

San Ysidro School District Governing Board

SPECIAL BOARD MEETING

AGENDA

Tuesday
August 20, 2019
5:30 p.m.

WELCOME

Welcome to the meeting of the San Ysidro School District Governing Board. As a courtesy to others, we ask that you turn the volume off on your cell phones and put them on vibrate during the Board meeting. Your cooperation is appreciated.

San Ysidro School District
Education Center Board Room
4350 Otay Mesa Road
San Ysidro

GENERAL ADMINISTRATION

**SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

TO: Governing Board

BOARD MEETING DATE: August 20, 2019

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

INITIAL: MA
 Informational
 Action

AGENDA ITEM: RESOLUTION NO. 19/20-0016 REQUESTING A TEMPORARY TRANSFER OF FUNDS

BACKGROUND INFORMATION:

Education Code section 42620 provides that the County Treasurer can loan funds to school districts in the event the school district runs short of cash. In order to get over the cash shortages, school districts can borrow up to 85% of the Property Taxes (up to \$16,762,481) accruing to the district by June 30, 2020, and be repaid when the property tax payments for 2020 are received.

RECOMMENDATION:

Approve and Adopt Resolution No. 19/20-0016 requesting a Property Tax temporary transfer of funds from the County Treasury as needed for the 2019-20 fiscal year. Marilyn Adrianzen, Chief Business Official, will provide a brief explanation of this item as it relates to payroll.

LCAP GOAL AND ACTION/SERVICE (please indicate):

Renewal New Amendment Ratify Other

Business Services Reviewed: MA

Financial Implications?

Are funds for this item available in the 2019-2020 Budget?

Requisition #

Yes No

Yes No

(Amount)

(Name of funding source and/or location)

(Funding account number)

Recommended for: Approval Denial Certification Requested Yes No

Superintendent's Office Certification:


Marilyn Adrianzen signing on behalf of
Gina A. Potter, Ed.D., Superintendent
Secretary to the Board

**RESOLUTION NO. 19/20-0016
PROPERTY TAXES**

RESOLUTION OF GOVERNING BOARD OF SAN YSIDRO SCHOOL DISTRICT
REQUESTING TEMPORARY TRANSFER OF FUNDS

On motion of member _____, seconded by member _____ the following resolution is adopted:

WHEREAS, the California Constitution, Article XVI, Section 6 and Education Code section 42620 or 85220 provide that the Treasurer of the County of San Diego (Treasurer) shall have the power and it shall be his duty to make such temporary transfer from the funds in his custody as may be necessary to provide funds for meeting the obligations incurred for maintenance purposes by any district whose funds are in his custody and are paid out solely through his office; such temporary transfer of funds shall be made only upon resolution adopted by the governing board of the County to make such temporary transfer; such temporary transfer of funds shall not exceed 85% of anticipated revenue accruing to the District, shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year, and shall be replaced from the revenues accruing to such District before any other obligation of the District; and

WHEREAS, on June 13, 2019, the governing board will/has:

- _____ Adopt(ed) a tentative budget (community college only)
- _____ Adopt(ed) a final budget (community college only)
- x Adopt(ed) an original budget (K-12 school district only)
- _____ Adopt(ed) a revised budget (community college or K-12 school district)

for this District for the fiscal year 2019-20 pursuant to the provisions of Education Code sections 42127 or 70901, and the revenue type(s) accruing to the District for said fiscal year are estimated to be as follows:

	<u>Revenue Type(s)</u>	<u>Estimated Amount(s)</u>	
<u> x </u>	Property Taxes	\$ <u>20,171,390</u>	
_____	Principal Apportionment(s)	\$ _____	
_____	Education Protection Account	\$ _____	
		\$ <u>20,171,390</u>	Total

and

WHEREAS, the revenue type(s) and amount(s) accrued to this District during the 2018-19 fiscal year were as follows:

	<u>Revenue Type(s)</u>	<u>Estimated Amount(s)</u>	
<u> x </u>	Property Taxes	\$ <u>20,360,154</u>	
_____	Principal Apportionment(s)	\$ _____	
_____	Education Protection Account	\$ _____	
		\$ <u>20,360,154</u>	Total

and

WHEREAS, it is necessary to provide funds for meeting obligations incurred for maintenance purposes by this District; AND NOW THEREFORE

RESOLUTION NO. 19/20-0016
PROPERTY TAXES

IT IS RESOLVED AND ORDERED pursuant to the provisions of the California Constitution, Article XVI, Section 6, and Education Code section 42620 or 85220 as follows:

1. The Board of Supervisors of the County of San Diego is requested to direct the Treasurer to make a temporary transfer from the funds in his custody on or before the last Monday in April, 2020 to this District to meet obligations incurred for maintenance purposes in the amount of \$16,762,481, which does not exceed a total of 85% of remaining:

Revenue Type(s)

<u> x </u>	Property Taxes
<u> </u>	Principal Apportionment(s)
<u> </u>	Education Protection Account

accruing to the District by June 30, 2020, as certified by the District Superintendent and verified by the County Auditor and Controller.

2. Funds will be transferred to this District by the Treasurer in sums as requested by the District Superintendent and certified by him/her to be necessary to provide funds for meeting the obligations incurred for maintenance purposes by the District not to exceed the maximum amount herein specified, provided the Treasurer determines that funds in his custody are available for such transfers.
3. Repayment of the funds is anticipated to be made from the:

Revenue Type(s)

<u> x </u>	Property Taxes
<u> </u>	Principal Apportionment(s)
<u> </u>	Education Protection Account

accruing to the District, however the District recognizes that the source of repayment may be from other revenues accruing to the District before any other obligation. Interest on any transferred funds will accrue and be payable by the District, at the greater of the same interest rate the County of San Diego Investment Pool is earning or a proxy TRAN cost as determined by the market until the entire amount transferred is repaid. Each month, the appropriate interest rate to be used will be identified, and the resulting calculated interest will be charged.

4. The Clerk/Secretary of this Board is directed to file a copy of this resolution with the Board of Supervisors, the County Superintendent of Schools, the County Auditor and Controller, and the County Treasurer-Tax Collector.
5. Authorize the District Superintendent or designee to sign a Temporary Transfer Agreement consistent with the terms of this Resolution.

**RESOLUTION NO. 19/20-0016
PROPERTY TAXES**

PASSED AND ADOPTED by the Governing Board of the San Ysidro School District, County of San Diego, State of California, this 20th day of August, 2019 by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO

I, Antonio Martinez, Clerk/Secretary of the Governing Board of the San Ysidro School District, County of San Diego, State of California, do hereby certify that the foregoing is a true copy of a resolution adopted by said Board at a meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

Date

Clerk/Secretary of the Governing Board

**SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

TO: Governing Board

BOARD MEETING DATE: August 20, 2019

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM: Business Services
Marilyn Adrianzen, Chief Business Official

INITIALS ma
 Informational
 Action

AGENDA ITEM: AGREEMENT WITH COUNTY OF SAN DIEGO FOR TEMPORARY
TRANSFER OF FUNDS 2019-2020

BACKGROUND INFORMATION:

Education Code section 42620 provides that the County Treasurer can loan funds to school districts in the event the school district runs short of cash. In order to get over the cash shortages, school districts can borrow up to 85% of the Property Taxes (up to \$16,762,481) accruing to the district by June 30, 2020, and be repaid when the property taxes are received in 2020.

This agreement is related to Resolution No. 19/20-0016 Requesting temporary transfer of funds from the County Treasury for the 2019-20 fiscal year as needed to meet the needs of the District.

RECOMMENDATION:

Approve the agreement with the County of San Diego requesting a Property Tax temporary transfer of funds from the County Treasury as needed for the 2019-20 fiscal year.

LCAP GOAL AND ACTION/SERVICE (please indicate):

Renewal New Amendment Ratify Other

Business Services Reviewed: ma

Financial Implications?

Are funds for this item available in the 2019-2020 Budget?

Requisition #

Yes No

Yes No

BORROW UP TO

\$16,762,481

(Amount)

Property Taxes

(Name of funding source and/or location)

(Funding account number)

Recommended for: Approval Denial Certification Requested Yes No

Superintendent's Office Certification:

Marilyn Adrianzen

Marilyn Adrianzen signing on behalf of
Gina A. Potter, Ed.D., Superintendent
Secretary to the Board

**TEMPORARY TRANSFER AGREEMENT
PROPERTY TAXES**

This Temporary Transfer Agreement (Agreement) is made and effective this 20th day of August 2019, by and between the County of San Diego, California (County) and San Ysidro School District (District).

RECITALS

WHEREAS, by Resolution No. 19/20-0016 of its Board of Trustees (attached as Exhibit A), the District has requested the Board of Supervisors to make a temporary transfer (Transfer) of monies to meet its current maintenance expenses; and

WHEREAS, California Constitution Article XVI, Section 6, provides that the County Treasurer (Treasurer) shall have the power and the duty to authorize temporary transfers of monies upon the resolution of the Board of Supervisors authorizing such temporary transfer; and

WHEREAS, the Board of Supervisors by Administrative Ordinance Section 119.1 et seq. (Ordinance) has authorized and directed the Auditor and Controller and the County Treasurer-Tax Collector to make the Transfer to the District in accordance with the terms of the Ordinance; and

WHEREAS, this Agreement represents the agreement of the County and the District with respect to the Treasurer's authorization of the Transfer and its repayment by the District.

AGREEMENT

Section 1. **Transfer; Timing.** Upon receipt of the District's written request, the Treasurer will authorize such Transfer and the Auditor and Controller will transfer to the District, subject to review and approval, the amount requested within 30 days from the District's Transfer request, provided however, that in no event shall the total amount of all Transfers made in accordance with this Agreement exceed 85% of the remaining revenue type(s), shown below, accruing to the District through June 30, 2020, prorated as of the date of the written request.

Revenue Type(s)

<u> x </u>	Property Taxes
<u> </u>	Principal Apportionment(s)
<u> </u>	Education Protection Account

The written request must contain the amount requested and documentation must be provided demonstrating that the amount requested is necessary to meet current maintenance expenses. Where indicated in the table below, such documentation shall include detailed cash flows for the applicable period that support maintenance expenses and anticipated revenues. Required supporting documentation by revenue type is also presented in the table below.

**TEMPORARY TRANSFER AGREEMENT
PROPERTY TAXES**

Documentation		
Revenue Type	Description of Documentation Needed	Found in Exhibit
Property Taxes	Not Needed. The necessary documents are compiled by the County of San Diego.	Not Applicable
Principal Apportionment(s)	Cash Flows	Not Applicable
	Verifiable State documents supporting State allocation(s) including deferred allocation(s).	Not Applicable
Education Protection Account	Cash Flows	Not Applicable
	Verifiable State documents supporting State allocation(s).	Not Applicable

The amount requested must be reviewed and approved by the County Auditor and Controller. An authorized Transfer may be made to the District in one or more installments.

No Transfer shall be made after April 27, 2020.

The Transfer will be made from and limited to the County of San Diego Investment Pool (Pool).

Section 2. **Deposit of Transfer.** Any Transfer made by the Treasurer to the District shall be deposited in the District’s General Fund (Fund) for the purpose of lending funds to the District to meet its maintenance obligations.

Section 3. **Repayment; Interest.** Repayment of the funds is anticipated to be made from the revenue type(s) identified in Section 1, accruing to the District. However the District recognizes that the source of repayment may be from other revenues accruing to the District before any other obligation. Interest on any transferred funds will accrue and be payable by the District, at the greater of the same interest rate the Pool is earning or a proxy TRAN cost as determined by the market until the entire amount transferred is repaid. Each month, the appropriate interest rate to be used will be identified, and the resulting calculated interest will be charged.

Upon receipt and deposit, the District agrees that the County may immediately transfer the cash from said revenues to the Pool’s Fund for the purpose of repaying the “temporary transfer of funds” obligations.

Section 4. **District Covenant.** The District represents and covenants with the County that the District’s anticipated revenue for fiscal year 2019-20, as documented in the attached exhibit referred to in Section 1, represents the District’s best estimate of the remaining revenues. The County Auditor and Controller shall review and approve the District’s anticipated revenue calculations included in these documents.

**TEMPORARY TRANSFER AGREEMENT
PROPERTY TAXES**

Section 5. **Notices.** Any and all notices between the County and the District provided for or permitted under this Agreement or by law shall be in writing and shall be deemed duly given when personally delivered to one of the parties or in lieu of such personal service, when deposited in the United States mail, postage prepaid, addressed to such party at the following address:

If to the County:

Lauren Warrem, Chief Deputy Treasurer County of San Diego Treasurer-Tax Collector 1600 Pacific Highway, Room 101 San Diego, California 92101 619-531-5686 Lauren.Warrem@sdcounty.ca.gov	Brian Ruehle, Deputy Controller County of San Diego Auditor and Controller Department 5530 Overland Avenue, Suite 410 San Diego, California 92123 858-694-2199 Brian.Ruehle@sdcounty.ca.gov
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If to the District:

Gina A. Potter, Ed.D., Superintendent San Ysidro School District 4350 Otay Mesa Road San Ysidro, CA 92173 619-428-4476 ext. 3021 Gina.potter@sysdschools.org	Marilyn Adrianzen, CBO San Ysidro School District 4350 Otay Mesa Road San Ysidro, CA 92173 619-428-4476 ext. 3004 Marilyn.adrianzen@sysdschools.org
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Section 6. **Governing Law, Venue and Entire Agreement.** This Agreement has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California. In the event of any legal action to enforce or interpret this Agreement, the sole and exclusive venue shall be a court of competent jurisdiction located in San Diego, California.

This Agreement constitutes the entire agreement between the County and the District with respect to the Transfer and supersedes any previous agreement(s), negotiations, proposals or understanding, whether written or oral concerning such matter, unless expressly included in this Agreement.

Section 7. **Amendment or Modifications.** No amendment, modification or other alternation of this Agreement shall be valid unless in writing and signed by the parties.

**TEMPORARY TRANSFER AGREEMENT
PROPERTY TAXES**

Section 8. **Severability.** In the event that any provision of this agreement is held to be invalid, void, or illegal by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and such invalidity shall in no way affect, impair, or invalidate any other provision contained herein if there is no substantive effect to the services to be rendered to the County by such judicial finding of invalidity.

Section 9. **Counterparts.** This Agreement may be executed in any number of counterparts, each counterpart shall for all purposes be deemed to be an original, and all such counterparts shall together constitute but one and the same Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first written above.

County of San Diego, California
Treasurer-Tax Collector

Date: _____

By: _____
Chief Deputy Treasurer

APPROVED AS TO FORM AND LEGALITY
Thomas E. Montgomery, County Counsel

Date: _____

By: _____
Senior Deputy

San Ysidro School District

Date: _____

By: _____
Marilyn Adrianzen
Chief Business Official

Board Approved: _____

2019-20 General Fund Cashflows

Actuals to end of the month of:
Jul-19

Adopted Budget
USER INPUT
AREA

Type: 1

		7	8	9	10	11	12	12	1	2	3	4	5	6	Totals up to June 30th		July SY	August SY	Other Months SY	Fiscal Year
		Beginning	July	August	September	October	November	Dec - Prior to Property Taxes	December 10th	January	February	March	April	May	June					
58	9111-9499 Assets (Excluding 9110 Cash)																			
59	9111-9199 Other Cash Equivalents		\$ 2,651,266													\$ 2,651,266				\$ 2,651,266
60	9200-9299 Receivables (Excl. deferrals listed below)	894,056	33,776	894,056												927,832	1819 CF			927,832
61	9200-9299 Deferrals - Principal Apportionment																			
64	9200-9299 Receivables - Lottery	224,774			224,774											224,774				224,774
65	9300-9319 Temporary Loans / Due From																			
66	9320-9499 Other Assets																			
67	9111-9499 Change in Assets (Excl. 9110 Cash)	\$ 1,118,830	\$ 2,685,042	\$ 894,056	\$ 224,774	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,803,872				\$ 3,803,872
69																				
70	9500-9659 Current Liabilities																			
71	9500-9599 Payables	\$ (398,139)	\$ (57,231)	\$ (132,713)	\$ (208,195)											\$ (398,139)	1819 CF			\$ (398,139)
72	9650-9659 Deferred Revenues																			
73																				
74	9500-9659 Change in Current Liabilities	\$ (398,139)	\$ (57,231)	\$ (132,713)	\$ (208,195)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (398,139)				\$ (398,139)
75																				
76	Multiple Other Activity																			
77	9793 Audit Adjustments		\$ -													\$ -				\$ -
78	9795 Other Restatements																			
79	7999 Expense Suspense		(146,323)													(146,323)				(146,323)
80	8999 Revenue Suspense		60,685													60,685				60,685
81	9910 Payroll Suspense		86,086													86,086				86,086
82	Treasury Reconciling Items																			
83																				
84	Multiple Total Other Activity	\$ -	\$ 449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 449				\$ 449
85																				
86	Ending Balance WITHOUT Borrowing		\$ 884,879	\$ (872,071)	\$ (1,835,819)	\$ (4,582,006)	\$ (5,143,031)	\$ (5,860,131)	\$ (3,934)	\$ 1,911,901	\$ 553,506	\$ (355,633)	\$ 4,912,399	\$ 2,829,828	\$ 1,660,330	\$ 1,660,330	\$ 451,104			\$ -
87																				
88	Multiple Borrowing Activity																			
90	9640 TRAN / TTF Principal Amounts			8,000,000	(59,037)	(262,811)	(744,632)		(6,109,413)	(824,105.50)										
91	8660 TRAN / TTF Premium																			
92	9640 EPA & PA TTF Repayment																			
93	9640 Tax TTF Repayment																			
94	9600-9619 Temporary Loans / Due To										400,000	(400,000)								
95	9629-9649 Other Liabilities (Excluding TRANs)																			
96																				
97	Multiple Total Borrowing Activity	\$ -	\$ -	\$ 8,000,000	\$ (59,037)	\$ (262,811)	\$ (744,632)	\$ -	\$ (6,109,413)	\$ (824,105)	\$ 400,000	\$ (400,000)	\$ -	\$ -	\$ -	\$ -				\$ -
98																				
99	9110 Ending Cash Balance		\$ 884,879	\$ 7,127,929	\$ 6,305,143	\$ 3,095,146	\$ 1,790,488	\$ 1,073,388	\$ 820,171	\$ 1,911,901	\$ 553,506	\$ 44,367	\$ 4,912,399	\$ 2,829,828	\$ 1,660,330	\$ 1,660,330				\$ -

16-19 Ending Cash Balance	9,170,824	5,781,870	4,384,831	2,819,709	790,669	(420,459)	5,743,919	8,132,072	6,078,008	4,549,824	9,550,711	6,930,470	1,017,543
17-18 Ending Cash Balance	15,919,258	12,699,823	7,529,723	9,638,838	7,662,234	8,047,257	12,434,225	15,360,678	13,587,537	12,131,522	14,232,078	13,881,735	11,896,973
16-17 Ending Cash Balance	12,511,283	9,793,091	10,757,239	9,442,248	8,239,947	7,732,998	14,255,627	16,914,255	15,607,950	15,398,708	18,298,685	18,481,460	16,112,695
15-16 Ending Cash Balance	5,167,884	3,258,146	4,853,908	3,840,508	3,594,752	2,944,116	10,709,399	13,251,941	11,587,697	11,293,314	13,179,076	12,245,928	14,620,167
14-15 Ending Cash Balance	1,065,135	3,114,890	4,117,209	2,830,584	2,228,062	2,228,062	6,817,860	8,482,942	7,416,365	7,243,138	8,666,024	7,864,055	7,858,027
13-14 Ending Cash Balance	1,611,615	2,889,865	3,842,357	1,383,711	3,979,780	3,979,780	5,245,711	6,163,130	4,887,536	5,042,363	8,777,961	6,732,810	6,860,360
12-13 Ending Cash Balance	5,958,439	5,145,289	4,390,392	8,402,836	6,552,755	6,552,755	5,679,662	4,933,490	3,329,098	1,860,050	2,708,600	1,887,780	3,640,894
11-12 Ending Cash Balance	2,696,723	3,101,378	4,759,220	2,250,389	1,820,973	1,820,973	5,156,912	8,966,698	3,379,684	3,379,684	3,379,684	2,359,295	4,183,895
10-11 Ending Cash Balance	6,833,883	6,321,416	5,549,114	2,391,281	2,046,198	6,956,580	5,366,328	2,871,142	1,998,580	3,321,515	2,839,389	901,156	
09-10 Ending Cash Balance	5,901,458	3,801,546	2,885,077	2,798,188	4,075,833	7,774,386	3,890,299	2,422,661	2,541,850	3,429,474	2,913,749	2,201,808	
08-09 Ending Cash Balance	5,928,932	5,942,843	5,015,744	3,668,420	1,078,919	4,709,604	2,761,955	1,654,627	1,340,292	2,170,031	1,549,186	2,295,087	
07-08 Ending Cash Balance	5,711,855	4,829,391	1,942,391	919,064	694,103	2,457,869	3,011,386	2,393,966	2,450,745	5,031,068	4,734,853	1,752,029	
06-07 Ending Cash Balance	3,881,542	2,987,143	2,596,060	2,840,282	1,785,865	4,882,332	4,853,740	5,599,053	4,911,937	5,827,805	6,841,512	4,308,217	
05-06 Ending Cash Balance	2,586,042	1,509,181	1,133,497	1,162,952	915,617	3,081,184	3,980,140	5,531,282	4,029,843	7,186,907	6,852,644	2,918,525	
04-05 Ending Cash Balance	2,909,504	2,113,144	852,302	2,320,181	885,931	2,146,385	3,428,801	5,386,111	2,300,751	3,247,505	4,469,535	1,813,881	

District's authorizing signature

CODE SOURCE DOCUMENT
 1213BD 2012/13 Adopted Budget 19,044,306 Property Tax Estimate
 1213CERT 2012/13 CDE Certified Amount (121,946) July Ptax
 1011CERT 2010/11 DGS Certified Amount (378,882) August Ptax Estimate
 AB MYP MYP from Adopted Budget SACS File 18,543,378
 E ESTIMATE 15,761,871 85% available to borrow

2019-20 General Fund Cashflows

Actuals to end of the month of:
Jul-19

Adopted Budget
USER INPUT
AREA

Type: 1

8/19/2019 12:41

Beginning	7	8	9	10	11	12	12	1	2	3	4	5	6	Totals up to June 30th	July SY	August SY	Other Months SY	Fiscal Year
	July	August	September	October	November	Dec - Prior to Property Taxes	December 10th	January	February	March	April	May	June					

To Verify Beginning Balance	In Balance	In Balance	In Balance	In Balance	In Balance		In Balance	In Balance	In Balance	In Balance	In Balance	In Balance	In Balance	In Balance
Beginning Bal Oracle	1 017 542 99	884 878 88	7 127 929 33	6 305 143 41	3 096 145 64		1 790 487 77	820 171 06	1 911 900 87	553 505 56	44 366 59	4 912 399 10	2 829 827 87	
Beginning Cash Balance	1 017 542 99	884 878 88	7 127 929 33	6 305 143 41	3 096 145 64		1 790 487 77	820 171 06	1 911 900 87	553 505 56	44 366 59	4 912 399 10	2 829 827 87	
Difference	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
To Verify Ending Balance	In Balance	NOT In Balance	NOT In Balance	NOT In Balance	NOT In Balance		NOT In Balance	NOT In Balance	No Data	No Data	No Data	No Data	NOT In Balance	
Ending Bal Oracle	884,878.88	5,781,869.58	4,394,831.14	2,819,708.58	790,668.63		5,743,919.39	6,132,071.78					18,112,694.56	
Ending Cash Balance	884,878.88	7,127,929.33	6,305,143.41	3,096,145.64	1,790,487.77		820,171.06	1,911,900.87	553,505.56	44,366.59	4,912,399.10	2,829,827.87	1,660,329.63	
Difference	0.00	-1,346,059.75	-1,920,312.27	-276,437.06	-999,819.14		4,923,748.33	6,220,170.91	-553,505.56	-44,366.59	-4,912,399.10	-2,829,827.87	16,452,364.95	

	Program Cashflows Without Deferrals														2011-12 Totals	Deferrals / PY Revenues			
	July	August	September	October	November	Dec - Prior PTax	December	January	February	March	April	May	June	July SY		August SY	Other Months SY	Totals	
RL Type 1 PA	5.00%	5.00%	9.00%	9.00%	9.00%		9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	100.0%	0.00%	0.00%	0.00%	100.00%	
RL Type 2 PA	15.00%	15.00%	15.00%	15.00%	15.00%		0.00%	8.00%	6.80%	6.80%	6.80%	6.80%	6.80%	100.0%	0.00%	0.00%	0.00%	100.00%	
RL PA Distribution	5.00%	5.00%	9.00%	9.00%	9.00%	0.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	100.0%	0.00%	0.00%		100.00%	
RL Charter School In Lieu		6%	12%	8%	8%	8%	8%	8%	8%	7.0%	7.0%	7.0%	7.0%	86.0%	14%			100.00%	
RL Property Taxes	0.4%	2.0%	0.3%	1.4%	3.9%	0.0%	32.1%	15.3%	2.5%	0.0%	38.2%	1.5%	2.5%	100.0%				100.00%	
RL Property Taxes - P-1 only									5.6%	0.0%	85.5%	3.4%	5.6%	100.0%				100.00%	
RL Special Education - Prop Tax Transfer								27.3%			24.8%		47.9%	100.0%				100.00%	
RL RDA Residual Balance & CRD								50%					50%	100.0%				100.00%	
F Assets - Pass Through					25%					25%			0%	0.0%		100%		100.00%	
F Federal Special Ed									0%				0%	0.0%				100.00%	
F Federal Cash Mgmt Title 1.2 & 3			25%				25%			25%			25%	100.0%			25%	125.00%	
S Period Distribution	9.09%	9.09%	16.36%	16.36%	16.36%	0.00%	16.36%	16.36%	20%	20%	20%	20%	20%	180.0%	20%			200.00%	
S EIA Distribution			20%		20%			20%		20%		20%	20%	100.0%				100.00%	
S Lottery							25%	25%			25%		25%	75.0%		25%		100.00%	
S EPA			25.0%				25.0%		25.0%				25.0%	100.0%	45%			145.00%	
S Mandate Block					100%									100.0%				100.00%	
S PA Sp. Ed (SDUSD Poway & Infant)												5%	85%	100.0%				100.00%	
L ASES - Pass Through					65%					25%				90.0%			10%	100.00%	
BS PY AR/AP	20%	20%	20%	20%	20%									100.0%				100.00%	

	Program Funds Without Deferrals														Deferral July CY
	July	August	September	October	November	December 15th	December	January	February	March	April	May	June		
EIA															
CSR K-3															
One-Time Discretionary							33%				33%	33%	100%		
Pupil Trans-Special Educ															
Pupil Transportation															
Consolidate Cats 1 to 5															
Resource 0000 Object 8590															
Basic Aid Reduction 8.92% All															
Basic Aid Reduction 8.92% PA															

	Bdgt/Cert Amt
#REF!	1,793,669
#REF!	#REF!
#REF!	#REF!
#REF!	#REF!
C	#REF!
C	1,859,137 Other State

	Categorical Deferrals Within Current FY														Current FY Totals	Deferral To SY
	July	August	September	October	November	December 15th	December	January	February	March	April	May	June			
DEFERRAL FACTORS:	-1			-1	-1		1				-1	1				
EIA																
CSR K-3																
PA Deferrals Out																
PA Deferrals In																
Pupil Trans-Special Educ																
Pupil Transportation																
Consolidate Cats 1 to 5																
RDA One-Time Assets Liquidation																
Mandate Block Grant																

Sal&Bene Monthly %	4.0%	7.5%	8.6%	9.0%	9.0%	8.8%	8.8%	8.8%	8.8%	8.8%	8.9%	8.8%	8.9%	100.0%
CW Monthly %	6.9%	8.2%	10.7%	8.4%	7.2%	7.6%	7.6%	9.3%	6.5%	6.7%	7.1%	6.5%	15.0%	100.0%

Principal Apportionment Summary
2019-20 Advance Apportionment
California Department of Education

Legend: AB 602 = Assembly Bill 602; ADA = Average Daily Attendance; COE = County Office of Education; LCFF = Local Control Funding Formula; PY = Prior Year; EPA = Education Protection Account; Ch = Chapter
Payment Type: 1 = Paid pursuant to Education Code (EC) Section 14041(a)(2); 2 = Paid pursuant to EC Section 14041(a)(6); 3 = Paid pursuant to EC Section 14041(a)(7)

County Code	District Code	School Code	Charter Number	Charter Type	Local Educational Agency	District Type	County Office of Education	School District LCFF State Aid	Charter School LCFF State Aid	School District Basic Aid "Choice"	School District Basic Aid Court-Ordered Voluntary Pupil Transfer	School District Basic Aid Open Enrollment	School District Basic Aid Supplement Charter School Adjustment	Adults in Correctional Facilities	Special Education AB 602 (\$500-8311)	Special Education Infants 0-2 (6510-8311)	Transfer of Funds for County Served District Funded ADA (0000-7142 for districts and 0000-8710 for COEs)	Other State Aid (Ch. 13/2015 and Ch. 29/2016) (7810-8590)	Amount Charter Overpaid	PY Amount Charter Overpaid	Adjustments and PY Recalculations	Total Advance Principal Apportionment (Sum of A-1 through A-15)	EPA Entitlement as of 2019-20 Advance (1400-8012)	Total of LCFF State Aid and EPA Entitlement (Line A-1 + Line A-2 + Line A-3 + EPA)	
							A-1	A-2	A-3	A-4	A-5	A-6	A-6	A-6	A-7	A-8	A-9	A-10	A-11	A-12	A-13	A-14	A-15	B-1	Payment Type
37	67967	000000	N/A	N/A	Alpine Union Elementary	ELEMENTARY	-	8,885,611	-	-	-	-	-	-	-	-	-	-	-	-	-	8,885,611	1	2,589,052	9,474,663
37	76851	000000	N/A	N/A	Bonsall Unified	UNIFIED	-	8,968,072	-	-	-	-	-	-	-	-	-	-	-	-	-	8,968,072	1	1,330,122	10,298,194
37	67983	000000	N/A	N/A	Borrego Springs Unified	UNIFIED	-	3,867,654	-	-	-	-	-	-	-	-	-	-	-	-	-	3,867,654	2	4,735,700	8,603,354
37	67991	000000	N/A	N/A	Cajon Valley Union	ELEMENTARY	-	102,303,798	-	-	-	-	-	-	-	891,213	-	-	-	-	-	103,195,011	1	25,327,900	127,631,698
37	68007	000000	N/A	N/A	Cardiff Elementary	ELEMENTARY	-	386,843	-	-	-	-	-	-	-	-	-	-	-	-	-	386,843	2	133,566	520,209
37	73551	000000	N/A	N/A	Catbed Unified	UNIFIED	-	11,753,542	-	-	-	-	-	-	-	-	-	-	-	-	-	11,753,542	2	2,189,036	13,942,578
37	68023	000000	N/A	N/A	Chula Vista Elementary	ELEMENTARY	-	99,309,577	-	-	-	-	-	-	-	-	-	-	-	-	-	99,309,577	1	35,641,732	134,951,309
37	68031	000000	N/A	N/A	Coronado Unified	UNIFIED	-	10,890,269	-	-	-	-	-	-	-	-	-	-	-	-	-	10,890,269	2	4,138,905	15,029,174
37	68049	000000	N/A	N/A	Dehesa Elementary	ELEMENTARY	-	1,050,227	-	-	-	-	-	-	-	-	-	-	-	-	-	1,050,227	1	214,592	1,264,819
37	68056	000000	N/A	N/A	Del Mar Union Elementary	ELEMENTARY	-	1,170,350	-	-	-	-	-	-	-	-	-	-	-	-	-	1,170,350	2	864,542	2,034,892
37	68080	000000	N/A	N/A	Encinitas Union Elementary	ELEMENTARY	-	1,840,774	-	118,067	-	-	-	-	-	-	-	-	-	-	-	1,958,841	2	1,031,934	2,872,708
37	68098	000000	N/A	N/A	Escondido Union	ELEMENTARY	-	91,197,059	-	-	-	-	-	-	-	-	-	-	-	-	-	91,197,059	1	23,510,036	114,707,095
37	68106	000000	N/A	N/A	Escondido Union High	HIGH	-	39,454,152	-	-	-	-	-	-	-	-	-	-	-	-	-	39,454,152	1	11,723,629	51,177,781
37	68114	000000	N/A	N/A	Fallbrook Union Elementary	ELEMENTARY	-	24,815,669	-	-	-	-	-	-	-	-	-	-	-	-	-	24,815,669	2	6,968,087	31,783,756
37	68122	000000	N/A	N/A	Fallbrook Union High	HIGH	-	10,575,384	-	-	-	-	-	-	-	-	-	-	-	-	-	10,575,384	2	1,984,612	12,559,996
37	68130	000000	N/A	N/A	Grossmont Union High	HIGH	-	77,577,122	-	-	-	-	-	1,523,461	-	-	-	-	-	-	-	79,200,583	1	6,266,164	83,845,286
37	68155	000000	N/A	N/A	Jamul-Dulzura Union Elementary	ELEMENTARY	-	2,584,632	-	-	-	-	-	-	-	-	-	-	-	-	-	2,584,632	1	335,244	2,919,876
37	68163	000000	N/A	N/A	Julian Union Elementary	ELEMENTARY	-	2,006,080	-	-	-	-	-	-	-	-	-	-	-	-	-	2,006,080	2	459,074	2,465,154
37	68171	000000	N/A	N/A	Julian Union High	HIGH	-	347,758	-	-	-	-	-	-	-	-	-	-	-	-	-	347,758	2	23,838	371,596
37	68197	000000	N/A	N/A	La Mesa-Spring Valley	ELEMENTARY	-	61,047,031	-	-	-	-	-	-	-	-	-	-	-	-	-	61,047,031	1	18,502,773	79,549,804
37	68189	000000	N/A	N/A	Lakeside Union Elementary	ELEMENTARY	-	27,563,154	-	-	-	-	-	-	-	-	-	-	-	-	-	27,563,154	1	7,883,777	35,446,931
37	68205	000000	N/A	N/A	Lamont Grove	ELEMENTARY	-	24,834,891	-	-	-	-	-	-	-	-	-	-	-	-	-	24,834,891	1	5,636,434	30,471,325
37	68213	000000	N/A	N/A	Mountain Empire Unified	UNIFIED	-	11,748,084	-	-	-	-	-	-	-	-	-	-	-	-	-	11,748,084	1	2,723,510	14,471,594
37	68221	000000	N/A	N/A	National Elementary	ELEMENTARY	-	39,351,205	-	-	-	-	-	-	-	-	-	-	-	-	-	39,351,205	1	8,250,081	47,601,286
37	73569	000000	N/A	N/A	Oceanside Unified	UNIFIED	-	88,332,628	-	-	-	-	-	-	-	-	-	-	-	-	-	88,332,628	1	28,185,989	116,518,617
37	68296	000000	N/A	N/A	Poway Unified	UNIFIED	-	135,324,025	-	-	-	-	-	-	-	-	-	-	-	-	-	135,324,025	1	10,963,338	146,287,363
37	68304	000000	N/A	N/A	Ramona City Unified	UNIFIED	-	22,322,552	-	-	-	-	-	-	-	-	-	-	-	-	-	22,322,552	2	4,570,051	26,892,603
37	68312	000000	N/A	N/A	Rancho Santa Fe Elementary	ELEMENTARY	-	157,463	-	-	-	-	-	-	-	-	-	-	-	-	-	157,463	2	122,976	280,439
37	10371	000000	N/A	N/A	San Diego Co. Office of Education	CO OFFICE	38,397,863	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,397,863	1	299,770	38,697,633
37	68338	000000	N/A	N/A	San Diego Unified	UNIFIED	-	372,454,942	-	-	-	-	-	-	-	-	-	-	-	-	-	372,454,942	1	434,805,670	807,260,612
37	68346	000000	N/A	N/A	San Diego Union High	HIGH	-	6,631,708	-	-	-	-	-	-	155,137,262	7,499,201	-	-	-	-	-	161,776,469	1	19,751,444	392,206,386
37	73791	000000	N/A	N/A	San Marcos Unified	UNIFIED	-	94,917,826	-	-	-	-	-	-	58,797,232	3,353,496	-	-	-	-	-	94,917,826	2	2,521,096	97,438,922
37	68353	000000	N/A	N/A	San Pasqual Union Elementary	ELEMENTARY	-	2,410,791	-	-	-	-	-	-	-	-	-	-	-	-	-	2,410,791	1	927,128	3,337,919
37	68379	000000	N/A	N/A	San Ysidro Elementary	ELEMENTARY	-	25,106,524	-	-	-	-	-	-	-	-	-	-	-	-	-	25,106,524	1	2,812,256	28,920,780
37	68381	000000	N/A	N/A	Santee	ELEMENTARY	-	32,216,887	-	-	-	-	-	-	-	-	-	-	-	-	-	32,216,887	1	10,451,975	42,668,862
37	68387	000000	N/A	N/A	Santee	ELEMENTARY	-	1,663,990	-	-	-	-	-	-	-	-	-	-	-	-	-	1,663,990	2	565,466	2,229,456
37	68395	000000	N/A	N/A	South Bay Union	ELEMENTARY	-	37,249,265	-	-	-	-	-	-	-	-	-	-	-	-	-	37,249,265	1	8,189,687	45,438,952
37	68403	000000	N/A	N/A	Spencer Valley Elementary	ELEMENTARY	-	1,512,589	-	-	-	-	-	-	-	-	-	-	-	-	-	1,512,589	2	79,496	1,592,085
37	68411	000000	N/A	N/A	Sweetwater Union High	HIGH	-	234,312,048	-	-	-	-	-	-	-	-	-	-	-	-	-	234,312,048	1	71,100,138	305,412,186
37	68437	000000	N/A	N/A	Vailcillos Elementary	ELEMENTARY	-	1,261,644	-	-	-	-	-	-	-	-	-	-	-	-	-	1,261,644	2	134,879	1,396,523
37	75614	000000	N/A	N/A	Vailcillos Elementary	ELEMENTARY	-	1,261,644	-	-	-	-	-	-	-	-	-	-	-	-	-	1,261,644	2	134,879	1,396,523
37	68452	000000	N/A	N/A	Vista Center-Pauma Unified	UNIFIED	-	15,037,340	-	-	-	-	-	-	-	-	-	-	-	-	-	15,037,340	2	3,154,458	19,191,798
37	68452	000000	N/A	N/A	Vista Unified	UNIFIED	-	110,681,108	-	-	-	-	-	-	-	-	-	-	-	-	-	110,681,108	1	33,835,900	144,517,008
37	75416	000000	N/A	N/A	Warner Unified	UNIFIED	-	2,022,397	-	-	-	-	-	-	-	-	-	-	-	-	-	2,022,397	2	419,309	2,441,706

**SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

TO: Governing Board

BOARD MEETING DATE: August 20, 2019

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM: Human Resources
David Farkas, Executive Director

INITIAL: MP
 Informational
 Action

AGENDA ITEM: REVISED JOB DESCRIPTION FOR PRINCIPAL - ELEMENTARY

BACKGROUND INFORMATION:

Administration recommends approval of the revised job description for Principal – Elementary as attached.

RECOMMENDATION:

Approve the revised job description for Principal – Elementary.

LCAP GOAL AND ACTION/SERVICE (please indicate):

Goal #1: Student Achievement – 1.5 Staffing

Renewal New Amendment Ratify Other

Business Services Reviewed: MP

Financial Implications?

Yes No

Are funds for this item available in the 2019-2020 Budget?

Yes No

Requisition #

(Amount)

(Name of funding source and/or location)

(Funding account number)

Recommended for: Approval Denial Certification Requested Yes No

Superintendent's Office Certification:

Marilyn Keph ON BEHALF OF GINA A. POTTER

Gina A. Potter, Ed.D., Superintendent
Secretary to the Board

SAN YSIDRO SCHOOL DISTRICT

TITLE: Principal – Elementary
DEPARTMENT: As assigned
FLSA: Non-Exempt
Revised: August 2019

REPORTS TO: District Administrator
CLASSIFICATION: Management (207 Days)
SALARY: Management Salary Schedule
Board Approved:

BASIC FUNCTION: Under the direction of the Assistant Superintendent of Education Services, the Principal serves as the educational leader and chief executive of the school. The Principal is responsible for the direction of the instructional program, operation of the school plan, participation in staff and student activities, and community leadership.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Develops and implements a shared vision of learning and growth using multiple measures of data with a focus on equitable access, opportunities, and outcomes for all students.
- Provides leadership to staff in determining objectives and identifying school needs as the basis for developing long- and short-range plans for the school that are in support of the Governing Board objectives.
- Responsible for the creation and oversight of the Single Plan for Student Achievement including the allocation of financial resources to meet the goals of the plan.
- Establishes an effective school administrative organization with clear lines of responsibility and necessary delegation of authority.
- Supervises and evaluates the performance of all assigned personnel and ensures that evaluation procedures are completed in accordance with district procedures.
- Works in tandem with district leadership to ensure articulation of curriculum and academic expectations, and to drive districtwide instructional improvements in a coherent manner that supports Board and District goals.
- Involves certificated teachers using classroom visits and multi-point data as the basis for decisions aimed at raising student achievement.
- Identifies, provides, assigns, and coordinates professional learning opportunities for school personnel.
- Assists staff in developing effective classroom management techniques, such as, (a) planning and organizing work, (b) providing proper assistance in dealing with behavior problems, (c) communicating, interpreting, and administering the rules, regulations, and policies of the school and district, (d) exercising care over school equipment and property.
- Develops a School Site Safety Plan with organizational procedures for the health, safety, discipline, and conduct of pupils as established in District procedures.
- Keeps informed of educational trends and developments through professional reading, organizations, workshops, conferences, and other means of insuring continued professional development.
- Works effectively with the community, parents, organizations, and other with an interest in the schools.
- Makes provisions for obtaining the necessary facilities, equipment, books, materials, and supplies for school operation.
- Assumes the responsibility for the proper operation and maintenance of all school equipment and machines necessary for the instructional program or school operation.

- Utilizes various means of communication with the staff and community in order to ensure effective two way communication.
- Provides for adequate supervision of children at all times in accordance with Title V Section 5552 of California Civil Regulation (Playground Supervising).
- Effectively perform the mandated reporting requirements in compliance with California Penal Code 11164-11174.3. Exercises promptness and clarity in submitting reports and other requested information for the district office.
- Effectively delegates duties and responsibilities to others.
- Performs such other duties as required by the Superintendent.

KNOWLEDGE

- Demonstrated knowledge of best practices in curriculum and instruction, assessment, program evaluation, evidence of classroom effectiveness, budget management, and data analysis.
- Demonstrated knowledge of school operations and management.
- Demonstrated knowledge of leadership development.
- Demonstrated knowledge of state and federal regulation and requirements governing public education programs.

ABILITIES

- Ability to organize activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment.
- Ability to work flexibly to independently work with others in a wide variety of circumstances.
- Ability to effectively present information and respond to questions from groups, parents, and the general public.
- Ability to relate well and work collaboratively with stakeholders.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Valid California Administrative Services Credential
- Master's Degree in Educational Administration or other educational area is required.
- A minimum of two years of experience as a site level administrator.
- At least three years of experience as a classroom teacher.

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English / Spanish)
- Clear California Administrative Services Credential

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.