

**Board of Trustees
August 11, 2016
Regular Meeting**

The regular meeting of the Board of Trustees of the Sequoia Union Elementary School District will be held on August 11, 2016 at 23958 Ave. 324, Lemon Cove, CA.

AGENDA

1. OPEN SESSION 6:00 P.M.

Call to Order
Flag Salute

11. OPEN SESSION

2.1 Comments From the Public

111. REPORTS & DISCUSSION

3.1 Superintendent's Report

The Board will be presented with a report on Instructional Programs, Operations, Personnel, and Maintenance and Transportation

3.2 P.T.C. Update

3.3 S.S.C. Update

3.4 S.E.T.A. Update

3.5 Sports' Boosters Update

3.6 Local Control and Accountability Plan (LCAP)

3.7 Strategic Planning Update

3.8 Charter School Update

3.9 Action Plan for Students With Exceptional Needs

1V. ACTION SESSION

4.1 Approval of the Consent Agenda Items

BUSINESS ITEMS

- 4.1a Approval of the July 14, 2016 Regular Meeting
- 4.1b A.D.A. Report (No report)
- 4.1c Cafeteria Report
- 4.1d Approve Payment of Bills for August
- 4.1e Approve Payroll for August
- 4.1f Approve Budget Report/Revisions

OTHER BUSINESS ITEMS

- 4.2a Consolidated Application - Part 1 2016-17

V. PERSONNEL

5.1 PUBLIC HEARING

Sequoia Union will hold a public hearing regarding the Daucher Certification Process (AB2756) Summary of Salary Settlement Agreement

V1. OTHER ACTION ITEMS

- 6.1 Update on Well Project and Approval of Claims - Nick Keller/Keller-Wegley Engineers
- 6.2 Interdistrict Agreement Requests
- 6.3 Paid Lunch Equity Requirement

V11. ORGANIZATIONAL BUSINESS

V111. ADJOURNMENT

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.1 Superintendent's Report:

The Board will be presented with a report on Instructional Programs, Operations, Personnel, and Maintenance and Transportation.

Information Only

Agenda Item. 3.1

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.2 P.T.C. Update:

A member from P.T.C. will give an update to the Board

Information Only

Agenda Item 3.2

**SEQUOIA UNION PTC - EIN # 46-3110443
BUDGET 2016 -- 2017**

Managed funds for School	Balance
Library	\$990.41
National Park Foundation Grant	\$5,365.29
8th Grade Fundraising	\$497.58
Total:	\$6,853.28

2014 - 2015

	Budget	Actual	\$ minus expenses	NOTES
BEGINNING BALANCE	\$3,963.31			
INCOME (RECEIPTS)				
Membership	\$80.00			
Direct Donations	\$20.00			
Fall Carnival	\$28,000.00			
Holiday Program	\$250.00			
T-Shirts	\$3,000.00			
Jog a thon	\$7,000.00			
Shares	\$2,000.00			
End of Year Celebration	\$100.00			
Misc	\$50.00			
	TOTAL RECEIPTS	\$40,500.00		
EXPENSES (DISBURSEMENTS)				
Fundraising Expenses				
Carnival	\$4,000.00			Paid for in prior yrs budget: \$159.07, \$2,800, \$119.62= \$3,078.69
JOG A THON (reciepts with binder)	\$2,000.00			
Holiday Program	\$50.00			
	Total Fundraising Expenses	\$6,050.00		
Operating Expenses				
Bank	\$25.00			
Exeter Chamber Membership	\$75.00			

2014 - 2015

NOTES

	Budget	Actual	\$ minus expenses	
Insurance	\$300.00			
Supplies	\$50.00			
Total Operating Expenses	\$450.00		\$0.00	
Program Expenses				
Hospitality	\$600.00			
BAND: Mr. Morris	\$4,000.00			
Instrument Repair	\$1,000.00			
Classrooms On The Go	\$22,800.00			
Symphony	\$100.00			
Student Achievement Awards	\$150.00			
DRAMA	\$800.00			
GRADUATION (including flowers)	\$300.00			
T-Shirts	\$3,000.00			
Student Assembly's	\$700.00			
End of Year Awards	\$150.00			
Water Day	\$400.00			
Total Program Expenses	\$34,000.00			
TOTAL DISBURSEMENTS	\$40,500.00			
TOTAL INCOME MINUS EXPENSES				
SAVINGS				
BALANCE ON HAND (Checking)		\$11,006.44		includes all checks written and funds we manage for the school

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.3 S.S.C. Update:

Information Only

Agenda Item 3.3

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.4 S.E.T.A. Update:

A member from S.E.T.A. will give an update to the Board

Information Only

Agenda Item. 3.4

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.5 Sports' Boosters Update:

A member from the Sports' Boosters Club will give an update to the Board

Information Only

Agenda Item. 3.5

S.U. Sports Booster Report

August 2016

New members have been appointed and assigned to bank account.

Ciaira Machado, President

Kate Parker, Vice President

Joey Howell, Treasurer

Jaime Rowlett, Secretary

We have almost come to the completion of the transition from outgoing board members to new. We are all very excited and committed to continuing the support of our S.U. student athletes. New members have been appointed and assigned to the bank account.

We are still awaiting fulfillment in the order of soccer jerseys that were placed in the spring '16.

It has been requested that the new football jerseys be printed immediately instead of waiting for soccer jerseys so they are ready for the football season start next month.

We have scheduled public meeting dates to be held at least once per trimester.

- August 29th, 2016
- November 28th, 2016
- February 27th, 2017
- More meetings can be scheduled on an as needed basis.

Treasurer Report

The balance as of 7/29/2016: 18539.66

Transactions still pending:

Soccer Jersey P.O.- amount unspecified. Our records show a void check in the amount of 1380.83 which was incorrect, still awaiting final amount.

New Business

- Looking into programs that can offer a first aid/volunteer coach training
- Looking to purchase field sprayer for Coach Line to be used for football, soccer, softball, baseball etc.
- New Soccer Goals
- Sports Booster Dinner Spring 2017

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.6 Local Control & Accountability Plan (LCAP):

- Review LCAP draft overview

Information Only

Agenda Item. 3.6

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.7 Strategic Planning Update:

Information Only

Agenda Item. 3.7

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.8 Charter School Update:

The Board will receive an update regard Charter Schools' from Dr. Powell.

Information Only

Agenda Item 3.8

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.9 Action Plan for Students With Exceptional Needs:

Information Only

Agenda Item. 3.9

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.10 Review Classified Salary Schedules to Reflect Minimum Wage
Law Increases:

Dr. Powell will review with the Board our current Classified salary
Schedule.

Information Only

Agenda Item. 3.10

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

IV. ACTION ITEMS

Agenda Item 4.1A **Consent Agenda Items:**

The Board is requested to review and approve the Consent Agenda Items as listed below:

- 4.1a Approval of the July 14, 2016 Regular Meeting Minutes
- 4.1b Approve A.D.A. Report (No report)
- 4.1c Cafeteria Report through August, 2016
- 4.1d Approve Payment of Bills for August
- 4.1e Approve August Payroll
- 4.1f Approve Budget Report/Revisions through August, 2016

Recommendations: Approve consent agenda items

On a motion of member _____, and seconded by _____, the Board voted to approve the consent agenda items.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Anna Eynaud				
Milo Gorden				
Matt McEwen				
James McNulty				
Bradley Ward				

Agenda item 4.1a

Sequoia Union Elementary School
Regular Meeting
July 14, 2016

The Board of Trustees of the Sequoia Union Elementary School held a regular meeting on July 14, 2016 at 23958 Ave. 324, Lemon Cove, CA.

MEETING CALLED TO ORDER: President of the Board James McNulty called the meeting to order at 6:00 P.M. followed by the flag salute.

MEMBERS PRESENT: Anna Eynaud, Milo Gorden, James McNulty; and Bradley Ward

MEMBERS ABSENT: Matt McEwen

VISITORS PRESENT: None

COMMENTS FROM THE PUBLIC: None

On a motion of Milo Gorden; and, seconded by Bradley Ward the Board voted to approve the agenda items for discussion as submitted. Also, item 5.1 under Personnel will be moved to the end of the agenda after Closed Session.

REPORTS & DISCUSSION:

Superintendent's Report:

Dr. Powell reviewed the Superintendent's update with the Board.

P.T.C. Update:

No report

S.S.C. Update:

No report

S.E.T.A. Update:

No report

Sports' Boosters Update:

No report

LCAP Update:

No report

Strategic Planning Update:

No report

Charter School Update:

No report

Action Plan for Students With Exceptional Needs:

No report

Review Classified Salary Schedules to Reflect Minimum Wage Increases:

Dr. Powell stated that the salary scheduled for the classified staff will need to be reviewed. Changes will need to be made to reflect the minimum wage increases.

ACTION SESSION:

On a motion of Bradley Ward; and, seconded by Anna Eynaud the Board voted to approve the consent agenda items as submitted.

PERSONNEL:

Declaration of Need Form for 2016-17:

On a motion of Milo Gorden; and, seconded by Anna Eynaud the Board voted to approve the Declaration of Need for 2016-17.

Annual Statement of Need 30-Day Substitute and Designated Subjects Career Technical Education 30-Day Substitute Teaching Permits:

On a motion of Anna Eynaud; and, seconded by Bradley Ward the Board voted to approve the Annual Statement of Need 30-Day Substitute.

OTHER ACTION ITEMS:

Update on Well Project and Approval of Claims - Nick Keller/Keller-Wegley Engineers:

No report

Interdistrict Agreement Requests:

On a motion of Anna Eynaud; and, seconded by Bradley Ward the Board voted to approve the interdistrict agreement requests as submitted.

Tulare Co. School's Legal Consortium Agreement 2016-17:

On a motion of Milo Gorden; and, seconded by Bradley Ward the Board voted to approve the legal consortium agreement for 2016-17.

Contract for Services for Grant Writer:

On a motion of Bradley Ward; and, seconded by Anna Eynaud the Board voted to approve the service contract for Jessica Rowley, Grant writer.

CLOSED SESSION:

On a motion of Milo Gorden; and, seconded by Bradley Ward the Board adjourned into Closed Session at 6:20 P.M.

OPEN SESSION:

On a motion of Anna Eynaud; and, seconded by Bradley Ward the Board returned into Open Session at 6:45 P.M. Reported out by President of the Board James McNulty there was no report.

PERSONNEL:

Approve Superintendent/Principals' Employment Contract:

On a motion of Milo Gorden; and, seconded by Bradley Ward the Superintendent's contract was approved. Copies were made available to the public for review. The vote was as follows:

Anna Eynaud - yes
Milo Gorden - yes
Matt McEwen - absent
James McNulty - yes
Bradley Ward - yes

ADJOURNMENT:

On a motion of Milo Gorden; and, seconded by Anna Eynaud the Board adjourned the meeting at 6:45 P.M.

**SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
Cafeteria Report
August, 2016**

Beginning Balance:

YTD. Actuals

Revenue	2016-17			<u>Prior Year</u>	
	Budgeted	Current	Balance	Budgeted	Current
FEDERAL	\$ 60,000.00	\$0.00	\$ 60,000.00	74,316	0.00
STATE	\$ 5,000.00	\$0	\$ 5,000.00	5,691.82	0.00
DAILY SALES	\$ 35,000.00	\$8,286.66	\$ 26,713.34	32,000	0.00
INTEREST	\$ 35.00	\$ -	\$ 35.00	100	\$ -
FAIR VALUE		\$ (75.34)	\$ 75.34		-6.5
TOTAL	\$ 100,035.00	\$8,211.32	\$ 91,823.68	112,108	-6.50

Expenses

SALARIES	\$ 59,951.00	\$0.00	\$ 59,951.00	54,167.89	3,267.74
BENEFITS	\$ 30,741.00	\$0.00	\$ 19,378.56	28,391.78	720.42
FOOD (DISTRICT)	\$34,000.00	\$0.00	\$34,000.00	37,867.80	657.44
NON-FOOD (DISTRICT)	\$ 6,500.00	\$0.00	\$ 6,500.00	6,487	0.00
EQUIPMENT	\$ -		\$ -	0.00	0.00
TRAVEL	\$ 200.00	\$0.00	\$ 200.00	200.00	0.00
Buildings & Improvement	\$ -	\$0.00			
TOTAL	\$ 131,392.00	\$0.00	\$ 120,029.56	127,114.71	4,645.60

EXCESS (Deficiency) of Revenue

Audit Adjustment: \$0.00

Fund Balance:

Transfer from Unrestricted: \$31,357

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For August, 2016

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013902	Edlio, Inc.	PV-170017	7/27/2016		10449		010-00000-0-00000-71500-58000-0 Website management system	\$2,040.00			
012047	EMPLOYMENT DEVELOPMENT DEPT	PV-170057	7/28/2016		94238342		010-00000-0-00000-00000-95025-0 2nd qtr. unemployment insurance	\$209.15	G		
013871	FGL Environmental	PV-170018	7/27/2016		4011233 LB: 160008		010-00000-0-00000-82000-55000-0 Water testing	\$50.00			
014025	Flaghouse	PV-170052	7/28/2016		13951454		010-11000-0-11100-10000-43000-0 P.E. equipment/recess equipment	\$272.31			
014020	Frontier	PV-170020	7/27/2016		Sequoia Union		010-00000-0-00000-82000-55000-0 July invoices	\$386.11			
	Frontier	PV-170021	7/27/2016		209-148-0710-012398-		010-00000-0-00000-82000-55000-0 July invoice	\$113.48			
012704	FRUIT GROWERS SUPPLY CO	PV-170019	7/27/2016		91779473/91784109 LB: 160009		010-00000-0-00000-82000-43000-0 Chain for saw/shovel	\$499.59			
013909	Jerimicha Powell	PV-170022	7/27/2016		Sequoia Union LB: 160010		010-00000-0-00000-71500-52000-0 Small School's conference reimbursement	\$519.34			
014022	Jessica Rowley	PV-170055	7/28/2016		195		010-07200-0-11100-10000-58000-0 Grant writing services	\$500.00			
							Total Check Amount:	\$2,040.00			
							Total Check Amount:	\$209.15			
							Total Check Amount:	\$50.00			
							Total Check Amount:	\$272.31			
							Total Check Amount:	\$386.11			
							Total Check Amount:	\$113.48			
							Total Check Amount:	\$499.59			
							Total Check Amount:	\$102.68			
							Total Check Amount:	\$102.68			
							Total Check Amount:	\$519.34			
							Total Check Amount:	\$519.34			
							Total Check Amount:	\$500.00			
							Total Check Amount:	\$500.00			

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Audit
 Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
011817	JORGENSEN & COMPANY INC	PV-170023	7/27/2016		5602542	010-00000-0-00000-82000-56000-0	Annual PM on fire extinguishers	\$474.92		
Total Check Amount:								\$474.92		
013838	LD Products	PV-170024	7/27/2016		4994796	010-11000-0-11100-10000-43000-0	Ink cartridges	\$61.56		
Total Check Amount:								\$61.56		
013774	Lozano-Smith	PV-170025	7/27/2016		2008055	010-00000-0-00000-71500-58000-0	Teleconference w/Board re: employment contract	\$296.10		
Total Check Amount:								\$296.10		
013747	Mission Uniform Service	PV-170026	7/27/2016		219819	010-00000-0-00000-82000-43000-0	Uniforms/shop towels/mats/dust mops	\$569.66		
Total Check Amount:								\$569.66		
012895	MOONLIGHT MAINTENANCE INC	PV-170027	7/27/2016		19650	010-00000-0-00000-82000-56000-0	Clean kitchen	\$1,888.00		
Total Check Amount:								\$1,888.00		
013171	OFFICE DEPOT	PV-170028	7/27/2016		28266812	010-11000-0-11100-10000-43000-0	Classroom supplies	\$1,782.58		
013171	OFFICE DEPOT	PV-170029	7/27/2016		28266812	010-11000-0-11100-10000-43000-0	Classroom supplies	\$1,986.19		
Total Check Amount:								\$3,768.77		
013870	Ray Morgan Co.	PV-170030	7/27/2016		1286996	010-00000-0-00000-82000-56000-0	Annual contract for copier lease	\$56.96		
Total Check Amount:								\$56.96		
013530	Really Good Stuff	PV-170031	7/27/2016		5600709	010-11000-0-11100-10000-43000-0	Classroom supplies	\$92.29		
Total Check Amount:								\$92.29		
013501	Renaissance Learning	PV-170032	7/27/2016		3815497.0	010-07200-0-11100-10000-43000-0	Accelerated reader renewal	\$8,194.50		H
Total Check Amount:								\$8,194.50		

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011581	SCHOOL HEALTH CORPORATION	PV-170036	7/27/2016		3165002-00		010-00000-0-00000-71500-43000-0	\$198.16		
Health room supplies								\$8,194.50		
013990	Security First Alarm King	PV-170037	7/27/2016		89553917		010-00000-0-00000-82000-55000-0	\$599.40		
Annual cell monitoring backup								\$198.16		
005168	SEQUOIA UN ELEMENTARY	PV-170033	7/27/2016		Sequoia Union		010-00000-0-00000-71500-43000-0	\$249.31		
Bus driver exam/fingerprinting								\$599.40		
	SEQUOIA UN ELEMENTARY		7/27/2016		Sequoia Union		010-00000-0-00000-82000-43000-0	\$8.41		
	SEQUOIA UN ELEMENTARY		7/27/2016		Sequoia Union		010-07230-0-00000-36000-43000-0	\$50.00		
	SEQUOIA UN ELEMENTARY	PV-170034	7/27/2016		Sequoia Union		010-00000-0-00000-71500-43000-0	\$795.33		
LB: 160011										
	SEQUOIA UN ELEMENTARY		7/27/2016		Sequoia Union		010-07230-0-00000-36000-43000-0	\$50.00		
Postage/stamps/bus driver exam/after school										
	SEQUOIA UN ELEMENTARY		7/27/2016		Sequoia Union		010-07200-0-11100-10000-43000-0	\$75.05		
160011										
014021	Sheri Karjala	PV-170056	7/28/2016		PBL Gr. TK-5		010-07200-0-11100-10000-52000-0	\$400.00		
Reimb. for PBL training								\$1,228.10		
					LB: 160015					
013989	SHI International Corp.	PV-170035	7/27/2016		B05202546/B05207840		010-07200-0-11100-10000-43000-0	\$14,391.00		
65 Chrome books								\$400.00		
013954	Shoutpoint Inc.	PV-170041	7/27/2016		12522		010-00000-0-00000-82000-55000-0	\$690.00		
2 interconnected VoIP lines								\$14,391.00		
Total Check Amount:								\$690.00		
Total Check Amount:								\$690.00		

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005383	SOUTHERN CALIF EDISON CO	PV-170038	7/27/2016		Sequoia Union		010-00000-0-00000-82000-55000-0	\$6,483.07		
						July invoices				
013713	Southwest School & Office Supl	PV-170040	7/27/2016		359240		010-11000-0-11100-10000-43000-0	\$1,247.28		
						Classroom supplies				
						Total Check Amount:		\$6,483.07		
013718	Southwest School & Office Supl	PV-170039	7/27/2016		00159469		010-11000-0-11100-10000-43000-0	\$9.68		
						Classroom supplies				
						Total Check Amount:		\$1,247.28		
013960	Spence Fence Co. Enterprises	PV-170042	7/27/2016		5137		010-00000-0-00000-81100-58000-0	\$280.00		
					LB: 160012		Repair fence due to vandalism			
						Total Check Amount:		\$9.68		
013948	Staples Advantage, Dept. LA	PV-170043	7/27/2016		8040154998		010-11000-0-11100-10000-43000-0	\$903.47		
							Classroom supplies			
						Total Check Amount:		\$280.00		
							010-11000-0-11100-10000-43000-0	\$1,861.53		
							Classroom supplies			
						Total Check Amount:		\$2,765.00		
013987	Studies Weekly, Inc.	PV-170051	7/28/2016		180509		010-63000-0-11100-10000-43000-0	\$1,884.96		
							Science/history			
						Total Check Amount:		\$1,884.96		
012558	SULLIVAN, JULIE	PV-170045	7/27/2016		Sequoia Union		010-11000-0-11100-10000-43000-0	\$125.00		
					LB: 160013		Literature books			
						Total Check Amount:		\$125.00		
014024	The New Teachers Project	PV-170053	7/28/2016		004350-PI		010-40350-0-00000-21000-58000-0	\$500.00		
							Professional fees for CA. Education Standards			
						Total Check Amount:		\$500.00		
013995	Today's Classroom LLC	PV-170046	7/27/2016		16-2900		010-11000-0-11100-10000-43000-0	\$806.30		
							Charging cart			
						Total Check Amount:		\$500.00		

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012054	TULARE COUNTY DEPT OF EDUC.	PV-170047	7/27/2016		162849/170048		010-07200-0-11100-10000-52000-0	\$806.30	B	
							ELA workshop/AIMS assessment books	\$5,400.00	B	
							010-63000-0-11100-10000-43000-0	\$344.80	B	
							Total Check Amount:	\$5,744.80		
013779	US Bank	PV-170048	7/27/2016		308489368		010-00000-0-00000-82000-56000-0	\$14,155.00	D	
							Lease on copiers			
							Total Check Amount:	\$14,155.00		
006102	VISALIA TIMES-DELTA	PV-170049	7/27/2016		23518 LB: 160014		010-07200-0-11100-10000-43000-0	\$96.75		
							After school miles			
							Total Check Amount:	\$96.75		
006424	WOODLAKE HARDWARE CO	PV-170050	7/27/2016		05387		010-00000-0-00000-82000-43000-0	\$59.97		
							Weed spray/toilet valve/fluorescent bulbs			
							Total Check Amount:	\$59.97		

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Total District Payment Amount: \$86,929.42

Tulare County Office of Education
Accounts Payable Final - 7/28/2016 1:41:40 PM

Page 1 of 1
 APY500

7/28/2016
 1:41:51PM

** FINAL **
 Batch No 102

Amount Flag EFT
 Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code
Batch No 102							

Total Accounts Payable: **\$86,929.42**

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling \$86,929.42 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

 Authorizing Signature *[Signature]* Date *7-28-16*

Fund Summary	Total
010	\$86,929.42
Total	\$86,929.42

Tulare County Office of Education

Order to Pay/Payroll Transmittal

Form PS04P - Payroll

Month/Day/Year: 7/26/16

Instructions

Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted with the PS04P Form.

Districts that perform their own payroll input will sign and submit the Order to Pay on the last page of their Payroll Final printout rather than use this form.

TCOE Personnel will input the Personnel Data from the PS01 Form for all Districts that do not have access to the computer system. Districts should check the box at the bottom of Form PS01 indicating if the Personnel Data has already been input.

Document	Certificate Payroll	Classified Payroll
Payroll Input W/S Enclosed	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Form PS01 Employee Personnel Data Sheets	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS02 Voluntary Deductions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS03 Employee Distribution Additions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form W-4 Withholding	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Automatic Payroll Deposit Form Authorization	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
PERS Action Form		No. Enclosed <u>0</u>
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ <u>0</u>	Total Amount \$ <u>3540.02</u>

The Sequoia Union School District hereby orders that payment be made to each of the employees of the district in the amounts indicated as per the following attached schedules and that County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Shirley [Signature]
District Authorized Signature

7/26/16
Date

TCOE Processing

Verify inclusion of number of documents indicated. Verify agreement of adding machine tape to Total Gross Payroll on form. If separate staff members input Certificated and Classified payroll, make copy of this form for other staff member. If any PS01 forms require Personnel Data input, they should be sent to TCOE Personnel for handling. Make copy of form to verify the Final Payroll Register totals before release of Payroll to District.

Date Received by TCOE / /

Received & Processed By _____

-Tulare County Office of Education
Order to Pay/Payroll Transmittal

Form PS04P - Payroll

Month/Day/Year: 7/19/16

Instructions

Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted with the PS04P Form.

Districts that perform their own payroll input will sign and submit the Order to Pay on the last page of their Payroll Final printout rather than use this form.

TCOE Personnel will input the Personnel Data from the PS01 Form for all Districts that do not have access to the computer system. Districts should check the box at the bottom of Form PS01 indicating if the Personnel Data has already been input.

Document	Certificate Payroll	Classified Payroll
Payroll Input W/S Enclosed	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Form PS01 Employee Personnel Data Sheets	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS02 Voluntary Deductions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS03 Employee Distribution Additions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form W-4 Withholding	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Automatic Payroll Deposit Form Authorization	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
PERS Action Form		No. Enclosed <u>0</u>
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ <u>10,814.09</u>	Total Amount \$ <u>28,478.70</u>

The Sequoia Union Elementary School District hereby orders that payment be made to each of the employees of the district in the amounts indicated as per the following attached schedules and that County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

[Signature]
 District Authorized Signature

7/19/16
 Date

TCOE Processing

Verify inclusion of number of documents indicated. Verify agreement of adding machine tape to Total Gross Payroll on form. If separate staff members input Certificated and Classified payroll, make copy of this form for other staff member. If any PS01 forms require Personnel Data input, they should be sent to TCOE Personnel for handling. Make copy of form to verify the Final Payroll Register totals before release of Payroll to District.

Date Received by TCOE / /

Received & Processed By _____

**SEQUOIA UNION SCHOOL DISTRICT
GENERAL FUND FINANCIAL REPORT
REGULAR MEETING**

August, 2016

Prior Year

<u>Classification</u>	<u>Approved Bud.</u>	<u>Year to Date</u>	<u>o/o Rec'd.</u>	<u>Balance</u>	<u>Approved Bud.</u>	<u>Year to Date</u>
Total Rev. Limit	\$ 2,414,866.00	\$ 82,703.40	\$ 0.03	\$ 2,332,162.60	2,358,135.00	161,755.50
Fed. Rev.	\$ 125,550.00		\$ -	\$ 125,550.00	159,168	10,941.00
State Rev.	\$ 200,073.00	\$ 21,627.04	\$ 0.11	\$ 178,445.96	775,069	15,343.61
Local Rev.	\$ 31,200.00	\$ (15,455.57)	\$ (0.50)	\$ 46,655.57	61,997	-3,330.51
Total Rev.	\$ 2,771,689.00	\$ 88,874.87	\$ 0.03	\$ 2,682,814.13	3,354,369	184,709.60
				\$ -		
Expenditures				\$ -		
Certificated salaries	\$ 1,116,983.00	\$ 4,898.40	\$ 0.00	\$ 1,024,704.63	1,040,732	17,462.20
Classified salaries	\$ 511,541.00	\$ 12,493.77	\$ 0.02	\$ 499,047.23	452,893.00	43,096.24
Benefits	\$ 618,101.00	\$ 2,047.90	\$ 0.00	\$ 616,053.10	603,215.00	9,181.67
Textbooks/supl.	\$ 186,612.00		\$ -	\$ 186,612.00	228,482	102,195.16
Dues/Memberships	\$ 5,500.00		\$ -	\$ 5,500.00	5,500	1,780.88
Travel/Staff Development	\$ 29,844.00		\$ -	\$ 29,844.00	18,653.25	1,028.57
Insurance	\$ 15,100.00	\$ 9,991.00	\$ 0.66	\$ 5,109.00	15,000.00	0.00
Housekeeping	\$ 130,000.00	\$ 939.12	\$ 0.01	\$ 129,060.88	130,000.00	24,079.93
Rentals/Leases/Repairs	\$ 50,500.00	\$ 3,464.77	\$ 0.07	\$ 47,035.23	63,500.00	19,801.03
Pension Penalties & Interest						
Services	\$ 97,279.00	\$ 24.00	\$ 0.00	\$ 97,255.00	149,484.00	12,678.75
Subagreements	\$28,619		\$ -	\$ 28,619.00	28,619	0.00
Capital Outlay	\$ 184,650.00			\$ 184,650.00	708,680.14	31,716.07
Other Outgo	\$ 4,149.00			\$ 4,149.00	3,941.00	1666
Total Expenditures	\$ 2,978,878.00	\$ 33,858.96	\$ 0.01	\$ 2,945,019.04	3,448,699.51	264,686.50
Surplus/Deficit	\$ (207,859.00)					
Interfund Transfers Out						
Beginning Balance	\$ 1,876,752.69					
Projected Ending Balance	\$ 1,637,536.69					
Components						
of ending	Revolving Fund	Designated Res.		Undesignated	Audit Adjust.	
balance	2000	756832.04		878,704.65		

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

1V. ACTION ITEMS

Agenda Item 4.2 **OTHER BUSINESS ITEMS:**

- A. **Consolidated Application- Part 1 for 2016-17:**
The Board will be requested to review and approve the consolidated application which requests funding for the 2016-17 year.

Recommendations: Approve Consolidated application- part 1

On a motion of member _____, and seconded by _____, the Board voted to approve the Consolidated Application- part 1 for 2016-17.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Anna Eynaud				
Milo Gorden				
Matt McEwen				
James McNulty				
Bradley Ward				

Agenda item 4.2a

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

VI. PERSONNEL

5.1 PUBLIC HEARING:

The Board will open the meeting up for a Public Hearing Regarding the Daucher Certificated Process (AB2756) Summary of Salary Settlement Agreement. This form is required to publically disclose the effects of the salary agreement and the impact on the District's budget for the length of the agreement.

Recommendations: Approve the Daucher Certificated Process Summary Settlement Agreement.

On a motion of member _____, and seconded by _____, the Board voted to approve the salary settlement agreement.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Anna Eynaud	_____	_____	_____	_____
Milo Gorden	_____	_____	_____	_____
Matt McEwen	_____	_____	_____	_____
James McNulty	_____	_____	_____	_____
Bradley Ward	_____	_____	_____	_____

Agenda item 5.1

**Summary of Salary Settlement Agreement
With the**

Sequoia Union Elementary School District

Section 1: AGREEMENT

Document Preliminary / Final Approved
(circle one)

Name of Bargaining/Represented Unit CTA

The proposed agreement covers the period beginning 7/1/2016 and ending 6/30/2017 and

will be acted upon by the Governing Board at its meeting on 8/11/2016

Select the type of employee represented 1. Certificated Salaries

Report Version 2014.1
C:\Users\Velinda\Documents\Salary-Settlement-2016-17.xls\Summary

TO THE GOVERNING BOARD AND THE COUNTY SUPERINTENDENT OF SCHOOLS: In compliance with the Public Disclosure requirements of AB-1200 (Statutes 1991, Chapter 1213) as well as the Salary Settlement Notification requirements of SB-1677 when Teachers Salary/Benefit Negotiations are finalized after the final budget is adopted.

PUBLIC DISCLOSURE

The agreement was publicly disclosed on : 8/1/2016
Date

The agreement was [posted at / advertised in] : Sequoia Union Marque
(circle one) Details of Distribution

GENERAL

Section 2: STATUS OF BARGAINING UNIT AGREEMENTS

If this Public Disclosure is **NOT** applicable to all of the District's bargaining units, indicate the current status.

Certificated	(Select One)	<u>Settled</u>	# of Employees Represented
Classified	(Select One)	Not Represented	<u>14</u>

Section 3: PROPOSED CHANGE IN COMPENSATION

Compensation	Costs prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year Increase/Decrease 2016-17	Year 2 Increase/Decrease 2017-18	Year 3 Increase/Decrease 2018-19
1 Salary Schedule	\$ 927,444.00	\$47,299.64	\$0.00	\$0.00
% Increase		5.10%	0.00%	0.00%
Step and Column		2.00%	0.00%	0.00%
2 Other Compensation	\$0.00	\$0.00	\$0.00	\$0.00
Stipends, Bonuses, Longevity Overtime, Differential, etc		0.00%	0.00%	0.00%
Description of other compensation				
3 Statutory Benefits STRS, PERS, FICA, WC, UI, Medicare	\$153,961.00	\$7,852.01	\$0.00	\$0.00
4 Health/Welfare Plans	\$212,511.00	\$0.00	\$0.00	\$0.00
5 Total Compensation, Add Items 1 thru 4 to equal 5	\$ 1,293,916.00	\$73,700.53	\$0.00	\$0.00
6 Total Number of Represented Employees (Use FTEs if appropriate)	14.00			
7 Total Compensation Cost for Average Employee	\$92,422.57	\$5,264.32	\$0.00	\$0.00

Section 4: EXPLANATIONS REGARDING PROPOSAL

Please include an explanation for all questions.

- 1 Provide a brief narrative of the proposed agreement, including but not limited to:**
Proposed changes in compensation, step and column, COLA, health & welfare, include effective dates.
The agreement is for a 5.1% increase of the steps for 2016-17. The District has a cap on the health insurance. Should the premiums exceed the cap the District and unit members will share any increased cost of health and welfare benefits 50/50.

- 2 Were any additional steps, columns, or ranges added to the schedules? (If yes, explain)**
Yes, steps 15, 17 and 19 were included.

- 3 Explain Non-Compensation Items.** ie. Class Size changes, Staff Development Days, Teacher Prep Time, etc.
Their day has been extended by 15 minutes.

- 4 Explain specific impact (positive or negative) on instructional and support programs to accommodate the settlement?** Include staff reductions or increases, elimination or addition of services or programs.
None

- 5 Describe contingency language included in the agreement.**
This is a one year agreement.

- 6 Are there any major provisions that do not directly affect the district's costs such as binding arbitration, grievance procedures, etc.?**
No

- 7 What is the Source of Funding for Proposed Agreement in Current Year?**
Unrestricted fund

- 8 If multi-year agreement, what is the source of funding, including assumptions used, to fund the obligations in future years?**

Section 6: IMPACT ON CURRENT YEAR

General Fund	Latest Brd Apprvd Budget	Settlement Costs		Other Budget Adjustments	New Projected Budget
		Agreement Adjustments	Previously Budgeted		
OPERATING REVENUES					
LCFF/Revenue Sources (8010-8099)	\$2,414,866	\$0	\$0	\$0	\$2,414,866
Federal Revenues	\$125,550	\$0	\$0	\$0	\$125,550
Other State Revenues	\$200,073	\$0	\$0	\$0	\$200,073
Other Local Revenues	\$31,200	\$0	\$0	\$0	\$31,200
TOTAL	\$2,771,689	\$0	\$0	\$0	\$2,771,689
OPERATING EXPENDITURES					
Certificated Salaries	\$1,087,064	\$65,849	-\$55,197	\$0	\$1,097,716
Classified Salaries	\$511,541	\$0	\$0	\$0	\$511,541
Employee Benefits	\$614,252	\$7,852	-\$6,114	\$0	\$615,990
Books and Supplies	\$186,612	\$0	\$0	\$0	\$186,612
Services, Other Operating Expenses	\$356,842	\$0	\$0	\$0	\$356,842
Capital Outlay	\$184,650	\$0	\$0	\$0	\$184,650
Other Outgo	\$4,149	\$0	\$0	\$0	\$4,149
Direct/Indirect Support Costs	\$0	\$0	\$0	\$0	\$0
TOTAL	\$2,945,110	\$73,701	-\$61,311	\$0	\$2,957,500
OPERATING SURPLUS (DEFICIT)	-\$173,421	-\$73,701	\$61,311	\$0	-\$185,811
OTHER FINANCING SOURCES/USES					
Transfers In	\$0	\$0	\$0	\$0	\$0
Transfers <Out>	-\$31,357	\$0	\$0	\$0	-\$31,357
Other Sources	\$0	\$0	\$0	\$0	\$0
Other <Uses>	\$0	\$0	\$0	\$0	\$0
Contributions	\$0	\$0	\$0	\$0	\$0
TOTAL	-\$31,357	\$0	\$0	\$0	-\$31,357
CURRENT YEAR INCREASE (DECREASE) TO FUND BALANCE	-\$204,778	-\$73,701	\$61,311	\$0	-\$217,168
FUND BALANCE, RESERVES					
Beginning Fund Balance	\$1,876,753				\$1,876,753
Audit Adjustments/Restatements	\$0				\$0
Adjusted Beginning Fund Balance	\$1,876,753				\$1,876,753
Ending Fund Balance	\$1,671,975	-\$73,701	\$61,311	\$0	\$1,659,585
COMPONENTS OF ENDING BALANCE:					
a. Nonspendable	\$0				\$0
b. Restricted	\$0				\$0
c. Committed	\$0				\$0
1. Stabilization Arrangements	\$0				\$0
2. Other Commitments	\$0				\$0
d. Assigned	\$0				\$0
e. Unassigned/Unappropriated	\$0				\$0
1. Reserve for Economic Uncertainties	\$0				\$0
2. Unassigned/Unappropriated	\$1,671,975				\$1,659,585
f. Total Components of Ending Fund Balance (Line f must agree with Ending Fund Balance)	\$1,671,975				\$1,659,585

Section 7: IMPACT ON CURRENT YEAR UNRESTRICTED RESERVES

1. State Reserve Standard		
Total Expenditures, Transfers Out and Uses	\$	2,988,857
State Standard Minimum Reserve Percentage		5%
State Standard Minimum Reserve Amount	\$	149,443
2. Budgeted Unrestricted Reserved		
1. General Fund Budgeted Unrestricted Reserved for Economic Uncertainties (9789)	\$	0
2. General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$	1,609,605
3. Special Reserve Fund (17) Budgeted Designated for Economic Uncertainties & Undesignated Ending Fund Balance	\$	
Total District Budgeted Unrestricted Reserves (sum lines 1 - 3)	\$	1,609,605
3. Do unrestricted reserves meet the state standard minimum reserve amount?		
Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>

Section 9: MULTI-YEAR PROJECTION - GENERAL FUND

Sequoia Union Elementary School District

General Fund	2016-17 Projected Budget	Change	2017-18 Projected Budget	Change	2018-19 Projected Budget
Latest prepared Form MYP - ATTACH TO DISCLOSURE					
Date Prepared	6/9/2016				
It Includes this Settlement	No				
Fund 01 Expenditures and Other Financing Uses	\$2,976,467		\$2,936,903		\$3,029,048
Total Available Reserves	\$1,259,387		\$1,093,704		\$960,738
IMPACT OF AGREEMENT ON AVAILABLE RESERVES	(\$73,111)		\$0		\$0
OTHER ADJUSTMENTS TO AVAILABLE RESERVES					
1.1% added onto the already	\$-12,390				
4% budgeted.					
ESTIMATED RESERVES AFTER SETTLEMENT	\$1,173,886		\$1,093,704		\$960,738

MINIMUM RESERVE LEVEL					
Minimum Required Percent	5%				
Required Amount per Form MYP Attached	148,823		146,845		121,162
Required Amount after Settlement	152,479				
Over (Under) Required Reserves	1,021,407		1,093,704		960,738
Reserve Requirement Met?	Yes		Yes		Yes

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

VI. OTHER ACTION ITEMS

6.1 Update on Well Project and Approval of Claims - Nick Keller/Keller-Wegley Engineers:

The Board will be requested to review and approve the claims for reimbursement from Keller/Wegley Engineers. Also, an update will be given to the Board regarding the progress on the well project.

Recommendations: Approve claims for reimbursement

On a motion of member _____, and seconded by _____, the Board voted to approve claims for reimbursement.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Anna Eynaud				
Milo Gorden				
Matt McEwen				
Milo Gorden				
Bradley Ward				

Agenda item 6.1

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

V1. OTHER ACTION ITEMS

6.2 Interdistrict Agreement Requests:

The Board will be requested to review and approve the interdistrict agreement requests as submitted.

No report

Recommendations: Approve interdistrict agreement requests

On a motion of member _____, and seconded by _____, the Board voted to approve the interdistrict agreement requests.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Anna Eynaud				
Milo Gorden				
Matt McEwen				
James McNulty				
Bradley Ward				

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
August 11, 2016

V1. OTHER ACTION ITEMS:

6.3 Paid Lunch Equity Requirement:

The Board will be requested to review and approve the increase in the student paid lunches. The California Department of Education requires the weighted price increase to ensure that the schools' retain sufficient monies in their cafeteria fund for paid lunches.

Recommendations: Approve student lunch increase for the 2016-17 year

On a motion of _____, and seconded by _____, the Board approved the increase in student lunches.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Anna Eynaud	_____	_____	_____	_____
Milo Gorden	_____	_____	_____	_____
Matt McEwen	_____	_____	_____	_____
James McNulty	_____	_____	_____	_____
Bradley Ward	_____	_____	_____	_____

Agenda Item 6.3



Home / Learning Support / Nutrition / School Nutrition

Paid Lunch Equity Requirement and Calculation Tool

Nutrition Services Division Management Bulletin

Purpose: Policy, Action Required, Beneficial Information

To: School Nutrition Program Sponsors

Number: SNP-08-2016

Attention: Food Service Director, Chief Business Official

Date: April 2016

Reference: U.S. Department of Agriculture Interim Rule: School Food Service Account Revenue Amendments Related to the Healthy, Hunger-Free Kids Act of 2010 Policy Memoranda SP 39-2011—Revised; SP 15-2012; SP 18-2012; SP 22-2012; SP 28-2012; SP 19-2013; SP 25-2013; SP 34-2013; SP 58-2013; SP 1-2014; SP 15-2014; SP 28-2014; SP 03-2015—Revised; SP 09-2016;
<http://www.fns.usda.gov/school-meals/policy/>

Subject: Paid Lunch Equity Requirement and Calculation Tool—Updated Guidance for School Year 2016–17

This Management Bulletin (MB) provides school food authorities (SFA) and local educational agencies participating in the School Nutrition Programs with updated information from the U.S. Department of Agriculture (USDA) Policy Memorandum SP 09-2016 regarding School Year (SY) 2016–17 updated guidance for the Paid Lunch Equity (PLE) requirements in Title 7, *Code of Federal Regulations* (7 CFR) Section 210.14(e). You can view this Policy Memo on the USDA School Meals Policy Web page at <http://www.fns.usda.gov/school-meals/policy>.

Background

The USDA published the Interim Rule pertaining to PLE requirements in June 2011, and the California Department of Education (CDE) Nutrition Services Division (NSD) has since communicated PLE requirements and updates to SFAs through various communication channels including e-mails, MBs, training seminars, and statewide conferences. For further background information on PLE, please refer to MB USDA SNP 16-2012, located on the CDE Cafeteria Fund Guidance Web page at <http://www.cde.ca.gov/ls/nu/sn/cafefundguide.asp>.

The USDA Food and Nutrition Service (FNS) provides annual guidance and a USDA PLE calculator tool (PLE Tool) to SFAs to ensure compliance with PLE pricing requirements. Due to the complexity of PLE pricing requirements, the CDE strongly encourages SFAs to read the USDA PLE Policy Memos and use

the PLE Tool(s) to annually comply with the PLE pricing requirements.

These documents are available on the USDA School Meals Policy Web page at <http://www.fns.usda.gov/school-meals/policy>. Please search for the term "Paid Lunch Equity."

Enhancements to the Calculation Tool

The USDA allows SFAs that used the average weighted pricing and charged less than the difference between the federal free reimbursement rate and the paid reimbursement rate in SY 2015–16 to use either or both of the following options to meet the PLE requirement:

1. Raise average paid lunch price, or
2. Deposit into the cafeteria fund the amount of nonfederal monies equal to the difference between the average weighted price and the price indicated by the PLE Tool

These requirements are intended to ensure that SFAs retain sufficient monies in their cafeteria fund for paid lunches.

The USDA FNS annually provides SFAs with the PLE Tool to assist them with making their price adjustment calculations. The SY 2016–17 PLE Tool has been enhanced to add the following edits and clarifications:

■ Tab 1: Instructions

- ◆ Several tips for completing the PLE Tool
- ◆ Ability to add SFA name to every tab (the tabs do not auto-populate and the SFA name should be added manually to each tab)

■ Tab 2: Annual Unrounded Requirement Finder

- ◆ A correction in the formula for determining the unrounded price requirement from the SY 2010–11 average weighted price to ensure that the carryover calculation from SY 2010–11 is accurate
- ◆ An indication in the PLE Tool when the unrounded price requirement entered for SY 2015–16 is at or above the minimum federal price requirement (i.e., \$2.78 for SY 2016–17), directing the user to proceed to the Report tab

■ Tab 3: SY 2016–17 Price Adjustment Calculator

- ◆ The USDA Policy Memo SP 09-2016 indicates no change to Tab 3

■ Tab 4: SY 2016–17 Non-Federal Calculator

- ◆ A correction in the formula in the Non-Federal Contribution Calculator for SY 2016–17 to

accurately reflect the target average weighted paid lunch price of \$2.78 for SY 2016–17

■ **Tab 5: SY 2016–17 Split Price and Non-Federal Calculator**

- ◆ The USDA Policy Memo SP 09-2016 indicates no change to Tab 5

■ **Tab 6: SY 2016–17 Report**

- ◆ Addition of a text box to record the source of nonfederal funds contributed to the cafeteria fund
- ◆ Inclusion of “Exemption Granted” option to the drop-down list to meet the requirements for the PLE method chosen for SY 2016–17
- ◆ An indicator directing SFAs at or above equity to “keep and use the SY 2016–17 Average Weighted Paid Lunch Price recorded below for the next year’s (SY 2017–18) PLE Tool” and to record the SY 2016–17 average weighted paid lunch price when selecting “at or above equity” from the drop-down as the method to meet the PLE requirement for SY 2016–17

All SFAs, whether or not they are seeking a PLE exemption, must annually complete their PLE calculation using the PLE Tool (Excel spreadsheet) or a similar calculation spreadsheet. The PLE Tool is available as an attachment to USDA Policy Memo SP 09-2016, located on the USDA Paid Lunch Equity: Guidance for School Year 2016–17 Web page at <http://www.fns.usda.gov/paid-lunch-equity-school-year-2016-2017-calculations-and-tool>.

Paid Lunch Equity Exemption

For SY 2016–17, the FNS extended the exemption to the PLE requirement to certain SFAs with a strong financial standing. This exemption is described in MB SNP-22-2015, PLE: Updated Guidance for SYs 2015–16 and 2016–17, located on the CDE Cafeteria Fund Guidance Web page at <http://www.cde.ca.gov/ls/nu/sn/cafefundguide.asp>.

To qualify for the exemption from the PLE pricing requirements, an SFA must:

1. Have a certification from the CDE as meeting the new meal pattern requirements
2. Demonstrate that the required increase to the average paid lunch price or revenue contribution(s) would cause the SFA to exceed their net cash resources (NCR) limitation as defined in 7 *CFR*, Part 210
3. Complete the Factors for Consideration form to determine if other necessary or appropriate uses for the SFA's cafeteria fund exist. This form is available in the Download Forms section of the Child Nutrition Information and Payment System (CNIPS) Form ID SNP-49

The FNS recommends that SFAs review their program operations to determine if funds deposited into their cafeteria fund (through raised prices or contributions from nonfederal sources) can be spent addressing program deficiencies or goals before requesting an exemption.

Requesting an Exemption

All SFAs interested in applying for a PLE exemption, including those SFAs granted an exemption in SY 2013–14 or SY 2014–15, must request an exemption in SY 2015–16 and SY 2016–17. Additionally, all SFAs must provide the CDE with the aforementioned documentation to be considered for the exemption. In order for the CDE to consider the SFA's request for an exemption from the PLE pricing requirements, the CDE must evaluate all aspects of food service operations including, but not limited to, meal costs and compliance with nonprogram food revenue requirements (e.g., the Smart Snacks in Schools standards).

SFAs must submit their request for a PLE exemption to snpcafefundquestions@cde.ca.gov. State in the subject line **PLE Exemption Request for (enter SFA name and the CNIPS identification number)** and attach the following documents to the e mail request:

- The CDE certification letter confirming that the SFA has met the new meal pattern requirements
- The PLE Tool or similar calculation spreadsheet the SFA used to calculate PLE requirements
- The SFA's balance sheets demonstrating their NCR calculations before and after the paid meal price increase(s)
- The completed PLE Exemption Request: Factors for Consideration form (SNP-49)

After receiving the SFA's completed PLE exemption request, the CDE will review the request and inform the SFA of its determination.

Contact Information

If you have any questions regarding this subject, please contact the CDE NSD Resource Management Unit by e-mail at snpcafefundquestions@cde.ca.gov.

Questions: Nutrition Services Division | 800-952-5609

Last Reviewed: Wednesday, April 13, 2016

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15/14

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SY 2016-17 Price Adjustment Calculator

[Go to Instructions](#)

SY 2016-17 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.73	\$ 2.70
Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)	

SY 2015-16 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2015.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2015-16 Weighted Average Price
1.		\$ -	
2.		\$ -	
3.	1,257 \$ 2.50	\$ 3,142.50	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	1,257	\$ 3,142.50	\$ 2.50
Note: SY 2015-16 Weighted Average Price equal to or above \$2.78 are compliant for SY 2016-17. \$2.78 is the difference between the Free and Paid reimbursement rates for SY 2015-16.			

Total Price Increase for SY 2016-17
\$ 0.20

Required price increase for SY 2016-17 (with 10 cent cap)
\$ 2.60

Remaining increase carried forward to SY 2017-18
\$ 0.10

Remaining credit carried forward to SY 2017-18
\$ -

[Go to SY2016-2017 Report](#)

Step 3 (Optional)

Pricing Estimation Calculator			
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.		\$ -	
2.		\$ -	
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	-	\$ -	\$ -

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality. November 2015

Step 1	
Enter the SY 2015-16 Unrounded Price Requirement in the box below	SY 2016-17 Weighted Average Price Requirement
<i>This is can be found in Section 1: Box A of the SY 2015-2016</i>	Requirement price to the nearest cent
\$ 2.60	\$ 2.73
<p><i>Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)</i></p>	

Complete if you do NOT know your SY 2015-2016 Unrounded Price Requirement		
<u>Annual Unrounded Requirement Finder</u>		
Enter the SY 2010-11 Weighted Average Price below		
<i>** The weighted average price for SY 2010-11 is the weighted average of all paid lunch</i>		
SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2014-2015 Requirement price to the nearest cent	Price 2: SY 2015-2016 Requirement price to the nearest cent
\$ 1.50	\$ 1.76	\$ 1.83
<p><u>If you do not know your SY2010-2011 Weighted Average Price</u></p> <p><u>CLICK HERE</u></p>		
<i>Note: The SY 2015-16 requirement is based on price increase requirements from SY 2011-12 through SY 2014-15.</i>		

Use the links below to go to the next step:

Click here to go to SY 2016-17 Price Calculator
Click here to go to SY 2016-17 Non-Federal Source Calculator
Click here to go to SY 2016-17 Split Calculator

[Go to Instructions](#)

Note: This tool is created to allow the user to only enter the weighted average price. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.