Governance graduate, and regularly participate in CSBA workshops, Legislative Action Days, as well as the annual conference. In addition, I am an involved member of the National Association for Latino Elected Officials, and stay well connected with our local legislators. I've also held president and Board positions for the local Youth Football and Cheer program, school PTO, and my neighborhood homeowners association.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

The biggest challenge facing Governing Boards is securing fair funding from the state. Boards constantly have to balance expenditures for mandates and laws, with local initiatives and programs. Special education and pension increases are just two areas where the state needs to allocate adequate funding to meet mandates. Without fair funding, Boards are forced to find ways to cut programs in order to pay for these requirements. CSBA can continue to support local Boards with this effort by suggesting resolutions and policies, expanding the PACER program, facilitating Legislative Action Days, and supporting improved Delegate communication throughout each region.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.



2019 Delegate Assembly Candidate Biographical Sketch Form

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

Signature: Leslie Ray Bunker

Date: 12-31-18

Name: <u>Leslie Ray Bunker</u>	CSBA Region & subregion #: <u>17</u>
District or COE: <u>Chula Vista Elementary School District</u>	Years on board: <u>4</u>
Profession: <u>Retired Teacher</u>	Contact Number (please V ☐ Cell ☐ Home ☒ Bus.): <u>619-425-9600, Ext. 1500</u>
*Primary E-mail: <u>leslie.bunker@cvesd.org</u>	
(*Communications from CSBA will be sent to primary email)	
Are you an incumbent Delegate? ☒ Yes ☐ No If yes, year you became Delegate: <u>2016</u>	

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

I want to help my district and the students of California by working with CSBA and state legislators. By working together, we can protect local control, improve funding and thus provide the best education for all students. I am a good listener, reliable and work well on a committee. I went with our PACER to speak with local legislators, participated in Legislative Action Day and I am now on the AEC 2019 planning committee. I am prepared to work for all of our students.

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

I am an active member of our board. I was President in 2018 and worked on the Policy Review Committee. I attend many district meetings and school events. I am involved in my church and it's mission work. I volunteer at the San Diego Zoo. I participate in Las Primeras (a women's philanthropic organization). In addition to the above noted CSBA activities, I attend our regional CSBA meetings.

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

Full and Fair Funding - CSBA must continue to educate legislators about unfunded mandates and the effects of the high cost of Special Education and STRS/PERS on education. CSBA needs to enlist the support of parents and the public by informing them about how we compare with other states. We must demonstrate what education could be like if we were the top funded state in the country.

E-mail: info@csba.org or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

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

Signature: Stephen Cochrane

Digitally signed by Stephen Cochrane
Date: 2019.01.06 22:25:16 -10'00'

Date: 01/07/2019

Name: Stephen Cochrane CSBA Region & subregion #: 17
District or COE: Del Mar Union School District Years on board: 2
Profession: SPED Professor/ Admin Contact Number (please V ☒ Cell ☐ Home ☐ Bus.): 858-414-0634
*Primary E-mail: stephen.cochrane@alliant.edu
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? ☐ Yes ☒ No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

As a parent, former special education teacher, special education professor and university administrator managing teacher credential programs and Master of Arts in Education degrees with 25 years experience in the field of Education, I believe I have acquired some significant knowledge and skills which would positively contribute to the body of committed people who are devoting themselves to continually improve public education in California.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

- Served as a PTA executive board member for two years.
- Served as the Chair for the Special Education Local Planning Area (SELPA), North Coastal Consortium for Special Education.
- Served on the Special Education Advisory Board for the California Office of Administrative Hearings (OAH) for two years.
- Served on the Board of Directors to the San Diego Learning Disabilities Association for two years.
- Served on the Board of Directors for Education Advocacy for Children for two years.
- Primary curriculum developer for an entire Special Education Credential and Masters degree program.
- Taught every course in a Special Education Credential and Masters degree program.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

Challenges

- Changing the Special Education paradigm to improve student outcomes with or without additional funding.
- Implementing proactive measures to reduce cyberbullying.
- Implement proactive measures to increase social and emotional intelligences in students.
- Proactive measures to identify high school students' individual strengths and interests to help guide them in their post-secondary education and careers.

Solutions

- Collaboration between CSBA, Higher Education, Industry, Government and CA School Districts to identify goals and proactive solutions.

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Stephen Cochran, Ph.D.

Professional Experience

Alliant International University 09/2015 – Present

System-wide Director, Special Education (Special Education Credential Programs)

Associate Professor, Special Education

Azusa Pacific University 09/2004 – 08/2015

Associate Professor, Special Education

Coordinator, Special Education Degree & Credential Programs

Office of Administrative Hearings (OAH) 10/ 2012 – 10/2014

Advisory Committee Member, California Office of Administrative Hearings Special Education Advisory Committee

- Linda Cabatic, Director and Chief Administrative Law Judge of the Office of Administrative Hearings appointed me to serve as an advisor pertaining to Special Education matters to this judicial body for a two-year term. In this role, I advised the judiciary on matters pertaining to Special Education.

Learning Disabilities Association of San Diego 01/2011 – 12/2012

Member, Board of Directors

Educational Advocacy for Children

Member, Board of Director 02/2005 – 06/2008

- Educational Advocacy for Children was a non-profit corporation comprised of professionals who worked together to assist school districts in preparing children with special needs for college and career after high school.

Presentations and Publications

- Presented at juried, peer-reviewed State, National, and International Education Conferences over a 16-year period on a variety of Education topics.



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Signature: Maria Dalla Date: December 12, 2018

Name: Maria Dalla CSBA Region & subregion #: 17
District or COE: National School District Years on board: Four
Profession: Retired Contact Number (please v ☒ Cell ☐ Home ☐ Bus.): 619-318-4031
*Primary E-mail: mdalla@nsd.us
(*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? ☐ Yes ☒ No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I am seeking to become a California School Boards Delegate because I want to participate in the policy making process to ensure that the California School Boards Association reflects the interests of the National School District and all school districts and county offices throughout the state. I have completed the California School Boards Association Masters in Governance Program and will continue to gain insight by seeking every opportunity to be informed and continuing to learn. I am ready to fulfill a critical governance role within the Association as a delegate.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

Community involvement and a fierce desire to advocate for the students of the National School District is my main motivation for having sought election to the National School District Governing Board. Now entering my second term as a school board member, I continue to invest a great deal of time educating myself and gaining skills that will help me make informed decisions for the betterment of our students and our district.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

I see the allocation of school districts' limited resources as the biggest challenge facing most governing boards. There are many additional programs and projects that would benefit our students, but there is only "one pot of money" and many essential financial responsibilities pertaining to running a district that must be considered. CSBA can help governing boards by continuing to foster effective relationships with the Legislature, the Governor's office, Congress, the White House, administrative agencies and educational organizations to provide us the latest news and facts so that we can render effective local policy decisions that affect our districts.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

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Signature: Albert L Guerra

Digitally signed by Albert L Guerra
Date: 2019-01-07 16:52:22 -0800

Date: 1/7/19

Name: Al Guerra CSBA Region & subregion #: 17
District or COE: ALpine Union School District Years on board: 5
Profession: Meeting and Events Contact Number (please v ☒ Cell ☐ Home ☐ Bus.): 619-445-3236
*Primary E-mail: mraiguerratrustee@gmail.com
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? ☒ Yes ☐ No | If yes, year you became Delegate: 2017

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I have been a Delegate for the last two years in the San Diego Subregion and I wish to continue in my current role. I have a sincere interest in the quality and efficiency of public education in the community. Also, I bring a "small school" district perspective to the meetings

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I am a longtime resident of Alpine and know that great schools go hand-in-hand with great communities. My children have been in the Alpine Union School District since 2008 and are now in fourth, seventh, and tenth grade. The Alpine voters recently re-elected me to the Alpine Union School Board. I am currently School Board President, but I have held the Vice-President and Clerk position as well.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

I think that the substitute and teaching shortage is a problem all districts must deal with today. It would be nice to see CSBA work closer with the California Commission on Teaching Credentialing. We need solutions for quality substitutes and teachers.

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Signature: [Signature] Date: 1/2/2018

Name: Andrew Hayes CSBA Region & subregion #: 17
District or COE: Lakeside Union School District Years on board: just elected
Profession: CA Sen. Deputy District Director Contact Number (please check ☒ Cell ☐ Home ☐ Bus.): 619-922-7208
*Primary E-mail: athayes32@gmail.com
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? ☐ Yes ☒ No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

My interest in becoming a delegate is simple: I believe in public education. As a person who received a well-rounded public education I understand its value. My experience working for two state legislators has provided me with a deep understanding of the critical role our legislators have in shaping the future of our students. Working for the legislature has allowed me to truly understand our state government, its processes and the impact it has on local school district funding and programs. Additionally, working for the legislature has permitted me to build important relationships with various leaders across our region and learn about the diverse set of challenges we face in education.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I'm a lifelong Lakeside resident and a former student of the district I'm now serving. My involvement in my community is diverse. I'm a founding member of the Lakeside Kiwanis Club and I'm a proud member of the Santee-Lakeside Rotary Club and the Lakeside Historical society. I'm a staunch advocate for our local business community because of all they do for our district and as a result I volunteer with our Chamber of Commerce. I'm passionate about Civic learning and I participate as a judge in the annual "We the People" constitution competition. Ultimately, I want to take my knowledge of our state legislature, our region and advocate for a well-rounded education for our students.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

I believe as boards we face an interrelated challenge. Namely, that our increasing district pension contributions directly impact the achievement of our students. The growth in contributions to PERS & STRS removes the opportunity for many districts to enhance our programs to meet the needs of all of our students, enhance the safety of our schools, compensate and train our employees and address the growing needs of our facilities. Though CSBA may not be able to stop the pension increases themselves CSBA can continue to create innovative solutions and build broad coalitions to support those programs and initiatives most impacted by these increasing costs through constant legislative advocacy.

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Signature: Beth Hergesheimer

Date: 11/8/2018

Name: Beth Hergesheimer CSBA Region & subregion #: 17
District or COE: San Dieguito Union High School District Years on board: 14
Profession: Business Administration Contact Number (please V ☐ Cell ☐ Home ☒ Bus.): 760.753.6491
*Primary E-mail: beth.hergesheimer@sduhsd.net
(*Communications from CSBA will be sent to primary email)
Are you an Incumbent Delegate? ☒ Yes ☐ No | If yes, year you became Delegate: 2014

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I have served 4 years as a delegate, including as President, and would like to continue deepening my school board work through involvement as a delegate. Our district has wrestled with educational topics such as updating the district Strategic Plan, passing a school bond, boundary vs. choice attendance at our high schools, charter school applications, International Baccalaureate and AP Capstone programs, developing Common Core/NGSS materials, increasing/improving technology, serving special needs students, and seeking ways to give our ESL households more of a voice. Such efforts have given me some perspective on what other schools in our region and state are working with and toward.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I have served as the board representative to the Encinitas and Solana Beach City/School Liaison Committees, represented K-14 schools on the Encinitas City General Plan Advisory Committee, and represented our district on the North Coastal school district's Legislative Action Network. I came up through the ranks of our local PTA in Health and Safety, Legislative, and President Roles. I have worked in Human Resources for manufacturing firms and non-profit and for-profit hospitals which I feel correlates well with the "people" business that schools are. I have held clerk, vice-president and president positions on our local board multiple times. I have served on 2 non-profit advisory boards.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

Cultivating connections among all parties involved in student education: staff, parents, students, community, legislators, businesses, and so on, because there are no simple solutions in accomplishing the ongoing work toward decreasing achievement gaps, increasing graduation rates/college readiness, improving/stabilizing funding, addressing student health and safety concerns, ensuring safe facilities, and other education specific tasks that are core goals we need to address in preparing our students to be productive participants in their communities.

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Signature:  Date: 1/7/19

Name: Rodolfo Lopez CSBA Region & subregion #: 17
District or COE: San Ysidro School District Years on board: Elected Nov. 2018
Profession: Businessman Contact Number (please v ☒ Cell ☐ Home ☐ Bus.): (619) 581-7491
*Primary E-mail: rodolfo.lopez@sysdschools.org
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? ☐ Yes ☒ No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I am interested in becoming a Delegate because I am committed to provide advocacy on behalf of the children of the San Ysidro School District. I want to participate in the policy making process to ensure that it reflects the interests of the San Ysidro School District and all school districts throughout the state. I want to strengthen the lines of communication between CSBA and local boards and school districts.

Having served on several Boards, I bring vast experience in Bond Oversight, policy making, budgeting and leadership. I have a degree in International Business and served in the Coast Guard Reserves.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

Served as a PTA President, currently a Board member for the San Ysidro Chamber of Commerce, Border View YMCA, and the Southwest Little League. I am a committee member for the Sweetwater Union High School District Bond Oversight Committee.

I am a lifelong resident and businessman in the San Ysidro community and have proudly helped support many San Ysidro families.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

One of the biggest challenges facing governing boards, is the budget. Specifically, the impact of pension costs and the lack of Special Education funding. CSBA must continue to be the voice for adequate funding for education in the state of California for our students.

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Signature: Douglas Paulson

Date: 12/10/2018

Name: Douglas W. Paulson CSBA Region & subregion #: 17
District or COE: Escondido Union School District Years on board: 2
Profession: High School Teacher Contact Number (please V ☒ Cell ☐ Home ☐ Bus.): 760-522-8776
*Primary E-mail: dpaulson@eusd.org
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? ☐ Yes ☒ No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I am interested in increasing my participation in CSBA, especially in the areas of lobbying for full and fair educational funding and maintaining local control. I am in my second year as a school board member. I am proud to have worked collaboratively to promote a positive culture on our board and throughout our district. I recognize the importance of the local school board in setting the positive tone for the entire district. As Board President for the past year, I am proud of the emphasis we have placed on academics and the positive outcomes we are seeing. My background is in law enforcement and emergency services, and I've been a high school teacher for the past 22 years.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I have completed the Master's in Governance Program, Board President's training, Governance Basics workshops, attended the CSBA Technology in the Classroom workshop, attended three CSBA annual conferences, and two CSBA political action programs. I have also participated in several Board workshops presented by CSBA. I believe that CSBA does an excellent job in assisting Boards to reach their full potential and in training board members to be effective advocates for education. I would like to expand beyond my local board to bring local voices to Sacramento to promote greater educational opportunities for all students.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

Local school boards face a great many challenges, many of them brought by a lack of funding and attempts by the State legislature to control educational activities without input or buy-in from education professionals or local communities. I believe that the California School Boards Association, through its local school board members, has the responsibility and power to advocate for full and fair funding for our schools and students. Equally, we need to ensure that local decisions are made by local communities. CSBA is most effective when it is training and supporting local boards to make high quality decisions as well as influencing decisions at the State level that can benefit local schools.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.



2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.
Signature: Dawn Perfect Date: January 1, 2019

Name: Dawn Perfect CSBA Region & subregion #: 17
District or COE: San Diego Years on board: 10
Profession: Executive Director Contact Number (please v ☐ Cell ☒ Home ☐ Bus.): 760.788.1983
*Primary E-mail: dawnperfect@att.net
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? ☒ Yes ☐ No | If yes, year you became Delegate: 2012

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

CSBA is the strongest voice representing school board in shaping education policy for the state of California and I am eager to participate in that process.

We need a team of leaders to gather information and communicate the needs of our 42 San Diego school districts to the statewide organization. I have those skill and will work hard diligently to serve and represent Region 17 at the Delegate Assembly.

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

Masters in Governance and CSBA Annual Education Conference - Attendee 10 years
San Diego County Superintendent's Achievement Gap Task Force
Grossmont/Cuyamaca College District Educational Master Plan participant
CSBA Golden Bell Validator
CIF Coordinating Council
District Budget Steering & 7-11 Facilities Committees, School Site Council, PTSA & Booster Clubs

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

Some challenges facing school boards are how to stay informed on changing statewide policies affecting school districts including: Development and implementation of unique LCAP goals within statewide guidelines; Changes to funding of pension systems and how this affects district budgets over the next several years; operation of charter schools within school districts and oversight responsibilities; teacher recruitment and retention. Periodic brief, nut-shell summaries of current topics in education would be a way CSBA could help board members stay up to date. Local trainings, or webinars, and short refreshers of MIG topics and current legislation would be particularly helpful.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

DAWN PERFECT

937 Bricklane Road, Ramona, California 92065

dawnperfect@att.net 760.788.1983

Dawn Perfect and her husband, Scott, are lifetime residents of San Diego County. They have four children; all educated in traditional public schools, as well as public Montessori and independent study programs.

An active volunteer in a variety of organizations, Dawn has always put an emphasis on education, both in the classroom and in the community. Through service with an assortment of non-profit groups, Dawn has forged a bond between classroom education and community opportunities available to students.

College readiness, vocational education through the integration of STEAM (science, technology, engineering, arts and math) and closing the achievement gap are key areas of interest.

Dawn was recently re-elected to a third term on the Ramona Unified Governing Board. She has served as Board President 3 years and Vice President 3 years

Employment: Ramona Parks and Recreation – Executive Director

Community Activities & Recognitions:

San Diego County School Board Member of the Year 2018

San Diego Region 17, California School Boards Association - Treasurer

Revitalization Infrastructure Chairperson, reporting to County Supervisor Dianne Jacob

Ramona Chamber of Commerce Citizen of the Year Nominee 2013

Grossmont/Cuyamaca College District – Educational Master Plan Advisory Group

CIF Coordinating Council

Community Planning Group – Transportation & Trails, Parks, Town Center Development

Palomar Health Community Action Council – Member

Ramona Intergenerational Campus – Chairperson

Friends of the Ramona Library – Lifetime Member

Boy Scouts of America – Award of Merit, Distinguished Commissioner, Council Silver Beaver

Education: San Diego State University, Palomar College; AA General Studies, AA Liberal Arts & Sciences, CSBA Masters in Governance

Ramona Unified School District Service: Elected Governing Board Member 2008, 2012, and 2016

Budget Steering Committee, 7-11 Facilities Committee, School Site Council President



2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

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

Signature: Barbara Ryan

Date: December 18, 2018

Name: Barbara Ryan CSBA Region & subregion #: 17
District or COE: Santee School District Years on board: 39
Profession: Vice President, Gov't Affairs Contact Number (please V ☐ Cell ☐ Home ☒ Bus.): (619) 258-2304
*Primary E-mail: barbara.ryan@santeesd.net
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? ☒ Yes ☐ No | If yes, year you became Delegate: 1986

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I wish to continue serving as a member of the Delegate Assembly to support CSBA in its role of speaking on behalf of students. My service as a school board member, in my community, and in my profession (Government Relations for a children's hospital) have provided me the opportunity to be well-versed on current issues facing local school boards and/CSBA, and well-positioned to influence education policy at all levels.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I have served as President, Vice-President, Clerk, and Legislative Representative on my board, serve on several school district committees, and represent my district on the Chamber Executive Board. In addition, I am a member of the San Diego County School Boards Association Executive Committee. I currently represent school boards on the Children's Initiative Board and my County's Children's Mental Health Advisory Council. My participation in CSBA, in addition to the Delegate Assembly, is as follows: Legislative Relations Chair (State & Federal); Legislative Committee; Coordinated Children's Services Task Force; School Facilities Task Force; Welfare Reform Committee; and Heath Task Force.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

Governing boards are charged with making sure the students in their districts receive the best possible educational experiences. I believe the biggest challenge we face today is having adequate resources and supportive laws/regulations to allow us to provide the highest quality education for our students. Advocacy at all levels of government is the key to success. CSBA can help address this challenge by continuing to provide advocacy training for board members and to use those collective voices to influence public policy.

E-mail: nominations@csba.org or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

BARBARA RYAN

Biography

SCHOOL BOARD SERVICE

- **Santee Board of Education**
 - First elected in 1979
 - Re-elected in 1981, 1986, 1990, 1994, 1998, 2002, 2006, 2010, 2014, and 2018
 - Served as President, Vice President, Clerk and Legislative Representative
 - Currently serves as Legislative Representative
- **San Diego County School Boards Association**
 - Served as President, Vice President, Treasurer and Legislative Representative
- **California School Boards Association**
 - Currently:**
 - Member, Delegate Assembly
 - Member, Legislative Network
 - Served as:**
 - Legislative Relations Chair
 - Member, Legislative Committee
 - Member, Coordinated Children's Services Task Force
 - Member, School Facilities Task Force
 - Member, Welfare Reform Committee
 - Member, Health Task Force
 - Member, Condition of Children Council

COMMUNITY SERVICE (Past and Present)

- SAY San Diego, Board of Directors
- First 5 San Diego, Commission Member
- San Diego Commission on Children, Youth and Families
- Children's Initiative Board of Directors
- Foster Grandparents Board of Directors
- Serra Mesa Planning Group Executive Board
- Kearny Mesa Planning Group Executive Board
- School Site Council
- PTA Executive Board
- East County YMCA Board
- Santee Chamber of Commerce

AWARDS ACCOMPLISHMENTS

- East County Chamber of Commerce Women's in Leadership Award 2017
- SDCSBA Board Member of the Year 2011
- Champion for Children Award, Voices for Children
- YWCA Tribute to Women in Business Award
- President's Award, Santee Chamber of Commerce
- California Assembly Woman of the Year
- PTA Continuing Service Award
- PTA Honorary Service Award
- Citizen of the Year, Phi Delta Kappa
- Citizen of the Year, Santee Kiwanis Club

PROFESSIONAL

- Vice President, Government Affairs and Advocacy – Rady Children's Hospital-San Diego

11232 El Camino Real
San Diego, CA 92130-2657
(858) 755-9301
(858) 723-6114 Fax
www.dmusd.org



Superintendent
Holly McClurg, Ph.D.

Board of Trustees
Erica Halpern, President
Scott Wooden, Ph.D., Clerk
Stephen Cochran, Ph.D., Member
Katherine Fitzpatrick, Member
Doug Rafner, Esq., Member

February 15, 2019

Governing Board of Trustees Members
CSBA Region 17
San Diego County

Re: Stephen Cochran, Ph.D.
CSBA Region 17 Delegate Assembly Election

Dear Members of the Governing Board:

The Del Mar Union School District (DMUSD) Governing Board of Trustees unanimously nominated DMUSD Board Member Stephen Cochran as a candidate for the Delegate Assembly of the California School Boards Association (CSBA), at its December 12, 2018 Organizational meeting. It is with great pleasure that I endorse Board Member Cochran's candidacy as a delegate.

Board Member Cochran is a highly regarded Board Member and community leader. As a parent, special education professor/university administrator, and former special education teacher, Dr. Cochran has tremendous knowledge and skills that would positively contribute to the Delegate Assembly. Through his years of community service, Dr. Cochran has shown strong commitment to public education and a vision for equity and access for every child. Dr. Cochran exemplifies strong values and sincere compassion concerning the success of students and support of families. He is a skilled listener and he has the keen ability to see ideas and issues from a variety of perspectives.

Dr. Cochran would be an outstanding member of the Delegate Assembly. He is a community leader who is committed to doing what is best for students, parents, employees, and the community at large. I respectfully seek your support to elect Board Member Stephen Cochran as a member of the Region 17 CSBA Delegate Assembly.

Sincerely,

Holly McClurg, Ph.D.
Superintendent



Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

Board of Trustees
Joyce Dalessandro
Kristin Gibson
Beth Hergesheimer
Melisse Mossy
Maureen "Mo" Muir

Superintendent
Robert A. Haley, Ed.D.

Office of the Superintendent

February 13, 2019

Governing Board Members
CSBA Region 17
San Diego County

**RE: Beth Hergesheimer
CSBA Region 17 Delegate Assembly Election**

Dear Members of the Governing Board:

The Governing Board of the San Dieguito Union High School District (SDUHSD) unanimously nominated SDUHSD Board President Beth Hergesheimer as a candidate for the Delegate Assembly of the California School Boards Association (CSBA), at its December 13, 2018 Organizational meeting. It is with great pleasure that I endorse Board Member Beth Hergesheimer.

As a school board member for 14 years and a current CSBA Delegate Assembly Member, Ms. Hergesheimer exemplifies CSBA's mission where "boards of education are entrusted by their diverse communities to ensure that a high quality education is provided to each student." She has been a parent of three students in SDUHSD and now has a son who works as a public school teacher elsewhere in San Diego County.

Ms. Hergesheimer has worked countless hours as an active parent/community volunteer both as a board member and as a parent leader prior to her board service. Beth is honest and conscientious in her relationships with parents and colleagues. Beth is well liked by all who come in contact with her because of her personality, work ethic and readily apparent integrity. Beth has equal interest in all facets of public education including budget, law, curriculum, athletics, career and college prep, and the arts.

I encourage you to cast your vote for experience, knowledge, dedication and a commitment to CSBA's goals and mission to advance the best interests of all students, to re-elect Beth Hergesheimer.

Sincerely,

Robert A. Haley, Ed.D.
Superintendent



February 12, 2019

Board of Trustees
CSBA Region 17
San Diego County

Re: **Maria Betancourt-Castañeda** and **Maria Dalla**, CSBA Region 17 Delegate Assembly

Dear Honorable Trustees of Region 17,

National School District is the second oldest school district in San Diego County with a rich history of dedicated and sound Governance. Our current Governance Team leads by three core values of *Children First, Relationships Matter, and Whatever it Takes*; and their work is guided by a strong vision of *Exceptionally prepared learners; innovative and compassionate world citizens*.

This November two of our exceptional Board Members were successfully nominated for the California School Board's Association Delegate Assembly slate. As you prepare to cast your vote, I wanted to share with you a few reasons why both Board Members would be worthy of your vote.

Maria Betancourt Castañeda, is a graduate of the National School District and a local youth advocate. She is immediate past President of the Board, has served as Board Clerk, is a graduate of Masters in Governance, is an involved member of the National Association for Latino Elected Officials, and is passionate about quality parent engagement.

Maria Dalla worked for the District for 25 years, and now serves our children in the role of a Board member. She has served as Board President and Board Clerk, is a graduate of Masters in Governance, is an engaged member of the National Association for Latino Elected Officials, and believes strongly in ensuring staff excellence.

Like you, these Board Members dedicate their time to serving our children and have the desire to expand their reach to the California School Board's Association Delegate Assembly. I would encourage you to consider these nominees as you cast your vote for our Region 17 representatives.

Sincerely,

Leighangela Brady, Ed.D.
Superintendent National School District

NATIONAL SCHOOL DISTRICT

1500 'N' Avenue • National City, CA 91950 • (619) 336-7500 • Fax (619) 336-7505 • <http://nsd.us>

Creating Successful Learners... Now



Santee School District

SCHOOLS

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Carlton Hills
Carlton Oaks
Chet F. Harritt STEAM
Hill Creek
Pepper Drive
PRIDE Academy
at Prospect Avenue
Rio Seco
Sycamore Canyon
Alternative
Success Program

February 6, 2019

Governing Board Members CSBA Region 17
San Diego County

RE: Re-election of Barbara Ryan to CSBA Region 17 Delegate Assembly

Dear Members of the Governing Board:

The Santee School District Board of Education unanimously nominated Barbara Ryan as a candidate for continuing service in the California School Boards Association Delegate Assembly, Region 17. It is with great pleasure that I endorse Mrs. Ryan's candidacy for another term as a delegate. Mrs. Ryan has worked with school board members and administrators as an elected member of the Delegate Assembly since 1982.

As a school board member for over 30 years, Mrs. Ryan exemplifies CSBA's Mission: "To provide leadership in setting and implementing the public education agenda and to support school board governance at the district and county levels." She has been a parent of five children in the Santee School District and now has grandchildren in our schools. She has worked countless hours in the board member capacity to improve education for all children in the county as well as the school district.

Mrs. Ryan truly believes in political and educational service. She has served the community of Santee for over three decades as a board member and has been an active member of CSBA during her tenure. Her passion is legislative affairs and her legislative expertise is a benefit to the students we serve and the students throughout the state of California.

It has always been Mrs. Ryan's goal that our students have the support necessary to receive a quality education and she continues to speak passionately, and without hesitation on their behalf in Sacramento. I encourage you to cast your vote for experience, knowledge, dedication, and commitment to education's goals and to children by supporting Barbara Ryan for the Region 17 CSBA Delegate Assembly.

Sincerely,

Kristin Baranski, Ed.D.
Superintendent

BOARD OF EDUCATION • Dustin Burns, Dianne El-Hajj, Ken Fox, Elana Levens-Craig, Barbara Ryan
DISTRICT SUPERINTENDENT • Kristin Baranski, Ed.D.

9625 Cuyamaca Street • Santee, California 92071-2674 • (619) 258-2300 • www.santeesd.net



CHULA VISTA ELEMENTARY SCHOOL DISTRICT

84 EAST J STREET • CHULA VISTA, CALIFORNIA 91910 • 619 425-9600

EACH CHILD IS AN INDIVIDUAL OF GREAT WORTH

February 8, 2019

Dear Members of the Governing Board:

At the November 18, 2018, meeting, the Chula Vista Elementary School District (District) Board of Education unanimously nominated Mrs. Leslie Ray Bunker as a candidate to the California School Boards Association (CSBA) Delegate Assembly representing Region 17. Mrs. Bunker is currently a member of the Delegate Assembly, serving a two-year term that ends in March 2019. I am writing on behalf of the Board to request your support for reelecting Mrs. Bunker to the position.

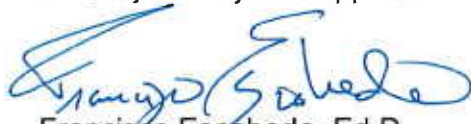
Mrs. Bunker has served as a Board Member since 2014. During this time, she has been providing positive and valued leadership. Her dedication to students and public schools is obvious in the decisions she makes. She always puts the needs of students first and has been an ardent supporter of integrating the arts in education and promoting student wellness through the District's Local Control and Accountability Plan.

Mrs. Bunker served over 25 years as a teacher in K-6 education, with expertise in bilingual education. She has a strong background and knowledge of educational issues and will work to advocate for the public education community throughout the state.

Her profound understanding of English Learner needs and assets has greatly affected our Local Control and Accountability Plan, which recently was awarded the prestigious CSBA Golden Bell Award.

We recognize the magnitude of the type of leadership provided by the CSBA Delegate Assembly and value the strength and contributions that Region 17 offers through its committed and hardworking delegates. Mrs. Leslie Bunker has been a positive and productive member of the Delegate Assembly.

Thank you for your support.


Francisco Escobedo, Ed.D.
Superintendent

BOARD OF EDUCATION

LESLIE RAY BUNKER ♦ ARMANDO FARIAS ♦ LAURIE K. HUMPHREY ♦ EDUARDO REYES, Ed.D. ♦ FRANCISCO TAMAYO

SUPERINTENDENT

FRANCISCO ESCOBEDO, Ed.D.



Anne L. Staffieri, Ed.D.

Superintendent

720 Ninth Street, Ramona, CA 92065
(760) 787-2007 Fax: (760) 789-9168

February 6, 2019

Dear Members of the Governing Board,

I am pleased to share that the Governing Board of the Ramona Unified School District has nominated **Dawn Perfect** as a candidate for the Delegate Assembly of the California School Board Association.

Now in her tenth year as a member of our local Governing Board, and a continuing member of the CSBA Delegate Assembly, Dawn has consistently provided high quality leadership. She has served as Vice President of the Ramona Unified Governing Board for three years, and is now in her third year as Board President. Other service within the Ramona Unified School District includes her involvement in the Budget Steering Committee, 7-11 Facilities Committee, and as School Site Council President, and the District Sun Valley Council PTA. Additionally, as a member of the San Diego CIF Coordinating Council and a School Board Representative for the San Diego County Achievement Gap Task Force, Dawn continues to make her mark as a champion for the education and opportunities of all students.

Dawn has an unusually strong history of participation in community planning which includes serving as the Revitalization Infrastructure Chairperson reporting to County Supervisor Dianne Jacob, and participation on the Ramona Community Planning Group including Transportation and Trails, Parks, and Town Center Development. She has further demonstrated her civic responsibilities by serving as the chairperson of the Ramona Intergenerational Campus, and a member of the Educational Master Plan advisory group for the Grossmont/Cuyamaca College District. Currently, Dawn is employed as the Executive Director of Parks and Recreation in Ramona. Her involvement has greatly contributed to the bond between classroom education and community opportunities for students in Ramona Unified.

Dawn Perfect is an excellent candidate for continued Delegate Assembly service. Please consider supporting her in her candidacy. Assuredly, her contributions to this important statewide organization would help promote the interests of parents, children, and school board members all across the state.

Sincerely,

Anne L. Staffieri, Ed.D.
Superintendent

Administration:

ANDREW S. JOHNSEN, Ed.D.
Superintendent
KIM REED, Ed.D.
Assistant Superintendent
ERIN GARCIA
Assistant Superintendent



Board of Trustees:

JOHN V. BUTZ
HOLLY FERRANTE
ANDREW HAYES
BONNIE LACHAPPA
RHONDA TAYLOR, Ed.D.

Board of Trustees
CSBA Region 17
San Diego County

Re: **Andrew Hayes**, CSBA Region 17 Delegate Assembly

Dear Members of the Governing Board:

It is with pleasure that we inform you that the governing board of the Lakeside Union School District has unanimously nominated Andrew Hayes as a candidate to the Delegate Assembly of the California School Boards Association.

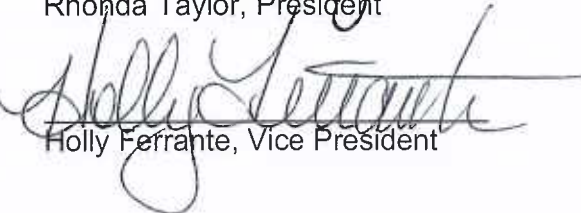
Mr. Hayes currently serves as the Deputy District Director for California State Senator Brian Jones. His multiple years of legislative experience has allowed him to acquire knowledge about our state government, its processes and the impact it has on local school district funding and programs. He has a diverse involvement in our community. He is a founding member of the Lakeside Kiwanis Club, the Santee-Lakeside Rotary Club, and the Lakeside Historical Society. He is a staunch advocate for the local business community and is very involved with the local Chamber of Commerce.

Mr. Hayes strongly believes in public education and has a deep understanding of the critical role our legislators have in shaping the future of our students. He is a board member in the community where he received a well- rounded education and as a result wants all students to receive a quality education like he did.

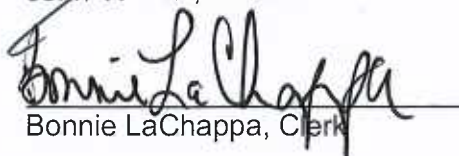
We know he would be an outstanding Delegate and is worthy of your trust and vote.

Sincerely,


Rhonda Taylor, President


Holly Ferrante, Vice President


John V. Butz, Member


Bonnie LaChappa, Clerk



San Ysidro
School District EST - 1887

Gina A. Potter, Ed.D.
Superintendent

GOVERNING BOARD

Irene Lopez, President

Humberto Gurmilan, Vice-President

Antonio Martinez Clerk

Rudy Lopez, Member

Rosaleah Pallasigue, Member

Quality education and opportunity for all students to succeed

February 5, 2019

Governing Board Members
CSBA Region 17
San Diego County

Re: Election of Rodolfo Lopez to CSBA Region 17 Delegate Assembly

Dear Members of the Governing Board:

The San Ysidro School District Governing Board unanimously nominated Rodolfo Lopez as a candidate to serve in the California School Boards Association Delegate Assembly, Region 17, at the December 13, 2018 Organizational Meeting. It is with great pleasure that I endorse Board Member Rodolfo Lopez.

Board Member Lopez is a lifelong resident and businessman within our community of San Ysidro. He and his family have lived and worked in San Ysidro for generations. Through their family business, La Bodega Hermanos Lopez, they helped support many San Ysidro families. He holds a degree in International Business. He served in the Coast Guard reserves and was sent to work with FEMA (the Federal Emergency Management Agency) during several hurricanes. Board Member Lopez has worked with former City Councilmember David Alvarez to address issues and concerns in San Ysidro.

Board Member Lopez has served as the president of the Smythe Elementary PTA and sits on the Boards of San Ysidro Chamber of Commerce, Border View YMCA and Southwest Little League. Board Member Lopez also serves on the Sweetwater Union High School District Bond Oversight Committee.

Board Member Lopez is committed to provide advocacy on behalf of the children of San Ysidro School District and in the state. He would like to be part of the policy making to ensure that it reflects the interests of all school districts throughout the state.

Our school district respectfully seeks your support to elect Board Member Rodolfo Lopez as a member of the CSBA Delegate Assembly.

Sincerely,

Gina A. Potter, Ed.D.
Superintendent

4350 Otay Mesa Road San Ysidro, CA 92173

(619) 428-4476 Ext. 3021 • Fax (619) 428-1505 • gina.potter@sysdschools.org

POLICY GUIDE SHEET

March 2019

Page 1 of 3

BP/AR 0420 - School Plans/Site Councils

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 716)** which renames the single plan for student achievement as the school plan for student achievement (SPSA), authorizes the use of uniform complaint procedures for complaints alleging noncompliance with requirements related to the establishment of school site councils or the development of the SPSA, and authorizes the use of the SPSA to satisfy the requirement for a school improvement plan when a school is identified for targeted or comprehensive support. Regulation updated to reflect AB 716 which eliminates the authority to use a school advisory committee other than a school site council to develop the SPSA, allows certain small schools to share a school site council, requires a needs assessment to identify school goals, and, if applicable, requires consultation with the school's English learner advisory committee on review of the SPSA.

BP 0450 - Comprehensive Safety Plan

(BP revised)

Policy updated to reflect **NEW LAW (AB 1747)** which requires the California Department of Education (CDE) to post a compliance checklist for developing the comprehensive safety plan and best practices related to reviewing and approving the plan, and requires districts to share their approved comprehensive safety plans with local law enforcement, the fire department, and other first responder entities. Regulation updated to reflect AB 1747, which adds requirements to consult with the fire department and other first responders in developing safety plans and to develop procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions.

BP/AR 0460 - Local Control and Accountability Plan

(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW (AB 2878)** which expands the state priority on parent involvement that must be addressed in the local control and accountability plan (LCAP) to include family engagement. Policy also reflects **NEW LAW (AB 1808)** which requires consultation on plan development with special education local plan administrator(s) and, by July 1, 2019, requires districts to develop a local control funding formula budget overview for parents/guardians in conjunction with the LCAP. Policy reflects **NEW LAW (AB 1840)** which requires the State Board of Education to expand the LCAP template by January 31, 2020 to include specified information. Section on "Technical Assistance/Intervention" updated to reflect AB 1808 which establishes a single statewide system of support for districts and schools, and AB 1840 which provides that a district receiving an emergency apportionment will be deemed to have been referred to the California Collaborative for Educational Excellence. Regulation updated to reflect AB 1840 which requires data in the LCAP to be reported in a manner consistent with the California School Dashboard and requires districts to post their LCAP prominently on the homepage of their web site. Section on "Annual Updates" deleted since the annual updates follow the same process and adhere to the same template as the initial LCAP.

AR 1220 - Citizen Advisory Committees

(AR revised)

Regulation updated to clarify that the parent advisory committee and English learner parent advisory committee established to review and comment on the LCAP are not subject to Brown Act requirements, but must comply with other, less complex procedural requirements. Legal cites for school site councils revised pursuant to **NEW LAW (AB 716)**.

POLICY GUIDE SHEET

March 2019

Page 2 of 3

AR 3311.1 - Uniform Public Construction Cost Accounting Procedures

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2249)** which revises the threshold amounts that determine the process that may be used to award contracts for public works. Regulation also revised to clarify requirements for informal bid notifications that must be sent to contractors and/or construction journals.

AR 3543 - Transportation Safety and Emergencies

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1798)** which requires that all school buses be equipped with passenger restraint systems by July 1, 2035. Regulation also reflects **NEW LAW (AB 1840)** which delays until March 1, 2019 the requirement that each school bus and student activity bus be equipped with a child safety alert system, and allows for a possible six-month extension for districts with an average daily attendance of 4,000 or less under specified conditions. Regulation adds the conditions under which a student activity bus is exempt from the requirement to install a child safety alert system.

AR 4200 - Classified Personnel

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2160)** which eliminates the exemption of part-time playground positions from the classified service in merit system districts, thereby making those positions part of the classified service. Regulation also reflects **NEW LAW (AB 2261)** which eliminates the exemption from the classified service, in merit system districts, of community representatives employed in advisory or consulting capacities for not more than 90 working days per fiscal year. Paragraph moved to emphasize that employees in either merit or non-merit system districts who are exempted from the classified service must fulfill obligations related to physical examinations, fingerprinting, and tuberculosis tests.

AR 5113 - Absences and Excuses

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2289)** which (1) amends the definition of "immediate family" for the purpose of authorizing certain excused absences, (2) prohibits a district from requiring a physician's note for an absence by a parenting student to care for a sick child, and (3) clarifies that students may be excused from school, under specified conditions, for work in the entertainment or allied industry, participation with a nonprofit performing arts organization in a performance for a public school audience, or other reasons at the discretion of school administrators.

AR 5131.41 - Use of Seclusion and Restraint

(AR added)

New regulation reflects **NEW LAW (AB 2657)** which prohibits seclusion and behavioral restraint of students as a means of discipline, and provides that seclusion and restraint may be used only to control behavior that poses a clear and present danger of serious physical harm to a student or others if that behavior cannot be immediately prevented by a less restrictive response. Regulation specifies the conditions for such use, reporting requirements, and a list of seclusion and behavioral techniques that are always prohibited.

BP/AR 5141.52 - Suicide Prevention

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 2639)** which requires boards of districts that serve grades 7-12 to review the district's suicide prevention policy at least every five years and update it as necessary. Regulation updated to reflect **NEW LAW (SB 972)** which requires districts that issue student identification cards to print specified suicide prevention hotline numbers on the cards effective July 1, 2019. Regulation also reflects **NEW LAW (AB 1808)** which requires CDE to identify online training programs that districts can use to train students and staff regarding suicide awareness and prevention.

POLICY GUIDE SHEET

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BP/AR 5144 - Discipline

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 2657)** which prohibits seclusion and behavioral restraint of students as a means of discipline, and to encourage staff development regarding equitable implementation of discipline. Regulation updated to revise section on "Detention After School" to more directly reflect state regulations and delete a specific timeline for advance notice to parents/guardians of a student's detention.

AR 6173.2 - Education of Children of Military Families

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2949)** which allows a child of a military family to continue attending the school of origin regardless of any change of residence of the family. Regulation also adds new section on "Transportation" reflecting AB 2949, which authorizes, but does not require, districts to provide transportation to enable a child of a military family to attend the school or district of origin.

AR 6183 - Home and Hospital Instruction

(AR revised)

Regulation reorganized and updated to reflect **NEW LAW (AB 2109)** which expands the parental notification to include information regarding student eligibility for individual instruction and the duration of such instruction, requires that individual instruction in a student's home begin within five days of determining a student's eligibility, provides that students receiving individual instruction in a hospital for a partial week are eligible to attend school on days that they are not at the hospital, and provides that the absences of a temporarily disabled student must be excused until the student is able to return to the regular school program.

BB 9322 - Agenda/Meeting Materials

(BB revised)

Bylaw updated to reflect requirement effective January 1, 2019 that districts post a direct link on the homepage of their web site to the current board meeting agenda or to the district's agenda management platform. Bylaw also clarifies that the agenda need not provide an opportunity for public comment on any agenda item that has previously been considered at an open meeting of a committee comprised exclusively of board members.

BB 9324 - Minutes and Recordings

(BB revised)

Bylaw updated to reflect **NEW LAW (SB 1036)** which prohibits districts from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as defined, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment.

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AR 3311.1 - Uniform Public Construction Cost Accounting Procedures

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2249)** which revises the threshold amounts that determine the process that may be used to award contracts for public works. Regulation also revised to clarify requirements for informal bid notifications that must be sent to contractors and/or construction journals.

AR 3543 - Transportation Safety and Emergencies

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1798)** which requires that all school buses be equipped with passenger restraint systems by July 1, 2035. Regulation also reflects **NEW LAW (AB 1840)** which delays until March 1, 2019 the requirement that each school bus and student activity bus be equipped with a child safety alert system, and allows for a possible six-month extension for districts with an average daily attendance of 4,000 or less under specified conditions. Regulation adds the conditions under which a student activity bus is exempt from the requirement to install a child safety alert system.

AR 4200 - Classified Personnel

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2160)** which eliminates the exemption of part-time playground positions from the classified service in merit system districts, thereby making those positions part of the classified service. Regulation also reflects **NEW LAW (AB 2261)** which eliminates the exemption from the classified service, in merit system districts, of community representatives employed in advisory or consulting capacities for not more than 90 working days per fiscal year. Paragraph moved to emphasize that employees in either merit or non-merit system districts who are exempted from the classified service must fulfill obligations related to physical examinations, fingerprinting, and tuberculosis tests.

AR 5113 - Absences and Excuses

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2289)** which (1) amends the definition of "immediate family" for the purpose of authorizing certain excused absences, (2) prohibits a district from requiring a physician's note for an absence by a parenting student to care for a sick child, and (3) clarifies that students may be excused from school, under specified conditions, for work in the entertainment or allied industry, participation with a nonprofit performing arts organization in a performance for a public school audience, or other reasons at the discretion of school administrators.

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POLICY GUIDE SHEET

March 2019

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Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0420(a)

SCHOOL PLANS/SITE COUNCILS

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0415 - Equity)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

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

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

(cf. 1220 - Citizen Advisory Committees)

(cf. 1431 - Waivers)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Learners)

(cf. 6190 - Evaluation of the Instructional Program)

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

The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all **applicable** programs ~~included~~, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and its students. ~~He/she~~ **The Superintendent or designee** shall

SCHOOL PLANS/SITE COUNCILS (continued)

also ensure ~~that specific actions included in the district's LCAP are consistent~~ **consistency between the specific actions included in the district's local control and accountability plan and with** the strategies identified in each school's SPSA.

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

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

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

The SPSA may serve as the school improvement plan required when a school is identified for targeted or comprehensive support pursuant to 20 USC 6303. (Education Code 64001)

(cf. 0500 - Accountability)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Legal Reference: (see next page)

SCHOOL PLANS/SITE COUNCILS (continued)

Legal Reference:

EDUCATION CODE

52-53 Designation of schools

33133 Information guide for school site councils

35147 Open meeting laws exceptions

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

52060-52077 Local control and accountability plan

52176 **English learner advisory committees**

~~52852 School site councils~~

~~54000-54028 Educationally Disadvantaged Youth Programs~~

~~54425 Advisory committees (compensatory education)~~

56000-56867 Special education

64000 Categorical programs included in consolidated application

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

65000-65001 School site councils

CODE OF REGULATIONS, TITLE 5

3930-3937 Compliance plans

4600-4670 Uniform complaint procedures

11308 English learner advisory committees

UNITED STATES CODE, TITLE 20

6303 School improvement

6311 State plan

~~6312 Title I local educational agency plans~~

6314 Schoolwide programs; schoolwide program plan

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

6601-6651 Teacher and Principal Training and Recruitment program

6801-7014 Limited English proficient and immigrant students

7101-7122 Student Support and Academic Enrichment Grants

7341-7355c Rural Education Initiative

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

California Department of Education, ~~Single Plan for Student Achievement:~~

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

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

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

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Policy Reference UPDATE Service

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Administrative Regulation

Philosophy, Goals, Objectives, and Comprehensive Plans

AR 0420(a)

SCHOOL PLANS/SITE COUNCILS

School Site Councils

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

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

(cf. 0450 - Comprehensive Safety Plan)

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

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

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

(cf. 0415 - Equity)

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

SCHOOL PLANS/SITE COUNCILS (continued)

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

(cf. 1220 - Citizen Advisory Committees)

Single School Plan for Student Achievement

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

(cf. 1431 - Waivers)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

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

~~*(cf. 6184 - Continuation Education)*~~

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

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

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6190 - Evaluation of the Instructional Program)

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

SCHOOL PLANS/SITE COUNCILS (continued)

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

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

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

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

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

- ~~1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, and/or individual students and determine which data summaries to include in the plan as most informative and relevant to school goals.~~
- ~~2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.~~
- ~~3. Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federally required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.~~

SCHOOL PLANS/SITE COUNCILS (continued)

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

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

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

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

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Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0450(a)

COMPREHENSIVE SAFETY PLAN

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.41 - Use of Seclusion and Restraint)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

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

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

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

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

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

COMPREHENSIVE SAFETY PLAN (continued)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that **includes—addresses** tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with **a representative(s)** of **an** employee bargaining unit(s), if **he/she they** chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

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

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

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Public Access to Safety Plan(s)

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

(cf. 1340 - Access to District Records)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

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

41020 Annual audits

48900-48927 Suspension and expulsion

COMPREHENSIVE SAFETY PLAN (continued)

Legal References continued:

48950 *Speech and other communication*

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

67381 *Violent crime*

GOVERNMENT CODE

54957 *Closed session meetings for threats to security*

PENAL CODE

422.55 *Definition of hate crime*

626.8 *Disruptions*

11164-11174.3 *Child Abuse and Neglect Reporting Act*

CALIFORNIA CONSTITUTION

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

CODE OF REGULATIONS, TITLE 5

11987-11987.7 *School Community Violence Prevention Program requirements*

11992-11993 *Definition, persistently dangerous schools*

UNITED STATES CODE, TITLE 20

7111-7122 *Student Support and Academic Enrichment Grants*

7912 *Transfers from persistently dangerous schools*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

Management Resources:

CSBA PUBLICATIONS

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

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

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

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

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

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

Management Resources: (continued)

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

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

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

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

WEB SITES

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

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

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

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

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

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

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

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

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

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

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0460(a)

LOCAL CONTROL AND ACCOUNTABILITY PLAN

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0415 - Equity)

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

(cf. 3100 - Budget)

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

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

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

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

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall review the **single school** plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

(cf. 0400 - Comprehensive Plans)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

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

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

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

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

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

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

Public Review and Input

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

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

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

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

(cf. 5145.6 - Parental Notifications)

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

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

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

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

(cf. 9320 - Meetings and Notices)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Adoption of the Plan

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

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

Submission of Plan to County Superintendent of Schools

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

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

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

Monitoring Progress

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

(cf. 0500 - Accountability)

Technical Assistance/Intervention

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

1. Assistance in ~~the identification of~~ **identifying** district strengths and weaknesses in regard to state priorities, **which includes the review of performance data on the state and local indicators included in the Dashboard and other relevant local data,** and ~~review of in identifying~~ effective, evidence-based programs **or practices** that **address any areas of weakness apply to the district's goals**
2. Assistance from an academic, **programmatic, or fiscal** expert, **or team of academic experts, in identifying and implementing effective programs and practices that are designed to improve performance in any identified areas of weakness. The district may engage other service providers, including, but not limited to, or** ~~another school districts, county offices of education, or charter schools, to provide such assistance. in the county in identifying and implementing effective programs to improve the outcomes for student subgroups.~~
3. ~~Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074~~

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

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

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

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

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

305-306 English language education

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

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

41020 Audits

41320-41322 Emergency apportionments

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning ~~pilot~~ program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

WELFARE AND INSTITUTIONS CODE

300 Dependent child of the court

CODE OF REGULATIONS, TITLE 5

15494-15497 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources: (see next page)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Management Resources:

CSBA PUBLICATIONS

The California School Dashboard and Small Districts, October 2018

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

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

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

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

California Career Technical Education Model Curriculum Standards, 2013

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

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEB SITES

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

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

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

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Administrative Regulation

Philosophy, Goals, Objectives, and Comprehensive Plans

AR 0460(a)

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Goals and Actions Addressing State and Local Priorities

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

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

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

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

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

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6020 - Parent Involvement)

(cf. 6173.1 - Education for Foster Youth)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

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

(cf. 0500 - Accountability)

(cf. 6141.5 - Advanced Placement)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6178 - Career Technical Education)

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

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

(cf. 6146.1 - High School Graduation Requirements)

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

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

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

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

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)*
(cf. 6159 - Individualized Education Program)
- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable
- 2. Any goals identified for any local priorities established by the Board.
- (cf. 0200 - Goals for the School District)*
- 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

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

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

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

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

Increase or Improvement in Services for Unduplicated Students

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how **such** services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Annual Updates

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

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

Availability of the Plan

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

(cf. 1113 - District and School Web Sites)

Administrative Regulation

Community Relations

AR 1220(a)

CITIZEN ADVISORY COMMITTEES

Committee Charge

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

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

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

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

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

Committees Subject to Brown Act Requirements

Brown Act requirements pertaining to open meetings, notices, and public participation pursuant to Government Code 54950-54963 shall be complied with by aAny committee created by formal action of the Governing Board ~~shall comply with Brown Act requirements pertaining to open meetings, notices, and public participation pursuant to Government Code 54950-54963,~~ including, but not **necessarily** limited to, the following:

CITIZEN ADVISORY COMMITTEES (continued)

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

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

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

(cf. 6178 - Career Technical Education)

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

(cf. 5030 - Student Wellness)

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

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

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

(cf. 7213 - School Facilities Improvement Districts)

(cf. 7214 - General Obligation Bonds)

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

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

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

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

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

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

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

Committees Not Subject to Brown Act Requirements

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

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

CITIZEN ADVISORY COMMITTEES (continued)

(cf. 0460 - Local Control and Accountability Plan)

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

(cf. 0420 - School Plans/Site Councils)

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

(cf. 6174 - Education for English Learners)

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

(cf. 6171 - Title I Programs)

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

(cf. 6175 - Migrant Education Program)

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

(cf. 6020 - Parent Involvement)

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

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

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

CITIZEN ADVISORY COMMITTEES (continued)

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

(cf. 1340 - Access to District Records)

Committees Created by Superintendent

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

(cf. 2230 - Representative and Deliberative Groups)

(7/07 12/14) 12/18

Administrative Regulation

Business and Noninstructional Operations

AR 3311.1(a)

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

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

1. Public projects of ~~\$45,000~~ **\$60,000** or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of ~~\$175,000~~ **\$200,000** or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
 - a. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids. **This notice shall be disseminated by mail, fax, or email to either or both of the following:**
 - ~~(1) The Superintendent or designee shall maintain a list of qualified contractors, identified according to categories of work.~~ b. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain more information about the project, and states the time and place for submission of bids. The notice shall be disseminated by mail, fax, or email to ~~a~~**All** contractors on the district's **a list of qualified contractors maintained by the district** for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due.
 - ~~(2) In addition, the Superintendent or designee may mail, fax, or email a notice inviting informal bids to~~ **a** ~~All~~ construction trade journals identified pursuant to Public Contract Code 22036.
 - e. **b.** The district shall review the informal bids **that were submitted** and award the contract, except that:
 - (1) If all bids received through the informal process are in excess of ~~\$175,000~~ **\$200,000**, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at ~~\$187,500~~ **\$212,500** or less and the Board determines the district's cost estimate is reasonable.

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES
(continued)

- (2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than ~~\$175,000~~ **\$200,000** shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)
 - a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:
 - (1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.
 - (2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

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

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

Administrative Regulation

Business and Noninstructional Operations

AR 3543(a)

TRANSPORTATION SAFETY AND EMERGENCIES

Each day, prior to driving a student activity bus, the bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. Any defect or deficiency that would affect safe operation shall be reported and repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

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

(cf. 3542 - School Bus Drivers)

Passenger Restraint Systems

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

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

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

Fire Extinguishers

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

Child Safety Alert System

In accordance with Vehicle Code 28160, each school bus or student activity bus shall be equipped with an operational child safety alert system at the interior rear of the bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

A student activity bus that does not have a child safety alert system may be used only if all of the following apply: (Vehicle Code 28160)

1. The student activity bus is not used exclusively to transport students.

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

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

(cf. 1240 - Volunteer Assistance)

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

Electronic Communications Devices

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

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Safe Bus Operations

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

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

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

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

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

1. Boarding and exiting a school bus at a school or other trip destination
2. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or, **if applicable**, youth bus

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

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

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

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Parental Notifications

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

(cf. 5145.6 - Parental Notifications)

Student Instruction

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

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

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

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

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

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

Legal Reference: (see next page)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Legal Reference:

EDUCATION CODE

39830-39843 *Transportation, school buses*

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

51202 *Instruction in personal and public health and safety*

PENAL CODE

241.3 *Assault against school bus driver*

243.3 *Battery against school bus driver*

VEHICLE CODE

415 *Definition of motor vehicle*

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

22112 *Loading and unloading passengers*

23123.5 *Use of wireless telephone or communications device while driving; exceptions*

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

27316-27316.5 *Passenger restraint systems*

28160 *Child safety alert system*

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

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

34501.6 *School buses; reduced visibility*

34508 *California Highway Patrol responsibility to adopt rules re: equipment and bus operations*

CODE OF REGULATIONS, TITLE 5

14100-14105 *School buses and student activity buses*

CODE OF REGULATIONS, TITLE 13

1200-~~1293~~-1294 *Motor carrier safety*

2480 *Airborne toxic control measure; limitation on bus idling*

CODE OF REGULATIONS, TITLE 19

574-575.3 *Inspection and maintenance of fire extinguishers*

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 *Motor vehicle standards, including school buses*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Passenger Restraints Frequently Asked Questions

WEB SITES

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

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

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

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

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

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

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

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

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Policy Reference UPDATE Service

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Administrative Regulation

Classified Personnel

AR 4200(a)

CLASSIFIED PERSONNEL

Exemption from Classified Service

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

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

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

(cf. 4212 - Appointment and Conditions of Employment)

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

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

1. Substitute or short-term employees who are employed and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day
2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment
3. Full-time students employed part time
4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district **pursuant to Education Code 51760-51769.5 that, and which** is financed by state or federal funds

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Administrative Regulation

Students

AR 5113(a)

ABSENCES AND EXCUSES

Excused Absences

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

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

(cf. 5112.2 - Exclusions from Attendance)

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

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

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

5. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. ~~Observation~~ **Observance** of a **religious** holiday or ceremony ~~of his/her religion~~
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an educational conference ~~offered by a nonprofit organization~~ on the legislative or judicial process **offered by a nonprofit organization**

ABSENCES AND EXCUSES (continued)

6. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

(cf. 6142.3 - Civic Education)

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

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

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

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

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

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

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

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

(cf. 6112 - School Day)

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

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five

ABSENCES AND EXCUSES (continued)

consecutive days and up to five absences per school year. (Education Code 48225.5)

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

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

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

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

Method of Verification

For other absences, ~~When a student who has been absent returns to school, he/she shall the~~ student shall, upon returning to school following the absence, present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having **charge or** control of the **minor student**, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence

ABSENCES AND EXCUSES (continued)

- e. Reason for absence

(cf. 5113.11 - Attendance Supervision)

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

(cf. 5113.1 - Chronic Absence and Truancy)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify parents/guardians that a student shall not have **his/her a** grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. **Such notice shall and** include the full text of Education Code 48205. **in the notice** (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

(cf. 6154 - Homework/Makeup Work)

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Administrative Regulation

Students

AR 5131.41(a)

USE OF SECLUSION AND RESTRAINT

District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Definitions

Behavioral restraint includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

Mechanical restraint means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

(cf. 3515.3 - District Police/Security Department)

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

Prone restraint means the application of a behavioral restraint on a student in a facedown position. (Education Code 49005.1)

Seclusion means the involuntary confinement of a student alone in a room or an area from which the student is physically prevented from leaving. Seclusion does not include

USE OF SECLUSION AND RESTRAINT (continued)

a timeout involving the monitored separation of the student in an unlocked setting, which is implemented for the purpose of calming the student. (Education Code 49005.1)

Prohibitions

Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)

(cf. 5144 - Discipline)

In addition, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)

1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room
3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places his/her body weight against the student's torso or back
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face
5. Place a student in a facedown position with the student's hands held or restrained behind the student's back
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the student or others

Limited Use of Seclusion or Restraint

Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)

USE OF SECLUSION AND RESTRAINT (continued)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which the staff member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

If a prone restraint technique is used on a student, a staff member shall observe the student for any signs of physical distress throughout the use of the restraint. Whenever possible, the staff member monitoring the student shall not be involved in restraining the student. (Education Code 49005.8)

Reports

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be

submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 6250-6270. (Education Code 49006)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

USE OF SECLUSION AND RESTRAINT (continued)

Legal Reference:

EDUCATION CODE

49001 Prohibition against corporal punishment

49005-49006.4 Seclusion and restraint

56520-56525 Behavioral interventions, students with disabilities, especially:

56521.1 Emergency interventions when behavior poses threat to student or others

56521.2 Prohibited interventions

GOVERNMENT CODE

6250-6270 California Public Records Act

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Restraint and Seclusion: Resource Document, May 2012

WEB SITES

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

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

Board Policy

Students

BP 5141.52(a)

SUICIDE PREVENTION

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. ~~Te~~ **In an attempt—effort** to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, **suicide prevention experts**, local health agencies, mental health professionals, and community organizations.

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

(cf. 1220 - Citizen Advisory Committees)

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

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students ~~in the secondary~~ **grades**

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

SUICIDE PREVENTION (continued)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the ~~youth~~-suicide problem **among youth**, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. (Education Code 215)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

215.5 Suicide prevention hotline contact information on student identification cards

216 Suicide prevention online training programs

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 **Children's** Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources: (see next page)

SUICIDE PREVENTION (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

Preventing Suicide: A Toolkit for High Schools, 2012

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <https://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <https://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Suicide Prevention Program:
<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <https://www.nasponline.org>

National Institute for Mental Health: <http://www.nimh.nih.gov>

Trevor Project: <http://thetrevorproject.org>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services
Administration: <http://www.samhsa.gov>

(7/09 3/17) 12/18

Administrative Regulation

Students

AR 5141.52(a)

SUICIDE PREVENTION

Student identification cards shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students ~~at the secondary level~~. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a ~~person's~~ **student's** suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community

5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health

AR 5141.52(b)

SUICIDE PREVENTION (continued)

6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. **Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and District** procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, **including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed**

8. District procedures for responding after a suicide has occurred

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

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

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

SUICIDE PREVENTION (continued)

Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, **he/she the staff member** shall promptly notify the principal or school counselor, **who shall implement district intervention protocols as appropriate.**

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when **he/she has there is** reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student **or others within the school community.** In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

~~A~~**S**chool employees shall act only within the authorization and scope of **their his/her** credential or license. An employee is not authorized to diagnose or treat mental illness unless **he/she is** specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene

4. Removing other students from the immediate area as soon as possible

AR 5141.52(d)

SUICIDE PREVENTION (continued)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5141 - Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether ~~he/she is required~~ **it is necessary**, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school **and determine the need for ongoing support.**

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. ~~He/she~~ **The Superintendent or designee** shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112- Media Relations)

SUICIDE PREVENTION (continued)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

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Board Policy

Students

BP 5144(a)

DISCIPLINE

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning **and achievement** and **to preparing desires to prepare** students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/**guardian** involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools.

The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.5 - Student Success Teams)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

DISCIPLINE (continued)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3553 - Free and Reduced Price Meals)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

(cf. 5131.41 - Use of Seclusion and Restraint)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 9320 - Meetings and Notices)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively **and equitably** implement the disciplinary strategies adopted for district schools, including, but not limited to, **knowledge of consistent** school and classroom management skills **and their consistent application**, effective accountability and positive intervention techniques, and **development of the tools to form** strong, cooperative relationships with parents/guardians.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)

DISCIPLINE (continued)

(cf. 4331 - Staff Development)

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school **safety and connectedness to the school community**, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Legal Reference:

EDUCATION CODE

32280-~~32288~~ **32289** School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

48980-48985 Notification of parent/guardian

49005-49006.4 Seclusion and restraint

49330-49335 Injurious objects

49550-~~49562~~ **49564.5** Meals for needy students

52060-52077 Local control and accountability plan

CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

1751-1769j School Lunch Program

1773 School Breakfast Program

Management Resources: (see next page)

DISCIPLINE (continued)

Management Resources:

CSBA PUBLICATIONS

Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015

The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014

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

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

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

Public Counsel: <http://www.fixschooldiscipline.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

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Policy Reference UPDATE Service

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Administrative Regulation

Students

AR 5144(a)

DISCIPLINE

Site-Level Rules

Site-level rules shall be consistent with ~~district~~ **state law and Board** policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in **state law**, district discipline policies **and regulations, and**/or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291.**5**)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when ~~a student's~~ **students'** presence causes a danger to ~~himself/herself~~ **themselves** or others or ~~he/she~~ **they** commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

DISCIPLINE (continued)

1. Discussion or conference between school staff and the student and his/her parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians

(cf. 6164.5 - Student Success Teams)

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education under Section 504)

5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably
9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner
10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

DISCIPLINE (continued)

11. Recess restriction as provided in the section below entitled "Recess Restriction"
12. Detention after school hours as provided in the section below entitled "Detention After School"
13. Community service as provided in the section below entitled "Community Service"
14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

(cf. 6145 - Extracurricular/Cocurricular Activities)

15. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

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

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

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

(cf. 5125 - Student Records)

Recess Restriction

~~A teacher~~ **Teachers** may restrict a student's recess time only when ~~he/she~~ **they** believes that this action is the most effective way to bring about improved behavior. When recess restriction ~~may~~ involves the withholding of physical activity from a student, ~~the~~ **teachers** shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.

DISCIPLINE (continued)

2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. ~~Teachers~~ **The student's teacher** shall inform the principal of any recess restrictions ~~they~~ imposed.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

Detention After School

Students may be detained for disciplinary reasons **for** up to one hour after the close of the maximum school day, **or until the departure of the school bus to which they have been assigned if applicable.** (5 CCR 307, 353)

~~If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made.~~ The student shall not be detained unless the principal or designee notifies the parent/guardian.

~~In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)~~

Students shall remain under the supervision of a certificated employee during the period of detention.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, ~~at his/her discretion,~~ require a student to perform community service during nonschool hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, **community or** campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

DISCIPLINE (continued)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

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CSBA Sample

Administrative Regulation

Instruction

AR 6173.2(a)

EDUCATION OF CHILDREN OF MILITARY FAMILIES

Definitions

Children of military families are school-aged children in the household of: (Education Code 49701)

1. Members who are in full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve on active duty order pursuant to 10 USC 1209 or 1211
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired, for one year after their medical discharge or retirement
3. Members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death

Enrollment and Residency

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

A child of a military family shall be deemed to meet district residency requirements if **the his/her** parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)

(cf. 5111.1 - District Residency)

When a child of a military family is transferring into the district, the Superintendent or designee ~~may shall~~ enroll the ~~child~~ **student** based **on unofficial education records, if official records are not yet available. on the child's placement in the previous district, pending receipt of the child's records.** Upon enrollment, the Superintendent or designee shall immediately request the student's **official** records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

(cf. 5141- Health Care and Emergencies)

(cf. 5141.31- Immunizations)

A child of a military family shall be allowed to continue attending the school of origin, regardless of any change of residence of the family during that school year, for the duration of the student's status as a child of a military family. (Education Code 48204.6)

The principal or designee of the new school shall ensure that the student is immediately enrolled even if the student has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended or is unable to produce clothing or records normally required for enrollment, such as previous academic records, medical records, including, but not limited to, records or other proof of immunization history pursuant to Health and Safety Code 120325-120480, proof of residency, other documentation, or school uniforms. (Education Code 48204.6)

If the student's status changes during a school year due to the end of military service of the student's parent/guardian, the following shall apply: (Education Code 48204.6)

- 1. If the student is in grades K-8, the student shall be allowed to continue attending the school of origin through the duration of that academic school year.**

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district, if the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

(cf. 5117 - Interdistrict Attendance)

When a child of a military family is transferring out of the district, the Superintendent or designee shall provide the student's parents/guardians with a complete set of the student's records or, if the official student record cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's record to the new district within 10 days. (Education Code 49701)

Transportation

The Superintendent or designee may, but is not required to, provide transportation to enable a child of a military family to attend the school of origin, except when indicated in the individualized education program (IEP) of a student with a disability or otherwise required by federal law. (Education Code 48204.6)

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)**Placement**

Whenever a student's parent/guardian is serving on active duty or has been discharged from military service within the last year and the student transfers to a new school as the direct result of the military transfer or discharge, the Superintendent or designee may, prior to the receipt of official transcript(s) or the arrival of the student, review the student's coursework to date, including any unofficial transcript(s), to determine the appropriate placement of the student in classes. The evaluation shall also include communication with school counselors and teachers at the former school by videoconferencing, email, and/or telephone calls. (Education Code 51251)

The Superintendent or designee shall initially honor the placement of any child of a military family in educational courses and programs based on the **child's student's** enrollment and/or assessment in **his/her the** previous school. The Superintendent or designee may, to the extent permitted by Board policy, waive course or program prerequisites, preconditions, and/or application deadlines when making decisions regarding placement of children of military families and their eligibility for extracurricular academic, athletic, and social activities. (Education Code 49701)

(cf. 6141.5 - Advanced Placement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Learners)

When a child of a military family transferring into the district has been identified as an individual with a disability pursuant to 20 USC 1400-1482, the Superintendent or designee shall provide comparable services **to the student** based on **his/her the student's** current **individualized education program IEP**. In addition, when the child of a military family transferring into the district is eligible for services under Section 504 of the federal Rehabilitation Act, the Superintendent or designee shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may authorize subsequent evaluations of the student to ensure appropriate placement. (Education Code 49701)

(cf. 6159 - Individualized Education Program)

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

(cf. 6164.6 - Identification and Education Under Section 504)

Absences

When a student's parent/guardian is an active duty member and is called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or to combat support posting, the Superintendent or designee may grant additional excused absences to the student to visit with **his/her the** parent/guardian. (Education Code 49701)

(cf. 5113 - Absences and Excuses)

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

Notification and Complaints

Information regarding the educational rights of children of military families, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint alleging that the district has not complied with requirements regarding the education of children of military families, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

(3/16 10/17) 12/18

CSBA Sample

Administrative Regulation

Instruction

AR 6183(a)

HOME AND HOSPITAL INSTRUCTION

A student with a temporary disability which makes school attendance impossible or inadvisable shall **be entitled to** receive individual instruction ~~in the student's home~~ **at home** or in a hospital or other residential health facility, excluding state hospitals. **(Education Code 48206.3)**

(cf. 5112.2 - Exclusions from Attendance)

~~This instruction applies to students incurring~~ **Temporary disability means** a physical, mental, or emotional disability **incurred while a student is enrolled in regular day classes or an alternative education program, and** after which ~~they~~ **the student** can reasonably be expected to return to regular day classes or ~~an the~~ alternative education program ~~without special intervention. It does not apply to students identified as individuals with exceptional needs in which the student is enrolled. Temporary disability does not include a disability that would qualify a student for special education~~ pursuant to Education Code 56026. (Education Code 48206.3)

(cf. 5141.22 - Infectious Diseases)

(cf. 6158 - Independent Study)

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

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians ~~that of district students regarding:~~ **(Education Code 48206.3, 48208, 48980)**

- ~~Individual instruction is available for temporarily disabled students as prescribed by Education Code 48206.3.~~ **The availability of individual instruction for any student with a temporary disability, including information regarding student eligibility for, and the duration of, individual instruction**
- ~~If a student becomes temporarily disabled, it is the parent/guardian's responsibility to notify the receiving district of the student's presence in a qualifying hospital. The~~
rights and responsibilities of parents/guardians of any student with a temporary disability pursuant to Education Code 48207 and 48208

(cf. 5145.6 - Parental Notifications)

Parents/guardians shall notify the principal or designee when their child is temporarily disabled and needs individual instruction at home or in a hospital or other residential health facility.

HOME AND HOSPITAL INSTRUCTION (continued)**Determination of Student Eligibility**

Not later than five working days after receiving notification from a parent/guardian that a student has a temporary disability, the Superintendent or designee shall determine whether the student will be able to receive individual instruction at home or in a hospital or residential health facility. (Education Code 48208)

The Superintendent or designee may require verification through any reasonable means **that the student is temporarily disabled and needs individual instruction.** ~~that the student requires home instruction. In addition, this verification shall also state that the disabling condition will not expose the teacher to a contagious disease that can be transmitted through casual contact. Home or hospital instruction shall not be denied to students with Hepatitis B, herpes or HIV/AIDS, as long as the home or hospital practices current preventive protocol as determined by the U.S. Centers for Disease Control.~~

~~(cf. 4119.42/4219.42/4319.42 – Exposure Control Plan for Bloodborne Pathogens)~~

~~(cf. 4119.43/4219.43/4319.43 – Universal Precautions)~~

Provision of Individual Instruction

Individual instruction at a student's home or in a hospital or other residential health facility shall begin no later than five working days after the Superintendent or designee has determined makes the determination that the student is able eligible to receive individualized instruction. (Education Code 48207.5, 48208)

The district shall be responsible for providing individual instruction to any temporarily disabled student who is in a hospital or other residential health facility located within district boundaries, whether or not the student is enrolled in the district. If the student is enrolled in another district, the Superintendent or designee may enter into an agreement to have the student's district of residence provide the individual instruction. The Superintendent or designee may also enter into an agreement to provide individual instruction to a district student who is in a hospital or other residential health facility located within the boundaries of another district. (Education Code 48208)

(cf. 5111.1 - District Residency)

Whenever the district provides individual instruction to a non-district student who is in a hospital or other residential health facility located within district boundaries, the Superintendent or designee shall, within five working days of the beginning of the individualized instruction, the Superintendent or designee shall provide written notification to the student's district of residence in which the student was previously enrolled stating that, effective on the date on which individual instruction began, the student shall not be counted by district of residence may not count the student for purposes of computing that district's average daily attendance, effective the date on which individualized instruction began. (Education Code 48208)

HOME AND HOSPITAL INSTRUCTION(continued)

A student receiving individual instruction in a hospital or residential health facility for a partial week shall be entitled to attend school or receive individual instruction at home on days in which the student is not receiving individual instruction in the hospital or other residential health facility, if the student is well enough to do so. (Education Code 48207.3)

Home or hospital instruction shall be provided only by teachers with valid California teaching credentials who consent to the assignment. (Education Code 44865)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

Insofar as possible, the teacher providing home or hospital instruction shall consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program.

The district's attendance supervisor shall ensure that the absences of any temporarily disabled student receiving individual instruction at home or in a hospital or other residential health facility are excused until the student is able to return to the regular school program. (Education Code 48240)

(cf. 5113 - Absences and Excuses)

(cf. 5113.11 - Attendance Supervision)

Return to School

A student receiving individual instruction who is well enough to return to school shall be allowed to return to the school that the student attended immediately before receiving individual instruction, if the return occurs during the school year in which the individual instruction was initiated. (Education Code 48207.3)

Legal Reference: (see next page)

HOME AND HOSPITAL INSTRUCTION (continued)

Legal Reference:

EDUCATION CODE

44865 *Qualifications for home teachers*

45031 *Home teachers*

48200 *Minimum school day*

~~48206.3-48208 *Students Pupils with temporary disabilities; individual instruction; definitions; computing average daily attendance*~~

~~48206.5 *Continuation of individual instruction programs for students with temp. disabilities*~~

~~48207 *Pupils with temporary disabilities in hospitals out side of school district; compliance with residency requirements*~~

~~48208 *Presence of pupils with temporary disabilities in qualifying hospitals; notice by parents or guardians; commencement of individualized instruction*~~

48240 *Supervisors of attendance*

~~48980 *Required notification of rights and availability of nutrition and individualized instruction programs*~~ **Parental notifications**

51800-51802 *Employment of home teachers*

56026 *Individual with exceptional needs*

CODE OF REGULATIONS, TITLE 5

421 *Method of verification*

423 *Prolonged illness*

CSBA Sample Board Bylaw

Board Bylaws

BB 9322(a)

AGENDA/MEETING MATERIALS

Agenda Content

~~Each agenda~~ **Governing Board meeting agendas** shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

~~Governing Board meeting agendas~~ **Each agenda** shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the ~~consent~~ agenda item has previously been considered at an open meeting of a committee comprised exclusively of ~~all~~ the Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting, ~~unless~~ and that the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda **for a regular Board meeting** shall also provide members of the public an opportunity to ~~testify at regular meetings~~ **provide comment** on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Each ~~meeting~~ agenda **for a regular meeting** shall list the address designated by the Superintendent or designee for public inspection of ~~agenda~~ documents **related to an open session item** that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall ~~specify that~~ **include information regarding how, when, and to whom a request should be made if** an individual ~~should contact the Superintendent or designee if~~ **he/she** requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

AGENDA/MEETING MATERIALS (continued)

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. ~~Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.~~

~~(cf. 0000 - Vision)~~

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

~~(cf. 9121 - President)~~

~~(cf. 9122 - Secretary)~~

~~The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.~~

~~(cf. 0000 - Vision)~~

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

~~(cf. 9121 - President)~~

~~(cf. 9122 - Secretary)~~

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request **from a member of the public** is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall **also** decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, **or** an information item that does not require immediate action, ~~or a consent item that is routine in nature and for which no discussion is anticipated.~~

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. **Consent agenda items**

AGENDA/MEETING MATERIALS (continued)

shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. ~~However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it.~~ (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Consent Agenda/Calendar

~~In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval.~~

~~When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.~~

~~The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it.~~ (Government Code 54954.3)

AGENDA/MEETING MATERIALS (continued)

Agenda Dissemination to Board Members

At least ~~three days~~ **72 hours** before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, ~~citizens~~, and others; and other available documents pertinent to the meeting.

When special meetings are called, ~~the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.~~ **Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)**

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, **outside of a noticed meeting**, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

(cf. 9012 - Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

~~The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)~~

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, provided the document is a **Only those documents which are disclosable** public records under the Public Records Act **and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public.** The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

AGENDA/MEETING MATERIALS (continued)

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

~~Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)~~

~~Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)~~

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

~~Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)~~

AGENDA/MEETING MATERIALS (continued)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Legal Reference:

EDUCATION CODE

35144 *Special meetings*

35145 *Public meetings*

35145.5 *Right of public to place matters on agenda*

GOVERNMENT CODE

6250-6270 *Public Records Act*

53635.7 *Separate item of business*

54954.1 *Mailed agenda of meeting*

54954.2 *Agenda posting requirements; board actions*

54954.3 *Opportunity for public to address legislative body*

54954.5 *Closed session item descriptions*

54956.5 *Emergency meetings*

54957.5 *Availability of public records*

54960.2 *Challenging board actions; cease and desist*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 *Effective communications*

36.303 *Auxiliary aids and services*

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal.App.4th 229

Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

ATTORNEY GENERAL OPINIONS

99 *Ops. Cal. Atty. Gen. 11 (2016)*

78 *Ops. Cal. Atty. Gen. 327 (1995)*

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

WEB SITES

CSBA, *Agenda Online*: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

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Policy Reference UPDATE Service

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CSBA Sample

Board Bylaw

Board Bylaws

BB 9324(a)

MINUTES AND RECORDINGS

The Governing Board recognizes that maintaining accurate minutes of Board meetings **helps foster public trust in Board governance and** provides a record of Board actions for use by district staff and the public ~~and helps foster public trust in Board governance.~~

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)

(cf. 9122 - Secretary)

(cf. 9323.2 - Actions by the Board)

The minutes of Board meetings shall include, but not be limited to:

1. ~~The minutes shall reflect which~~ **A notation of which Board** members are present, **in person or by teleconference,** and whether a member is not present for part of the meeting due to late arrival and/or early departure.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

(cf. 9320 – Meetings and Notices)

2. ~~In order to ensure that the minutes are focused on Board action, the minutes shall include only a~~ **A brief summary of the Board's discussion on each agenda topic,** but shall not include **rather than** a verbatim record of ~~the Board's discussion on each agenda topic or the names of each~~ Board member's **who made specific points of view** during the discussion.
3. ~~The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.~~ **A summary of the public comments made on agendized items and unagendized topics**
4. The ~~minutes shall include the~~ specific language of each motion and the names of the Board members who made and seconded the motion.
5. ~~The minutes shall also report any~~ **Any** action taken **by the Board** and the vote or abstention on that action of each **Board** member present. **(Education Code 35145; Government Code 54953)**

MINUTES AND RECORDINGS (continued)

~~The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.~~

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

(cf. 5125.1 - Release of Directory Information)

The Board agenda shall include a statement of the option and process for students and parents/guardians to request that such information be excluded from the minutes.

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the **Clerk and Secretary**.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

The district may tape, film, **stream**, or broadcast any open Board meeting. **At the beginning of the meeting, t**~~he~~ **Board president shall announce that a recording or broadcasting is being made at the direction of the Board and that the recording or broadcast may capture images and sounds of those attending the meeting.** ~~at the beginning of the meeting and, as~~ **As** practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

MINUTES AND RECORDINGS (continued)

Legal Reference:

EDUCATION CODE

35012 Number of members; terms; student board members

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

49061 Student records; definitions

49073.2 Privacy of student and parent/guardian personal information

GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

Guide to Effective Meetings, rev. 2007

WEB SITES

CSBA, Agenda Online: <http://www.csba.org> www.agendaonline.com

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Policy Reference UPDATE Service

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Cardiff School District
Cardiff by the Sea, California 92007

March 12, 2019

ITEM: **REVIEW AND ACCEPTANCE OF ANNUAL AUDIT REPORT FOR
MEASURE GG**

BACKGROUND

The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability measures. Specifically, the District must conduct an annual, independent performance audit to ensure that funds have been expended only on the specific projects listed as well as an annual independent financial audit of the proceeds from the sale of bonds until all of the proceeds have been expended.

CURRENT CONSIDERATIONS

The audit report for the fiscal year ending June 30, 2018 has been completed. Copies have been provided to the governing board as an attachment. A hard copy is available for public inspection at the school district office located at 1888 Montgomery Avenue. A representative from Wilkinson, Hadley, King & Co., LLP will be presenting the audit.

FINANCIAL IMPLICATIONS

There are no financial implications.

RECOMMENDATION

It is respectfully recommended that the Board review and accept the Measure GG audit report for the fiscal year ending June 30, 2018.

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG
BUILDING FUND (21)
GENERAL OBLIGATION BONDS
FINANCIAL STATEMENTS AND
SUPPLEMENTAL INFORMATION
YEAR ENDED JUNE 30, 2018

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
GENERAL OBLIGATION BONDS
Financial Statements and Supplemental Information
Year Ended June 30, 2018

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Introduction

**CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
GENERAL OBLIGATION BONDS**

Introduction and Citizens' Oversight Committee Member Listing

On November 8, 2016 the Cardiff School District was successful in obtaining authorization from District voters to issue up to \$22,000,000 in General Obligations Bonds pursuant to a 55% vote. The General Obligation Bonds are considered Proposition 39 bonds. The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability measures. Specifically, the District must conduct an annual, independent performance audit to ensure that funds have been expended only on the specific projects listed as well as an annual independent financial audit of the proceeds from the sale of the bonds until all of the proceeds have been expended.

Upon passage of Proposition 39, an accompanying piece of legislation, AB 1908 was also enacted, which amended the Education Code to establish additional procedures which must be followed if a District seeks approval of a bond measure pursuant to the 55% majority authorized in Proposition 39 including formation, composition and purpose of the Citizens' Bond Oversight Committee, and authorization for injunctive relief against improper expenditure of bond revenues.

The Bonds may be issued under the provisions of the California Education Code (starting at Section 15100), under the provisions of the California Government Code (starting at Section 53506), or under any other provision of law authorizing the issuance of general obligation bonds by school districts. The Bonds may be issued in series by the District from time to time, and each series of Bonds shall mature within the legal limitations set forth in the applicable law under which the Bonds are issued.

The Cardiff School District Measure GG Citizens' Oversight Committee as of June 30, 2018 was comprised of the following members:

Christine Bruington	Active Member of Senior Citizens Organization
Joyce Crosthwaite	Community at Large
Chris Fowler	Active Member of a Business Organization
Bill Moser	Community at Large
Chuck Nichols	Active Member of Senior Citizens Organization
Jenny Pieratt	Parent of District Student
Dave Smiley	Community at Large
Rhea Stewart	Community at Large
Adam Sweet	Active Member of Parent Teacher Organization
Kenneth Williams	San Diego Taxpayers Association

Independent Auditor's Report

**Governing Board Members and
Citizens' Oversight Committee
Cardiff School District
Cardiff-By-The-Sea, California**

Report on the Financial Statements

We have audited the accompanying financial statements of Proposition 39 Measure GG building Fund (21) of Cardiff School District, which comprise the balance sheet as of June 30, 2018, and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

Scope of Opinion

As discussed in Note B, the financial statements present only the Building Fund (21) which is specific to Proposition 39 Measure GG and is not intended to present fairly the financial position and results of operations of Cardiff School District in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Proposition 39 Measure GG Building Fund (21) of Cardiff School District as of June 30, 2018, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

The Management's Discussion and Analysis has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information, as required by the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 30, 2019, on our consideration of Cardiff School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Cardiff School District's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of Proposition 39, as incorporated in California Constitution Article 13A, we have also issued our performance audit report dated January 30, 2019 on our consideration of the District's compliance with the requirements of Proposition 39 with regards to the Proposition 39 Measure GG Building Fund (21). That report is an integral part of our audit of the District's Proposition 39 Measure GG Building Fund (21) for the fiscal year ended June 30, 2018 and should be considered in assessing the results of our financial audit.

William Stanley King & Co., LLP

El Cajon, California
January 30, 2019

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
GENERAL OBLIGATION BONDS
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2018
(Unaudited)

This section of Cardiff School District's Proposition 39 Measure GG Building Fund (21) annual financial and performance report presents our discussion and analysis of the Measure GG bond program during the fiscal year that ended on June 30, 2018. Please read it in conjunction with the District's Measure GG bond financial statements and performance audit, which immediately follow this section.

FINANCIAL HIGHLIGHTS

- The fund balance for the Measure GG Building Fund (21) amounted to \$13,342,820 as of June 30, 2018 compared to \$13,810,475 as of June 30, 2017.
- Revenues, which consisted of interest, was \$206,884 for the year ended June 30, 2018.
- Expenditures were \$674,539 for the year ended June 30, 2018 compared to \$442,685 for the year ended June 30, 2017.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts – management discussion and analysis (this section), the Measure GG Bond Building Fund financial statements, and the performance audit required by state law.

The District accounts for Measure GG bond activity in the District's Building Fund. The Building Fund is a governmental fund type accounted for on a modified accrual basis of accounting that does not include fixed assets nor long-term liabilities.

FINANCIAL ANALYSIS OF THE MEASURE GG BOND BUILDING FUND

Balance Sheet: The District's Measure GG Bond Building Fund balance as of June 30, 2018 was \$13,342,820 (see Table A-1). The \$13,265,863 in cash and cash equivalents represent cash held in an investment pool for purposes associated only with the bond authorization approved by the voters. It has been determined that Measure GG funds cannot be used for Routine Restricted Maintenance expenditures in the General Fund.

Table A-1

**CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
GENERAL OBLIGATION BONDS**

Management's Discussion and Analysis (Continued)
For the Fiscal Year Ended June 30, 2018
(Unaudited)

Fund Balance (or Changes in Fund Balance): The interest income reported represents funds earned on the cash held by the county treasurer. Total expenditures represents only Measure GG authorized expenditures.

	<u>2017</u>
Revenues	
Interest income	\$ 51,545
Total Revenues	<u>51,545</u>
Expenditures	
Professional and consulting services	61,423
Bond issuance costs	371,615
Miscellaneous fees	<u>9,647</u>
Total Expenditures	<u>442,685</u>
Excess deficiency of revenue over (under) expenditures	<u>(391,140)</u>
Other Financing Sources (Uses)	
Proceeds from sale of bonds	14,000,000
Other sources	<u>201,615</u>
Total Other Financing Sources (Uses)	<u>14,201,615</u>
Net Change in Fund Balance	13,810,475
Fund Balance, Beginning of Year	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 13,810,475</u></u>

Long-Term Debt Comparison: At the end of June 30, 2018 Cardiff School District had \$14,435,053 in long-term debt outstanding related to General Obligation Bonds.

	<u>2017</u>
General Obligation Bonds Payable	
Due within one year	\$ -
Due in more than one year	<u>14,435,053</u>
Total General Obligation Bonds Payable	<u><u>\$ 14,435,053</u></u>

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
GENERAL OBLIGATION BONDS
Management's Discussion and Analysis (Continued)
For the Fiscal Year Ended June 30, 2018
(Unaudited)

MEASURE GG BOND BUILDING FUND BUDGETARY HIGHLIGHTS

Proposition 39 Measure GG is accounted for in the Building Fund of the District. The District's initial budget is adopted by July 1. Over the course of the year, the District's budget is revised several times to reflect changes in funding and expenditures.

FACTORS BEARING ON THE DISTRICT'S FUTURE

At the time these financial statements were prepared and audited, the District was aware of the existing circumstances that could affect its financial health in the future:

- Possible increases in building costs during construction

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's Measure GG bond finances and to demonstrate the District's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact Courtney Jasper, Chief Business Officer, Cardiff School District, 1888 Montgomery Avenue, Cardiff, CA 92007. Or you may email to Courtney.Jasper@cardiffschools.com

Financial Statements

**CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
GENERAL OBLIGATION BONDS**

Balance Sheet
June 30, 2018

ASSETS

Current Assets

Cash and cash equivalents	\$ 13,265,863
Accounts receivable	64,511
Due from other funds	<u>12,446</u>
Total Current Assets	<u><u>13,342,820</u></u>

TOTAL ASSETS	<u><u>\$ 13,342,820</u></u>
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LIABILITIES AND FUND BALANCE

Fund Balance

Restricted for capital projects	<u>13,342,820</u>
Total Fund Balance	<u><u>13,342,820</u></u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$ 13,342,820</u></u>
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The accompanying notes are an integral part of this statement.

**CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
GENERAL OBLIGATION BONDS**

Statement of Revenues, Expenditures, and Changes in Fund Balance
Year Ended June 30, 2018

REVENUES

Interest income	\$ 206,884
TOTAL REVENUES	<u>206,884</u>

EXPENDITURES

Professional and consulting services	646,989
Legal services and fees	9,550
Contractors	18,000
TOTAL EXPENDITURES	<u>674,539</u>

**EXCESS (DEFICIENCY) OF REVENUES
OVER (UNDER) EXPENDITURES**

(467,655)

NET CHANGE IN FUND BALANCE

(467,655)

FUND BALANCE, BEGINNING OF YEAR

13,810,475

FUND BALANCE, END OF YEAR

\$ 13,342,820

The accompanying notes are an integral part of this statement.

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)

Notes to the Financial Statements
Year Ended June 30, 2018

A. Definition of the Fund

In November 2016, Building Fund (21) was formed to account for property acquisition and renovation of current schools for the Cardiff School District (District), through expenditures of general obligation bonds issued under the General Obligation Bonds Election of 2016. Fund (21) is the Building Fund of the District.

B. Summary of Significant Policies

Basis of Presentation

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America, as prescribed by the Governmental Accounting Standards Board (GASB) and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

Fund Structure

The accompanying financial statements are used to account for the transactions of the Building Fund specific to Proposition 39 Measure GG Building Fund (21) as defined in Note A and are not intended to present fairly the financial position and results of operations of Cardiff School District in conformity with accounting principles generally accepted in the United States of America.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The Building Funds are maintained on the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered). With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources.

Budgets and Budgetary Accounting

The Board of Trustees adopts an operating budget no later than July 1 in accordance with state law. This budget is revised by the Board of Trustees during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

Encumbrances

The District utilizes an encumbrance accounting system under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated at June 30 since they do not constitute expenditures or liabilities.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

Cash in County Treasury

In accordance with Education Code §41001, the District maintains a substantial amount of its cash in the San Diego County Treasury. The County pools these funds with those of other districts in the County and invests the cash. These pooled funds are carried at cost, which approximates fair value, in accordance with the requirements of GASB Statement No. 31.

Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

The county is authorized to deposit cash and invest excess funds by California Government Code §53648 et.seq. The funds maintained by the county are either secured by federal depository insurance or are collateralized.

Information regarding the amount of dollars invested in derivatives with San Diego County Treasury was not available.

Fund Balances – Governmental Funds

Fund balances of the governmental funds are classified as follows:

Nonspendable Fund Balance – represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid insurance) or legally required to remain intact (such as notes receivable or principal of a permanent fund).

Restricted Fund Balance – represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

Committed Fund Balance – represents amounts that can only be used for a specific purpose because of a formal action by the District's governing board. Committed amounts cannot be used for any other purpose unless the governing board removes those constraints by taking the same type of formal action. Committed fund balance amounts may be used for other purposes with appropriate due process by the governing board. Commitments are typically done through adoption and amendment of the budget. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation.

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

Assigned Fund Balance – represents amounts which the District intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. Intent may be stipulated by the governing board or by an official or body to which the governing board delegates the authority. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service or permanent fund are assigned for purposes in accordance with the nature of their fund type or the fund's primary purpose. Assignments within the general fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the District itself.

Unassigned Fund Balance – represents amounts which are unconstrained in that they may be spent for any purpose. Only the general fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification because of overspending for specific purposes for which amounts had been restricted, committed or assigned.

When an expenditure is incurred for a purpose for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

Deferred Inflows and Deferred Outflows of Resources

Deferred outflows of resources is a consumption of net position that is applicable to a future reporting period. Deferred inflows of resources is an acquisition of net position that is applicable to a future reporting period. Deferred outflows of resources and deferred inflow of resources are recorded in accordance with GASB Statement numbers 63 and 65. At June 30, 2018 the District's Proposition 39 Measure GG Building Fund (21) did not have any Deferred Inflows or Deferred Outflows of Resources.

Fair Value Measurements

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles as defined by Governmental Accounting Standards Board (GASB) Statement No. 72. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy is detailed as follows:

Level 1 Inputs: Quoted prices (unadjusted) in active markets for identical assets or liabilities that a government can access at the measurement date.

Level 2 Inputs: Inputs other than quoted prices included within Level 1 that are observable for an asset or liability, either directly or indirectly.

Level 3 Inputs: Unobservable inputs for an asset or liability.

For the current fiscal year the District did not have any recurring or nonrecurring fair value measurements.

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

C. Cash and Investments

Cash in County Treasury

The District maintains significantly all of its cash in the San Diego County Treasury as part of the common investment pool. As of June 30, 2018, the portion of cash in the San Diego County Treasury attributed to Building Fund (21) was \$13,265,863. The fair value of Building Fund (21)'s portion of this pool as of that date, as provided by the pool sponsor, was \$13,265,863. Assumptions made in determining the fair value of the pooled investment portfolios are available from the County Treasurer.

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investments in the pool is reported in the accounting financial statements as amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of the portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

The San Diego County Treasury is not registered with the Securities and Exchange Commission (SEC) as an investment company; however, the County Treasury acts in accordance with investment policies monitored by a Treasury Oversight Committee consisting of members appointed by participants in the investment pool and up to five members of the public having expertise, or an academic background in, public finance. In addition, the County Treasury is audited annually by an independent auditor.

Analysis of Specific Deposit and Investment Risks

GASB Statement No. 40 requires a determination as to whether the District was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

a. Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The county is restricted by Government Code Section 53635 pursuant to Section 53601 to invest only in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk. At year end the District was not exposed to credit risk.

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

b. Custodial Credit Risk

Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name.

Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the government, and are held by either the counterparty or the counterparty's trust department or agent but not in the District's name. At year end, the District was not exposed to custodial credit risk.

c. Concentration of Credit Risk

This risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. Investments in any one issuer that represent five percent or more of the total investments are either an external investment pool and are therefore exempt. As such, the District was not exposed to concentration of credit risk.

d. Interest Rate Risk

This is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the county pool.

e. Foreign Currency Risk

This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the District was not exposed to foreign currency risk.

f. Investment Accounting Policy

The district is required by GASB statement No. 31 to disclose its policy for determining which investments, if any are reported at amortized cost. The District's general policy is to report money market investments and short-term participating interest-earning investment contracts using a cost-based measure; however, if the fair value of an investment is significantly affected by the impairment of the credit standing of the issuer or by other factors, it is reported at fair value.

**CENTRAL UNION HIGH SCHOOL DISTRICT
PROPOSITION 39 MEASURE K BUILDING FUND (21)**

Notes to the Financial Statements (Continued)
Year Ended June 30, 2017 and June 30, 2018

All other investments are reported at fair value unless a legal contract exists which guarantees a higher value. The term “short-term” refers to investments which have a remaining term of one year or less at time of purchase. The term “nonparticipating” means that the investment’s value does not vary with market interest rate changes. Nonnegotiable certificates of deposits are examples of nonparticipating interest-earning investment contracts.

The District’s Investments in external investment pools are reported in conformity with GASB Statement No. 77 unless the pool is 2a7-like, in which case they are reported at share value. A 2a7-like pool is one which is not registered with the Securities and Exchange (“SEC”) as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC’s Rule 2a7 of the Investment Company Act of 1940.

Investments Authorized by the California Government Code and the District’s Investment Policy

The table below identifies the investment types that are authorized for the District by the California Government Code (or the District’s Investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the District’s Investment policy where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This Table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District’s Investment policy.

<u>Authorized Investment Type</u>	<u>Maximum Remaining Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds, Notes, Warrants	5 Years	None	None
Registered State Bonds, Notes, Warrants	5 Years	None	None
U.S. Treasury Obligations	5 Years	None	None
U.S. Agency Securities	5 Years	None	None
Banker's Acceptance	180 Days	40%	30%
Commercial Paper	270 Days	25%	10%
Negotiable Certificates of Deposit	5 Years	30%	None
Repurchase Agreements	1 Year	None	None
Reverse Repurchase Agreements	92 Days	20% of Base	None
Medium-Term Corporate Notes	5 Years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 Years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Funds	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

D. Accounts Receivable

As of June 30, 2018 accounts receivable consisted of:

	<u>Accounts Receivable</u>
Local Sources:	
Interest	<u>\$ 64,511</u>
Total Accounts Receivable	<u><u>\$ 64,511</u></u>

All receivables are expected to be collected within one year and as such no allowance for doubtful accounts has been established.

E. Due To and From Other Funds

Balances due to and due from other funds at June 30, 2018, consisted of the following:

<u>Due To Fund</u>	<u>Due From Fund</u>	<u>Amount</u>	<u>Purpose</u>
Building Fund (21)	General Fund (01)	\$ 12,446	Reimbursement of expenses

All amounts due are scheduled to be repaid within one year.

F. General Obligation Bonds

On February 23, 2017, the District issued \$14,000,000, 2016 Series A General Obligation Bonds in order to finance the improvement of school facilities and equipment. The issue consisted of \$8,985,000 in current interest bonds with an interest rate of 2.00% to 5.00% with annual maturities from August 2018 through August 2043, a \$420,000 in term bonds with an interest rate of 5.00% with maturity August 2030. \$4,595,000 in term bonds with an interest rate of 3.625% with which matures August 1, 2046. Principal payments on the bonds are due August 1 of each year beginning August 1, 2018 while interest is payable semi-annually on February 1 and August 1 of each year through maturity beginning February 1, 2018.

The outstanding bonded debt of Proposition 39 Measure GG Building Fund (21) is as follows:

<u>Date of Issuance</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
2/23/2017	2.00-5.00%	8/1/2046	\$ 14,000,000	\$ -	\$ -	\$ 14,000,000	\$ 80,000
2/23/2017		8/1/2046	435,053	-	-	435,053	14,501
			<u>\$ 14,435,053</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,435,053</u>	<u>\$ 94,501</u>
			<u><u>\$ 14,435,053</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 14,435,053</u></u>	<u><u>\$ 94,501</u></u>

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

The annual requirements to amortize the general obligation bonds payable outstanding as of June 30, 2018 is as follows:

Year Ended June 30	Principal	Interest	Total
2019	\$ 80,000	\$ 659,879	\$ 739,879
2020	150,000	548,744	698,744
2021	-	547,244	547,244
2022	-	547,244	547,244
2023	-	547,244	547,244
2024-2028	75,000	2,734,220	2,809,220
2029-2033	855,000	2,638,095	3,493,095
2034-2038	2,365,000	2,248,845	4,613,845
2039-2043	4,625,000	1,498,117	6,123,117
2044-2048	5,850,000	448,715	6,298,715
Total	<u>\$ 14,000,000</u>	<u>\$ 12,803,105</u>	<u>\$ 26,803,105</u>

G. Bond Premium

Bond premium arises when the market rate of interest is lower than the stated interest rate on the bond. Generally Accepted Accounting Principles (GAAP) require that the premium increase the face value of the bond and then amortize the premium over the life of the bond.

The District has issued bonds at a premium. The premiums are being amortized over the life of the debt using the effective interest method.

Premiums issued on the debt resulted in an effective interest rate as follows:

	2016 Series A Bonds
Total Interest Payments on Bonds	\$ 12,803,103
Less Bond Premium	(435,053)
Net Interest Payments	<u>\$ 12,368,050</u>
Par Amount of Bonds	\$ 14,000,000
Periods	30
Effective Interest Rate	2.940%

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

H. Construction Commitments

As of June 30, 2018 the Building Fund (21) had no construction commitments.

Supplementary Information

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)

General Obligation Bonds Project List
Year Ended June 30, 2018

Bond proceeds will be expended to modernize, replace, renovate, construct, acquire, equip, furnish and otherwise improve the facilities of the District located at the following locations:

Cardiff School	Ada Harris School
Cardiff School District Office	

Projects for Cardiff School include:

- Replace outdated roofs.
- Renovate or replace existing deteriorating plumbing, drainage, and sewer systems.
- Upgrade inadequate electrical systems including power and low voltage to meet current electrical and accessibility codes, increase capacity, and relieve overloaded systems.
- Improve energy efficiency by replacing old and energy inefficient heating, ventilation, and air conditioning (HVAC) systems, windows, and lighting systems; also, install cost-effective systems including “green” building projects and sustainable building practices to promote energy-efficiency (e.g., Energy Management Systems (EMS), solar, electrical, etc.).
- Replace aging temporary portable classrooms with new classrooms.
- Replace outdated classrooms that are now between 55-65 years old with new classrooms.
- Construct new restrooms.
- Construct a new multipurpose room and warming kitchen to replace the current 55 year old building.
- Make health, safety, and security improvements, such as improve student drop-off and pick-up areas, upgrade campus fencing, and renovate/retrofit the “brick building”.
- Replace or upgrade fire alarm systems, fire safety equipment, and emergency exit lighting improvements.
- Replace campus wide intercom and telecommunication systems, clocks, and upgrade wireless systems and internet/network connections.
- Improve handicapped accessibility by making Federal and State-mandated Americans with Disabilities Act (ADA) accessibility upgrades and as mandated by the Division of the State Architect (DSA) including site access, parking, restrooms, relocation of some existing electrical devices, drinking fountains, playground equipment, etc.
- Upgrade, renovate and improve library/computer lab, art/science lab, and school office building to be integrated with the newly constructed school facilities.

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)
General Obligation Bonds Project List (Continued)
Year Ended June 30, 2018

- Upgrade and improve playgrounds and playfields for school and community use; preserve existing mature trees and other landscaping where possible.
- Resurface, repair, and/or replace paved surfaces, play court areas, turf, and other grounds to eliminate safety hazards and improve outside instructional areas.

Projects for ADA Harris School include:

- Improve energy efficiency by replacing old and energy inefficient heating, ventilation, and air conditioning (HVAC) systems and lighting systems; also, install cost-effective systems including “green” building projects and sustainable building practices to promote energy-efficiency (e.g., Energy Management Systems (EMS), solar, electrical, etc.).
- Replace aging temporary portable classrooms.
- Replace or upgrade fire alarm systems, fire safety equipment, and emergency exit lighting improvements.
- Replace campus wide intercom and telecommunication systems, clocks, and upgrade wireless systems and internet/network connections.

Miscellaneous district-wide projects include:

- Abate and remove hazardous materials identified prior or during construction.
- Address unforeseen conditions revealed by construction/modernization (such as water, sewage or gas line breaks, dry rot, seismic, structural, etc.).
- Other site improvements required to comply with existing building codes, including the Field Act, and access requirements of the Americans with Disabilities Act.
- Necessary preparation/restoration in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, removing, replacing, preserving, or installing irrigation, utility lines (such as gas lines, water lines, electrical lines, sewer lines, and communication lines), trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property.
- Rental or construction of storage facilities and other space on an interim basis, as needed to accommodate construction materials, equipment, and personnel, and interim classrooms (including relocatables) for students and school functions or other storage for classroom materials displaced during construction.
- Acquisition of any of the facilities on the Bond Project List through temporary lease or lease-purchase arrangements, or execute purchase option under leases for any of these authorized facilities.
- All work necessary and incidental to specific projects described above, including demolition of existing structures.

Other Independent Auditors' Reports

Independent Auditor's Report on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards*

**Governing Board Members and
Citizens' Oversight Committee
Cardiff School District
Cardiff-By-The-Sea, California**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Proposition 39 Measure GG Building Fund (21) of Cardiff School District, which comprise the balance sheet as of June 30, 2018, and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 30, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Cardiff School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Cardiff School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Cardiff School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Cardiff School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

William A. King & Co., LLP

El Cajon, California
January 30, 2019

Independent Auditor's Report on Performance

Governing Board Members and Citizens' Oversight Committee Cardiff School District Cardiff-By-The-Sea, California

We were engaged to conduct a performance audit of the Cardiff School District Proposition 39 Measure GG Building Fund (21) for the year ended June 30, 2018.

Management's Responsibility for Performance Compliance

Our audit was limited to the objectives listed with the report which includes the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District's compliance with those requirements.

Auditor's Responsibility

We conducted this performance audit in accordance with the standards applicable to performance audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusions based on our audit objectives.

In planning and performing our performance audit, we obtained an understanding of the Fund's internal control in order to determine if the internal controls were adequate to help ensure the Fund's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution, but not for the purpose of expressing an opinion on the effectiveness of the Measure GG Building Fund (21) Cardiff School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

In connection with our performance audit, we performed an audit for compliance as required in the performance requirements for the Proposition 39 Measure GG General Obligation Bond for the fiscal year ended June 30, 2017. The objective of the audit of compliance applicable to Cardiff School District is to determine with reasonable assurance that:

- The proceeds from the sale of the Proposition 39 Measure GG Bonds were only used for the purposes set forth in the ballot measure and not for any other purpose, such as teacher and administrative salaries.
- The Governing Board of the District, in establishing the approved projects set forth in the ballot Measure GG to modernize, replace, renovate, construct, acquire, equip, furnish, and otherwise improve facilities of the District as noted in the bond project list.

In performing our audit of compliance, we performed procedures including but not limited to those listed as follows:

Internal Control Evaluation

Procedure Performed

Inquiries were made of management regarding internal controls to:

- Prevent fraud, waste, or abuse regarding Measure GG resources.
- Prevent material misstatement in the Proposition 39 Measure GG Building Fund (21) financial statements.
- Ensure all expenditures are properly allocated.
- Ensure adequate separation of duties exists in the accounting of Measure GG funds. All purchase requisitions are reviewed for proper supporting documentation. The Project Manager or appropriate District employee submits back up information to the business office to initiate a purchase requisition. The Project Manager, Superintendent, and Business Manager verifies that the requested purchase is an allowable project cost in accordance with the Measure GG ballots initiative approved by local voters, as well as the Board approved budget, and that all expenditures are properly recorded by project and expense category.

Results of Procedures Performed

The results of our audit determined the internal control procedures as implemented are sufficient to meet the financial and compliance objectives required by generally accepted accounting principles and applicable laws and regulations.

Tests of Expenditures

Procedures Performed

We tested expenditures to determine whether Measure GG funds were spent solely on voter and Board approved school facilities projects as set forth in the Bond Project Lists and language of the Measure GG ballot measures. Our testing included a sample of vendors totaling approximately \$610,137 or approximately 90% of total expenditures for the year.

Results of Procedures Performed

We found no instances where expenditures tested were not in compliance with the terms of the Measure GG ballot measure and applicable state laws and regulations.

Tests of Contracts and Bid Procedures

Procedures Performed

We reviewed the District's board minutes for approval of construction contracts and change orders, if any, to determine compliance with the District's policy and Public Contract Code provisions related to biddings and contracting.

Results of Procedures Performed

We noted no instances where the District was out of compliance with respect to contracts and bidding procedures.

Facilities Site Review

Procedures Performed

We reviewed the Independent Citizens' Oversight Committee minutes and agenda and other pertinent information on Measure GG designated projects and determined the Measure GG funds expended for the year ended June 30, 2018 were for valid facilities acquisition and construction purposes as stated in the Bond Project List. Auditors performed walk through of significant bond projects.

Results of Procedures Performed:

Based on our review of the minutes and agenda of the Independent Citizens' Oversight Committee, the documentation and pertinent information of the Measure GG designated projects. The District is still in the planning stage for projects stated in the Bond Project List. Construction should begin in the 2018-19 fiscal year allowing auditors to perform a walk through of construction.

Citizens' Oversight Committee

Procedures Performed

We have reviewed the minutes of the Citizens' Oversight Committee meetings to verify compliance with Education Code sections 15278 through 15282.

Results of Procedures Performed

We have determined the Cardiff School District's Proposition 39 Measure GG Building Fund (21) Citizens' Oversight Committee and its involvement is in compliance with Education Code sections 15278 through 15282.

Our audit of compliance made for the purposes set forth in the second and third paragraphs of this report above would not necessarily disclose all instances of noncompliance.

Opinion on Performance

In our opinion, the District complied, in all material respects, with the compliance requirements of Proposition 39 outlined in Article XIII A, Section 1(b)(3)(c) of the California Constitution, and with Measure GG approved by the voters in the Cardiff School District on November 8, 2016.

Purpose of the Report

This report is intended solely for the information and use of the District's Governing Board, the Proposition 39 Measure GG Citizens' Oversight Committee, management, others within the entity, and the taxpayers of Cardiff School District and is not intended to be and should not be used by anyone other than these specified parties.

William A. Kelley King & Co., LLP

El Cajon, California
January 30, 2019

Auditor's Results, Findings & Recommendations

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)

Schedule of Findings and Responses
Year Ended June 30, 2018

There were no findings to report.

CARDIFF SCHOOL DISTRICT
PROPOSITION 39 MEASURE GG BUILDING FUND (21)

Summary Schedule of Prior Audit Findings
Year Ended June 30, 2018

There were no audit findings in the fiscal year ended June 30, 2017 audit.

Cardiff School District
Cardiff by the Sea, California 92007

March 12, 2019

ITEM: **MEASURE GG FACILITIES EXPENSE REPORT**

BACKGROUND

The Board is being provided an expense report for the Measure GG Facilities Project through December 31, 2018.

FINANCIAL IMPLICATIONS

There are no financial implications. This item is for informational purposes only.

CURRENT CONSIDERATIONS

It is recommended that the Board review the attached Measure GG Facilities Project expense report.

Measure GG Facilities Expense Report		As of December 31, 2018		Prepared By: Courtney Jasper	
	Original Contract/Budget Amount	Approved Revisions to Contract Amount	Total Amount Paid to Date	Estimated Additional Cost to Complete	Estimate Total Cost at Completion
<u>Process</u>					
Advertising			\$76.12		\$76.12
Best Best & Krieger, Attorneys at Law			\$18,773.21		\$18,773.21
City of Encinitas			\$1,600.00		\$1,600.00
First American Title			\$1,500.00		\$1,500.00
Measure GG Ballot Fees			\$9,643.00		\$9,643.00
<u>Consultants</u>					
Arborgate Consulting	\$2,800.00		\$2,800.00		\$2,800.00
Construction Testing & Engineering	\$20,500.00	-\$3,000.00	\$15,375.00	\$2,125.00	\$17,500.00
Land Survey, Inc.	\$24,000.00	\$1,750.00	\$22,750.00	\$3,000.00	\$25,750.00
Placeworks	\$110,752.00	\$51,771.00	\$158,825.96	\$3,697.04	\$162,523.00
Randy Peterson, Bond Program Manager	\$408,000.00		\$250,621.05	\$157,378.95	\$408,000.00
School Facilities Consultants	\$40,000.00		\$4,860.00	\$35,140.00	\$40,000.00
Studio E Architect: Phase 1	\$40,000.00	\$57,152.74	\$97,152.74		\$97,152.74
Studio E Architect: Phase 2	\$1,370,000.00	\$90,812.00	\$428,551.59	\$1,032,260.41	\$1,460,812.00
Urban Futures	\$10,050.00		\$3,350.00	\$6,700.00	\$10,050.00
Wilkinson Hadley & King	\$10,500.00		\$3,500.00	\$7,000.00	\$10,500.00
<u>Contractors</u>					
McCarthy: Preconstruction	\$100,000.00		\$18,000.00	\$82,000.00	\$100,000.00
TOTALS	\$2,136,602.00	\$198,485.74	\$1,037,378.67	\$1,329,301.40	\$2,366,680.07
SUMMARY					
Series A Issue: March 9, 2017	\$13,830,000.00				
Series B Issue					
Expended to December 31, 2018	\$1,037,378.67				
Interest Accrual to Date	\$323,059.85				
Balance	\$13,115,681.18				

Cardiff School District
Cardiff-By-The-Sea, California 92007

March 12, 2019

ITEM: **APPROVE AMENDMENT TO THE CONTRACT AGREEMENT
BETWEEN CARDIFF SCHOOL DISTRICT AND PLACEWORKS**

BACKGROUND

In November 2016, the community of Cardiff passed Measure GG, a \$22 million bond for the improvement to Cardiff and Ada Harris School facilities. District staff have begun the implementation phase for Measure GG which necessitates engaging the services of various contractors to provide design, construction and/or other consulting services to the District.

CURRENT CONSIDERATION

PlaceWorks to provide additional services for the preparation of additional OGALS and NPS related information to be included in the Final Environmental Impact Report and additional coordination with legal counsel.

FINANCIAL IMPLICATIONS

The amount to be paid to PlaceWorks for this additional scope of work shall be \$15,000. This shall be paid out of Fund 21.

RECOMMENDATION

It is respectfully recommended that the Board approve the Independent Contractor Agreement between Cardiff School District and PLACEWORKS

Cardiff School District
Cardiff-By-The-Sea, California 92007

March 12, 2019

ITEM: **APPROVE AMENDMENT TO THE CONTRACT AGREEMENT
BETWEEN CARDIFF SCHOOL DISTRICT AND STUDIO E
ARCHITECTS**

BACKGROUND

In November 2016, the community of Cardiff passed Measure GG, a \$22 million bond for the improvement to Cardiff and Ada Harris School facilities. District staff have begun the implementation phase for Measure GG which necessitates engaging the services of various contractors to provide design, construction and/or other consulting services to the District.

CURRENT CONSIDERATION

Studio E Architects is to provide additional services, inclusive of civil engineering, for the preparation of additional submittal to the City of Encinitas Engineering Department for a Grading Permit for the proposed project at Cardiff School.

FINANCIAL IMPLICATIONS

The amount to be paid to Studio E Architects for this additional scope of work shall be \$24,000. This shall be paid out of Fund 21.

RECOMMENDATION

It is respectfully recommended that the Board approve the amendment to the contract between Cardiff School District and Studio E Architects.

Exhibit L