

AGENDA FOR THE REGULAR MEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION
BOARD ORGANIZATIONAL MEETING

December 9, 2014

CLOSED SESSION WILL BEGIN AT 5:00 pm.

The Regular Meeting will begin at 6:00 pm.

Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118, California

This meeting will be available for videoconferencing at Downieville School, 130 School Street, Downieville CA 95936.

In the case of a technological difficulty at either school site, videoconferencing will not be available.

Any individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.

Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at the Sierra County Board of Education, 109 Beckwith Road, Room 3, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5)

- A. CALL TO ORDER
(Please be advised that this Open Session meeting will be recorded.)
- B. ROLL CALL
- C. APPROVAL OF THE AGENDA
- D. RECESS TO THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEETING
- E. RECONVENE THE SIERRA COUNTY BOARD OF EDUCATION MEETING
- F. FLAG SALUTE

BOARD ORGANIZATION

- 1. Election of Officers for 2015
 - a. President
 - b. Vice-President
 - c. Clerk
- G. Approval of Sierra County Board of Education Meeting Calendar for 2015**
- H. INFORMATION/DISCUSSION ITEMS
 - 1. Superintendent's Report
 - a. Visit from Superintendent of Public Instruction, Tom Torlakson
 - b. CALPADS
 - 2. Business Report
 - a. Board Report-Expenditures by Object 07/01/14 to 11/30/14**

Sierra County Board of Education
Regular Meeting Agenda
December 9, 2014

b. The Business Office (109 Beckwith Road, Loyalton) will be closed for the week of December 22 through December 26, 2014, and December 31 through January 2, 2015.

3. Staff Reports (5 minutes)
4. SPTA Report (5 minutes)
5. Board Members' Report (5 minutes)
6. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)
 - a. Current location
 - b. Videoconference location

I. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held November 12, 2014**
2. Approval of bill warrants for month of November 2014**

J. ACTION ITEMS

1. NEW BUSINESS

- 1415-044 Presentation of the Sierra-Plumas Joint Unified School District Teachers' Association Initial Proposal for the 2014-2015 school year (J. McHenry)
- 1415-045 Adoption of Sierra County Special Education Local Plan Area WorkAbility 1 Program Policies and Procedures Manual** (Mongolo)
- 1415-046 Adoption of 2014-2015 First Interim Actuals and Criteria & Standards Report and as of October 31, 2014**(Asquith)

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)

- 1415-047 Approval of Board Policy and Administrative Regulation 1312.3, Uniform Complaint Procedures, revised**
- 1415-048 Approval of Board Policy and Administrative Regulation 5131.2, Bullying, revision**
- 1415-049 Approval of Board Policy and Administrative Regulation 5145.3, Nondiscrimination/Harassment, revision**

Sierra County Board of Education
Regular Meeting Agenda
December 9, 2014

1415-050 Approval of Board Policy and Administrative Regulation 5145.7, Sexual Harassment, revision**

1415-051 Approval of Exhibit 9323.2, Actions By the Board, revision**

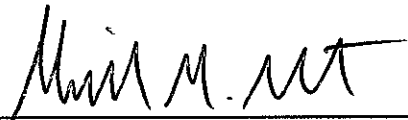
K. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on January 13, 2015, at Downieville School, 130 School Street, Downieville CA 95936, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm

2. Suggested Agenda Items

a. _____

L. ADJOURNMENT



Dr. Merrill M. Grant, Superintendent

*** prior month handout

** enclosed

* handout

SIERRA COUNTY BOARD OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
GOVERNING BOARD
MEETING SCHEDULE
YEAR 2015

The meetings are held on the second Tuesday of the month with the exception of the June board meeting which will be held on the third Wednesday. There is no meeting in July.

JANUARY 13, 2015	130 School Street, Downieville CA
FEBRUARY 10, 2015	109 Beckwith Road, Loyalton CA
MARCH 10, 2015	130 School Street, Downieville CA
APRIL 14, 2015	109 Beckwith Road, Loyalton CA
MAY 12, 2015.....	130 School Street, Downieville CA
JUNE 17, 2015 (THIRD WED).....	109 Beckwith Road, Loyalton CA
AUGUST 11, 2015.....	130 School Street, Downieville CA
SEPTEMBER 8, 2015.....	109 Beckwith Road, Loyalton CA
OCTOBER 13, 2015	130 School Street, Downieville CA
NOVEMBER 10, 2015	109 Beckwith Road, Loyalton CA
DECEMBER 8, 2015.....	130 School Street, Downieville CA

The **Sierra County Board of Education** meetings will begin with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm.

The **Sierra-Plumas Joint Unified School District Governing Board** regular meetings are scheduled to begin immediately following the meeting of the Sierra County Board of Education.

Fiscal01a

Account Object Summary-Balance

Balances through November

Fiscal Year 2014/15

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	154,765.00	154,765.00	108,027.36	46,938.40	200.76-
1120	Certificated Substitutes	5,152.00	5,152.00		940.00	4,212.00
1200	Certificated Pupil Support Ser	63,202.00	63,202.00	43,953.77	18,857.33	390.90
1300	Certificated Supervisor Admini	105,804.00	105,804.00	61,719.14	44,085.10	24-
	Total for Object 1000	328,923.00	328,923.00	213,700.27	110,820.83	4,401.90
2100	Instructional Aides' Salaries	98,489.00	98,489.00	46,266.59	21,178.68	31,043.73
2200	Classified Support Salaries	5,478.00	5,478.00	6,510.33	3,255.28	4,287.61-
2300	Classified Supervisors' Admini	96,742.00	96,742.00	55,906.20	40,083.00	752.80
2400	Clerical Technical Office Staf	123,875.00	123,875.00	73,481.69	50,488.26	94.96-
2900	Other Classified Salaries	6,912.00	6,912.00		1,838.25	5,073.75
	Total for Object 2000	331,496.00	331,496.00	182,164.81	116,843.47	32,487.72
3101	STRS Certificated Positions	31,145.00	31,145.00	18,976.58	9,769.65	2,398.77
3102	STRS Classified Positions	368.00	368.00	240.80	103.20	24.00
3201	PERS Certificated Positions				68.27	68.27-
3202	PERS Classified Positions	49,655.00	49,655.00	29,282.68	19,416.92	955.40
3301	OASDI Certificated Positions				40.30	40.30-
3302	OASDI Classified Positions	19,518.00	19,518.00	10,626.02	6,888.41	2,003.57
3311	Medicare Certificated Position	4,990.00	4,990.00	2,995.23	1,546.43	448.34
3312	Medicare Classified Positions	4,622.00	4,622.00	2,524.37	1,630.02	467.61
3401	Health & Welfare Benefits Cert	84,284.00	84,284.00	53,750.34	25,688.62	4,845.04
3402	Health & Welfare Benefits Clas	82,198.00	82,198.00	47,208.98	30,952.62	4,036.40
3501	SUI Certificated	178.00	178.00	106.89	55.45	15.66
3502	SUI Classified	163.00	163.00	91.00	57.39	14.61
3601	Workers' Compensation Certific	11,419.00	11,419.00	6,925.38	3,575.64	917.98
3602	Workers' Compensation Classifi	10,595.00	10,595.00	5,836.61	3,768.66	989.73
3901	Golden Handshake	26,768.00	26,768.00			26,768.00
	Total for Object 3000	325,903.00	325,903.00	178,564.88	103,561.58	43,776.54
4200	Library and Reference Material				3,204.33	3,204.33-
4300	Materials and Supplies	17,590.00	17,590.00	12,542.93	6,754.90	1,707.83-
4320	Custodial Supplies	1,300.00	1,300.00		424.93	875.07
4330	Office Supplies	2,000.00	2,000.00		231.45	1,768.55
4350	Vehicle Upkeep	6,500.00	6,500.00	1,050.11	789.02	4,660.87
4400	Noncapitalized Equipment	7,198.00	7,198.00	4,643.06	1,389.56	1,165.38
	Total for Object 4000	34,588.00	34,588.00	18,236.10	12,794.19	3,557.71
5100	Subagreements for Services	35,724.00	35,724.00	52,792.66	3,027.04	20,095.70-

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
5200	Travel and Conference	16,342.00	16,342.00	8,221.49	4,795.14	3,325.37
5300	Dues and Membership	17,970.00	17,970.00		10,241.00	7,729.00
5400	Insurance	10,450.00	10,450.00		9,218.00	1,232.00
5500	Operation Housekeeping Service	9,200.00	9,200.00	1,866.20	1,531.40	5,802.40
5600	Rentals, Leases, Repairs, Nonc	2,600.00	2,600.00	290.63	259.08	2,050.29
5800	Professional Consulting	8,400.00	8,400.00	8,400.00		.00
5801	Legal Services	32,500.00	32,500.00	1,000.00	315.00	31,185.00
5803	Legal Publications	500.00	500.00	200.00		300.00
5805	Personnel Expense	593.00	593.00	270.00		323.00
5806	Negotiations	2,000.00	2,000.00			2,000.00
5808	Other Services & Fees	1,500.00	1,500.00	1,242.59	156.55	100.86
5810	Contracted Services	293,628.00	293,628.00	160,797.55	127,285.65	5,544.80
5899	SPJUSD to Reimburse			3,054.22	361.52	3,415.74-
5900	Communications	2,100.00	2,100.00		410.63	1,689.37
	Total for Object 5000	433,507.00	433,507.00	238,135.34	157,601.01	37,770.65
6200	Building and Improvement of Bu	30,032.00	30,032.00			30,032.00
6400	Equipment	6,300.00	6,300.00		13,089.11	6,789.11-
	Total for Object 6000	36,332.00	36,332.00	.00	13,089.11	23,242.89
7281	All Other Transfers to Distric		150,000.00		150,000.00	.00
7310	Direct Support/Indirect Costs					.00
	Total for Object 7000	.00	150,000.00	.00	150,000.00	.00
	Total for Fund 01 and Expense accounts	1,490,749.00	1,640,749.00	830,801.40	664,710.19	145,237.41
Fund 16 - FOREST RES						
7211	Transfers of Pass-through Rev	340,100.00	340,100.00			340,100.00
7619	Other Authorized Interfund Tra	60,017.00	60,017.00			60,017.00
	Total for Fund 16, Expense accounts and Object 7000	400,117.00	400,117.00	.00	.00	400,117.00
	Total for Org 001 - Sierra County Office of Education	1,890,866.00	2,040,866.00	830,801.40	664,710.19	545,354.41

MINUTES OF THE REGULAR MEEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION
Wednesday, November 12, 2014
6:00 pm REGULAR SESSION
Downieville School, 130 School Street, Downieville, California

A. CALL TO ORDER

President ALLEN WRIGHT called the meeting to order at 6:00 pm.

B. ROLL CALL

PRESENT: Mr. Allen Wright, President
Ms. Sharon Dryden, Vice President
Ms. Patty Hall, Clerk
Mr. Tim Driscoll, Member
Mr. Mike Moore, Member

ABSENT: None

VACANT: None

C. FLAG SALUTE

D. APPROVAL OF THE AGENDA
DRYDEN/HALL/5/0

E. INFORMATION/DISCUSSION ITEMS

1. SUPERINTENDENT'S REPORT

a. Facilities-

- i. Work commenced on the concrete walkway between the LES building and the SELPA building; also almost completed is the DG application to the LHS track
- ii. All sites are working on inside/housekeeping "to do" list during the winter.

b. Election Day Debrief – Congratulations to Sharon Dryden. Tom Torlakson was also re-elected State Superintendent of schools and is tentatively scheduled to visit our district on Dec. 3, 2015

c. Proposition 39 Preparation – The County Office of Education is in the process of developing our plan for using Prop 39 monies.

2. BUSINESS REPORT

Ms. Asquith presented the Board Report-Expenditures by Object 07/01/14 to 10/31/14. There were no comments or questions.

3. STAFF REPORT – Mrs. Leslie Osgood, Sierra Pass Continuation teacher, was introduced and she explained about her class's goals and recent projects, including a weather monitoring program acquired with a grant from Stanford University.

4. SPTA REPORT
5. BOARD MEMBER'S REPORT
6. PUBLIC COMMENT

President WRIGHT opened the meeting for public comment at 6:09 pm.

Loyalton: Two FFA students recapped their FFA trip to National Convention in Kentucky and the District of Columbia.

There was no comment at the Downieville location.

President WRIGHT closed the meeting for public comment at 6:15 pm.

F. CONSENT CALENDAR

The following items were included in the consent calendar:

1. Approval of minutes of the Regular Board meeting held October 14, 2014;
2. Approval of bill warrants for month of October 2014.
MOORE/HALL
5/0

G. ACTION ITEMS

1. UNFINISHED BUSINESS AND GENERAL ORDERS

DRYDEN motioned to take 1415-039 and 040 together and to approve BP 4115 as is and to approve AR 4115 with the stipulation that it is brought to the negotiation committee for discussion regarding teacher evaluations performed at least every other year.

1415-039 Board Policy 4115, Evaluation/Supervision

1415-040 Administrative Regulation 4115, Evaluation/Supervision

2. NEW BUSINESS

1415-041 Authorization for District Superintendent to enter into a Memorandum of Understanding with University of California for Bandwidth Share
MOORE/HALL
5/0

1415-042 Nomination of members of the Student Attendance Review Board as follows:

Sierra County Sheriff

Larry Allen, Sierra County District Attorney

Jeff Bosworth, Sierra County Chief Probation Officer

Chuck Henson, Sierra County Probation Officer, Alternate for Jeff Bosworth

Rebecca Dunsing, Sierra County Deputy Probation Officer, Truancy Investigator

Amy Richards, Sierra County Behavioral Health

Laurie Marsh, Sierra County Behavioral Health
Libby Ryan, Parent Representative

MOORE motioned to accept the listed members with emphasis that only one person from probation, either Chief Probation Officer or the Alternate, have voting rights/HALL seconded.
5/0

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

1415-043 Approval of Administrative Regulation 3543, Transportation Safety and Emergencies
MOORE moved to approve AR 3543/DRISCOLL seconded.
5/0

H. ADVANCED PLANNING

Next Regular Board Meeting will be held on December 9, 2014, at Downieville School, Downieville, California, beginning with Closed Session as needed at 5 pm and the Regular Board Meeting at 6:00 pm.

Suggested Agenda Items

- a) First Interim
- b) Board Re-organization meeting
- c) Board meeting calendar for 2015

I. ADJOURNMENT

Adjourned at 6:42pm.
DRISCOLL/HALL
5/0

Patty Hall, Clerk

Dr. Merrill M. Grant, Superintendent

Checks Dated 11/01/2014 through 11/30/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00014059	11/10/2014	APEX SAW WORKS	01-4300	763.62	
			01-4400	1,389.56	2,153.18
00014060	11/10/2014	ROSE ASQUITH	01-5200	129.92	
			01-5899	129.92	259.84
00014061	11/10/2014	ADRIENNE GARZA	01-5899		21.00
00014062	11/10/2014	MERRILL GRANT	01-5200		50.00
00014063	11/10/2014	HILTON SACRAMENTO ARDEN WEST	01-5200		96.26
00014064	11/10/2014	LES SCHAWB	01-4350		680.72
00014065	11/10/2014	LESLIE MARSDEN, MOT, OTR/L	01-5810		1,295.00
00014066	11/10/2014	BARBARA MCKURTIS	01-5810		7,414.64
00014067	11/10/2014	MARLENE MONGOLO	01-5200		166.88
00014068	11/10/2014	NCS PEARSON, INC.	01-4300		61.76
00014069	11/10/2014	SUMMITVIEW ACADEMY	01-5100	460.60	
			01-5810	4,683.56	5,144.16
00014070	11/10/2014	TRI COUNTY SCHOOLS GROUP	INSURANCE 01-9535	3,431.00	
			76-9576	13,578.10	17,009.10
00014071	11/10/2014	U.S. BANK	01-4300	14.15	
			01-4350	6.09	
			01-5899	59.46	
			01-5900	302.65	382.35
00014072	11/10/2014	VOYAGER	01-4350	25.13	
			01-5200	416.04	
			01-5899	151.14	592.31
00014073	11/10/2014	ALLEN WRIGHT	01-5200		21.00
Total Number of Checks				15	35,348.20

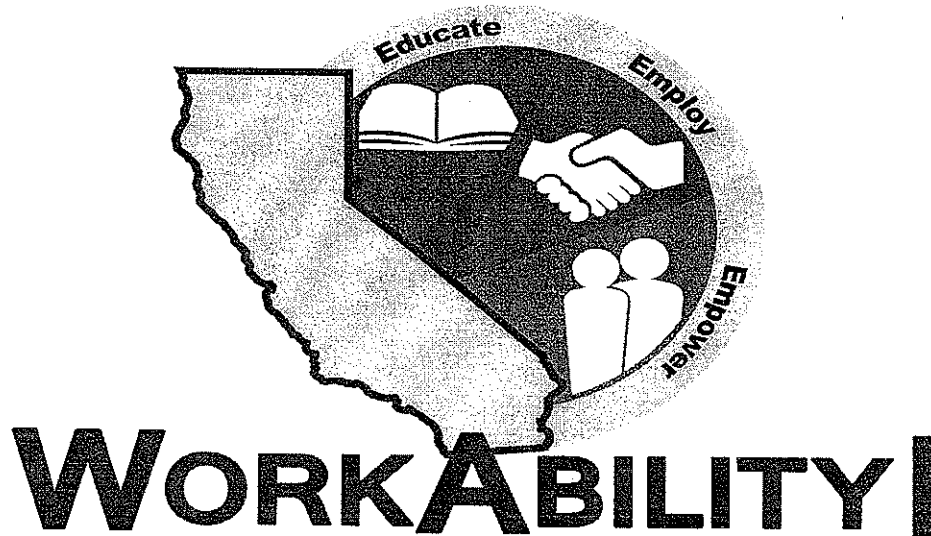
Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	15	21,770.10
76	Payroll Clearing	1	13,578.10
Total Number of Checks		15	35,348.20
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			35,348.20

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 1



Sierra County Special Education Local Plan Area

WorkAbility 1 Program
Policies and Procedures Manual

Merrill M. Grant, Ed.D.
County Superintendent
Marlene Mongolo, SELPA Director

Sierra County Office of Education
P. O. Box 955 - 109 Beckwith Road
Loyalton, CA 96118

September 2014

**Sierra County Office of Education
WorkAbility 1 Program
Policies and Procedures**

Mission Statement

The mission of WorkAbility 1 is to promote the involvement of key stakeholders including students, families, educators, employers, and other agencies in planning and implementing an array of services that will culminate in successful student transition to employment, life-long learning and quality of life.

This document contains information about the Policies and Procedures of the WorkAbility 1 (WA1) Program in the Sierra County SELPA. A list of forms and documents, which are used in the operation of this program, are included in the appendix.

The following schools in the district participate in the WA1 program:

- Loyalton High School
- Downieville Junior/Senior High School

The WA1 Program is managed by the SELPA Director (WorkAbility Coordinator). WorkAbility 1 staff contacts the WorkAbility Coordinator for ongoing assistance with student packets or to resolve timesheet issues, etc.

WorkAbility 1 is a program which ...

- provides pre-employment skills training, work site training and follow-up services for youth in special education who are making the transition from school to work.
- offers students in special education the opportunity to complete their secondary education while also obtaining marketable job skills.
- benefits students, employers, and the community at large.
- seeks employers in the business community who will give students with special needs a chance to prove themselves.

Student Benefits:

- Career exploration
- Work experience
- Support system in making career decisions
- Interagency collaboration

Employer Benefits:

- Screened students ready to learn
- Worker interests/skills matched to employer's needs
- Ongoing employee support services
- Low-risk, low-cost job training
- Trained employees ready to hire

Section 56471 of the California Education Code states that:

“Workability project applications shall include, but are not limited to the following elements:

- recruitment,
- assessment,
- counseling,
- pre-employment skills training,
- vocational training,
- student wages for subsidized employment,
- placement in unsubsidized employment,
- other assistance with transition to a quality adult life, and
- utilization of an interdisciplinary advisory committee to enhance project goals.”

Recruitment

Students are recruited to participate in the various components of the WorkAbility 1 Program including assessment, classroom-based instruction, work-based learning programs and try-out paid employment through the use of the following methods and/or materials:

- The WorkAbility 1 teacher on each campus promotes the WorkAbility 1 Program and oversees the training and employment portion of the local program. The working relationships that WA1 teachers and staff develop with the employers are key to the ongoing success of the program.
- Each campus participating in WA1 has a designated staff member who is responsible for developing jobs within the community and recruiting students for these positions.
- The employer handbook developed by the WA1 Wage, Labor and Safety Committee is distributed to potential employers. This handbook provides an overview of the program and the responsibilities of the school, student and employer.
- The Individualized Education Program (IEP) meeting is an opportunity for the IEP team to explore the services the student will receive that will be provided under WorkAbility 1. The teacher has access to the WA1 handbooks for Parents and Students, which can be distributed at the IEP meeting.

Assessment

Teachers participating in the WorkAbility 1 Program assist students to access the many assessment options, which are available to assist them in determining job aptitude and interest.

- The Sierra County SELPA has purchased a battery of assessments for each school participating in the WA1 Program.
- WA1 teachers have been given copies of informal assessments from a variety of sources.
- WA1 teachers administer formal and informal vocational assessments as part of the IEP process. The results of the assessments are used to determine job aptitude/interests and skill levels for training or employment.
- The WA1 teachers are aware of online assessments available to students.

Counseling

The IEP team counsels students, and WorkAbility 1 staff as they complete vocational assessments, work experience classes, and participate in job placements. Students are provided feedback regarding their job performance monthly when they submit their timesheets to the employer. In addition, other agencies (Department of Education, Vocational Rehabilitation) can provide counsel to students as they determine post-high school plans.

Pre-Employment Skills Training

Opportunities to develop pre-employment skills are integrated into the core curriculum (Example: resumé writing and job application and interview skills are taught as part of the language arts curriculum in grades 9-12). Students enrolled in ROP classes learn content and practice job skills related to the specific vocation. For students in the county programs (severe), job skills are part of the classroom curriculum. In the training programs and job placements, students learn to improve and expand these skills. Social skills training and other job related skills are taught in the classroom and practiced on the job.

Vocational Training

The Sierra County SELPA offers a full-continuum of options for students participating in the WA1 Program. The vocational training program includes:

- Classroom-based instruction: The students receive instruction related to vocational training as part of their curriculum. For students who anticipate receiving a diploma or certificate of attendance, this may include guest speakers, research about a specific career path, portfolio development, participation in mock interviews, resumé writing, and/or completion of an ROP class. For students who participate in an adult transition program, the vocational training is designed for development of specific job skills. The SELPA has purchased curriculum materials.
- Work-Based Learning: Teachers are encouraged to teach students prerequisite job skills in the classroom.
- High School students who are 10th through 12th grade are eligible to be placed in a WorkAbility 1 job placement if they meet the requirements. These are placements paid through WorkAbility 1 funds. Students are matched with their career interests as best as we can, due to our limited job opportunities locally.

Student Wages for Try-Out Employment

Students in the full-continuum of special education programs throughout the SELPA are placed in try-out employment each year starting in their 10th grade year. The WA1 teacher and/or student determine the appropriate job placement.

When a job site has been determined, the WA1 teacher provides copies of the SELPA's WA1 brochure and the WA1 Supervisor Handbook to the employer. The teacher and employer discuss the expectations for the supervisor and student. While the student is employed, the supervisor rates the student's performance for each monthly pay period. The teacher oversees the student's placement at the jobsite.

The number of hours available per student for tryout employment is determined for each school year by the SELPA. The decision is based on the budget allocation. Some students do not work the full number of hours allotted. The SELPA budget is carefully monitored throughout the school year. Teachers are informed midyear if the number of hours is increased or decreased.

The teacher, employer, and parent complete portions of the packet which is then submitted to the SELPA. The SELPA WA1 staff reviews the packet and forwards the necessary portions to the SCOE Human Resources Department (HR). The teacher is notified when the packet has been approved. At this point the student can begin working in the workplace. The students receive minimum wage for these on-the-job employment experiences. The teachers submit timesheets to the SELPA. The timesheets are reviewed by the WA1 staff and then forwarded to SCOE HR. Paychecks are distributed once a month.

Placement in Unsubsidized Employment

The optimum outcome for any student participating in the WA1 program is unsubsidized employment. The employer hires some students who were placed in try-out employment when the hours allotted under WorkAbility 1 were concluded. The WorkAbility 1 teacher on each campus encourages students to apply for and secure direct hire employment as appropriate.

Other Assistance With Transition To A Quality Adult Life

The IEP specifies the transition plans and goals for each student. Based on the individual needs of a student, the IEP Team, employer, and various agencies provide the transition experiences needed by the student to make a successful transition to adult life. Some of the agencies that collaborate with the SELPA and district include:

- California Department of Rehabilitation
- Alta Regional Center
- Far Northern Regional Center
- Feather River Community College
- Alliance For Workforce Development, Inc.
- Tours of community college campuses
- Assistance in securing documents (driver's license, CA ID card, Social Security Card, etc.)
- Instruction in managing finances, independent living skills, mobility training, etc.

Utilization Of An Interdisciplinary Advisory Committee To Enhance Project Goals

The WorkAbility 1 Aide is a member of the Sierra County Prevention Coalition which organizes positive activities beneficial to our district students. The WorkAbility 1 Aide keeps them informed about vocational activities that are available in our county that will benefit our youth. The WorkAbility 1 Aide also attends quarterly CAC meetings to keep current on the school district's special education services. The following individuals/agencies/groups are included in our meetings when applicable:

Paraprofessionals who serve WA1 students
Special Education Resource Teachers
Program Manager, Sierra County Work Force Development Center
Director of Special Education, Sierra County Office of Education
CAC Chair, Sierra County SELPA
Alta Regional Center
Far North Regional Center
Department of Rehabilitation

Data Collection

The California Department of Education collects data annually about the students in the WA1 program. The SELPA provides trainings for teachers of students with IEPs who are currently enrolled in high school and/or an adult transition program. Informational packets, completed by the teachers, are due to the SELPA by May 1 of each school year. The WorkAbility 1 Aide enters this data on the CDE's web-based data collection system and it becomes part of the year-end report. It is imperative that all students served or placed be reported annually to ensure the WA1 program meets the required numbers determined by the CDE. Equally as critical, the WA1 budget for the following year is calculated on the number of students served and placed.

Data is submitted for all students in the three following categories:

- Served – Students who are served through WorkAbility 1 but not placed in a paid job placement are reported as “served”. See the Data Collection section in the Appendix which describes the services that must be provided for a student to qualify as being “served”.
- Placed – The students who are placed in paid jobs through the WA1 program are reported. This includes students whose wages are subsidized through the WA1 grant and students who are hired directly by the employer. (See Appendix for additional details).
- Follow-up – Each year the WA1 Program must obtain follow-up information about students who have left school (graduated, reached maximum age, dropped out, etc.) and participated in the WA1 Program one and two years previously.

Appendix

List of Forms

List of Assessments

Data Collection

Served

Placed

Array of Services (middle school)

Array of Services (high school)

Worksite Supervisor Handbook

Student and Parent Handbook

WorkAbility 1 Staff Handbook

Alliance For Workforce Development, Inc. brochure

List of Forms

General Employment Forms:

- Personnel Action Form
- Application
- W-4
- DE-4
- I-9 (copy of Social Security card; photo identification)
- CalPERS Exclusion
- Emergency Card
- Medical History Form
- California Minimum Wage, \$9.00 per hour
- Current School Calendar
- Time Sheets
- Time Sheet Schedule (due dates)
- Payday Schedule (last working day of the month)
- TB Clearance
- Fingerprint Clearance (over age 18, only)
- Work Permit, if required
- WorkAbility 1 Training Agreement

Safety/Workers' Compensation:

- Employee Safety Information
- Back to Backs (preventing back injury)
- Other

List of Assessments

Middle School

- Janus Job Planner
- Career Interest Inventory by Shasta Twenty-first Century Career Connections
- Personal Data Wizard
- Multiple Intelligences Assessments for Idpride.com

High School

- Oasis 2
- Janus Job Planner
- Personal Data Wizard
- Career Interest Inventory by Shasta Twenty-first Century Career Connections
- Multiple Intelligences Assessments for Idpride.com
- Coin
- College and Career Survey

Data Collection: Data is maintained by every program to demonstrate the number of students served and placed, as well as the types of services that were provided. Additionally, all Follow-Up data for school leavers is also collected and kept at each site.

Served: High school/middle school students may receive:

- Unpaid opportunities such as...
 - Job Shadowing, industry tours, and/or workshops
- Guest Speakers
- Career awareness and guidance activities
- Community/volunteer projects

A WorkAbility 1 served student must be provided career/vocational assessment, employment/post-secondary education planning (School-Based Preparatory Experiences), a minimum of one service from the Career Preparation & Work Based Learning Experiences, and one service from the Collaboration/Youth Development & Leadership section. **Of these, at least one must be directly provided by WAI or documentation must exist of WAI's role in the indirect provision of the service.**

School-Based Preparatory Experiences (Required)	Career Preparation & Work Based Learning Experiences (One from list)	Youth Development & Leadership (One from list)
Career/Vocational Assessments (required)	Career Awareness/Exploration Activities	Self-Advocacy/Disability Awareness
Employment/Post-Secondary Education Planning (required)	Career Preparation/Job Search	Youth Leadership
Curriculum Integration of Work-Readiness Skills/Contextual Learning	Work-Based Learning	Destination/Transportation Training
Career/Vocational Education	Job Development	Life Skills/Independent Living
	Employment/Work Experience	Family Participation & Support of Transition
	Job Retention	Partnership and Collaboration
	Work-Site Mentor/Supervisor	
	Job Coach	
	Work-Site Follow-Along/Employer Communication	

Placed: high school students receive –

- Paid opportunities – which is any student receiving a paycheck through subsidized or unsubsidized wages.
 - Subsidized – WorkAbility 1 Grant Funding, WIA, DOR, Etc.
 - Unsubsidized – paid by employer

Eligibility Policy:

- A student must have an active IEP.
- Student meets the State work permit eligibility guidelines.
- Employment can be terminated at any time if it is determined by the Employer or WA1 representative.
- Paid employment (placement) is not a guarantee, but a privilege.
- Paid employment is determined on a year-to-year basis as determined by State funds.
- The number of hours each student is paid is determined by the WA1 Coordinator based on State funds, experience, employer needs, and structure of the program.
- Sites will not use WA1 funds for additional holiday pay or overtime pay.
- A student must attend more than 50% of their school day on campus in order to have a paid work try out.
- WA1 is not a required IEP service.
- Each WA1 project will follow State and Federal Labor Laws.
- Evaluation(s).
- High School Credits (addressed by the district; COE).
- A student may not be subsidized for volunteer hours at their current Employer Paid worksite. This is per the department of labor. Under the Fair Labor Standards Act (FLSA), employees may not volunteer services to **for-profit** private sector employers. This is per the department of labor. Individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, only.
- Students may not be subsidized for employment at a volunteer agency. I.e. where others are volunteering, but your student is getting paid WA1 wages.
- Student must be able to work independently.

Sierra County Office of Education – Student WorkAbility

Checklist -Personnel Department

Student Name _____

Position _____

Date of Hire _____

General Employment Forms:

- Parent Consent form – WorkAbility program
- Medical Consent Authorization
- Personnel Action Form
- Application For Employment
- W-4
- DE-4
- I-9 (copy of social security card; photo identification, etc.)
- CalPERS Exclusion
- Employee Data Card
- Medical History Form
- California Minimum Wage
- School Calendar
- Time Sheets
- Time Sheet Schedule (due dates)
- Payday Schedule (last working day of the month)
- Tuberculin Clearance
- Fingerprint Clearance (over age 18, only)
- Work Permit Form B1-1 application, if required

Safety/Workers' Compensation

- Employee Safety Information
- Back to Backs (preventing back injury)
- 5 Steps for Staying Safe
- Time of Hire Pamphlet
- Predesignation of Personal Physician
- MPN Implementation Notice
- Other

For Office Use Only

- Completed Forms
- Work Permit, if required
- WorkAbility I Training Agreement (SCOE & Work Site)

Comments/Follow-up Personnel:

doc:WorkAbility/Employee Student Orientation list 11/05/14

SIERRA COUNTY OFFICE OF EDUCATION
P O BOX 955 * 109 BECKWITH ROAD, RM #7 * LOYALTON, CA 96118
(530) 993-1660 EXT *845 / FAX 993-0828

WORKABILITY I PROGRAM
PARENT CONSENT FORM

Dear Parent/Guardian,

Your student has been selected to participate in the WorkAbility I Program. Please sign this form and return it to your student's school.

.....

I hereby give consent for my child, _____
STUDENT NAME

to participate in the part-time WorkAbility employment program during the
20 -20 school year. I will assist my child in maintaining good work habits.

PARENT/GUARDIAN SIGNATURE

DATE

Return this form to Barbara Weaver, WorkAbility Program

Doc:psl form/WorkAbility Parent Consent form

SIERRA COUNTY OFFICE OF EDUCATION
P O BOX 955 * 109 BECKWITH ROAD, RM #7 * LOYALTON, CA 96118
(530) 993-1660 EXT *845 / FAX 993-0828

WORKABILITY I PROGRAM
MEDICAL CONSENT AUTHORIZATION FOR MINOR EMPLOYEES

In the event the minor, named below, is injured or becomes ill during hours of employment for the Sierra County Office of Education, I(We), the undersigned parent, parents, or legal guardian(s) of the student listed below, a minor, do hereby authorize and consent to any x-ray examination, anesthetic, medical, or surgical diagnosis rendered under the general or special supervision of any member of the medical staff and emergency room staff licensed under the provisions of the Medicine Practice Act or a dentist licensed under the provisions of the Dental Practice Act and on the staff of any acute general hospital holding a current license to operate a hospital from the State of California Department of Public Health. It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, but is given to provide authority and power to render care which the aforementioned physician, in the exercise of his/her best judgment, may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the undersigned cannot be reached. This consent shall remain effective through June 30 of the current school year.

Please complete and sign this form and return it to your student's school.



Student Name: _____

Student Date of Birth: _____ Last Tetanus Toxoid Booster: _____

Allergies to Drugs or Foods: _____

Special Medications or Pertinent Medical Information: _____

Mother NAME: _____ Home Phone: _____ Other: _____

Father NAME: _____ Home Phone: _____ Other: _____

PARENT(S) / GUARDIAN(S) SIGNATURE

DATE

PARENT(S) / GUARDIAN(S) SIGNATURE

DATE

If you wish your personal medical doctor to treat your child for a work-related injury or illness, please refer to the attached form, Predesignation of Personal Physician. On the date of a work injury, the student must have health care coverage, the doctor must be licensed to practice in California and agree to treat your child prior to the injury/illness.

Return this form to Barbara Weaver, WorkAbility Program

Doc:psl form/WorkAbility Parent Consent form

SIERRA COUNTY OFFICE OF EDUCATION
(Complete this form when the decision has been made to hire)

PERSONNEL ACTION

Date: _____ School Site: _____

Social Security Number: _____ exactly as it appears on your social security card)

(Last Name) (First Name) (Initial) (Formerly)

(Mailing Address) (City) (State) (Zip Code)

Male Female

(Home Telephone) (Mobile Telephone) (Date of Birth) Single Married

First date of paid service: _____ (substitute personnel: date to be determined)

Have you ever been a member of California Retirement System? Yes No

If answer is "yes", the county where you were last employed: _____

TB Test Date: _____ (attach documentation)

Currently working in another district or county? Yes No

If "Yes", name of district or county: _____

Name of school currently enrolled: _____ Grade Level: _____

EMPLOYEE: _____ Date: _____
(Signature)

FOR SCOE USE – TO BE COMPLETED BY SUPERINTENDENT'S OFFICE

STATUS Probationary Permanent Substitute Temporary Assignment X Student

POSITION _____ Hourly Rate _____ Daily Rate _____

Effective Date: _____ Assigned work hours: _____

Signature of Superintendent or Administrator

Date

COMPANY NAME OR SCHOOL DISTRICT: _____
ADDRESS: _____
NAME OF SUPERVISOR: _____
JOB TITLE AND DUTIES: _____

TELEPHONE: _____
DATES EMPLOYED: From: _____ To: _____
ANNUAL OR HOURLY PAY: _____
REASON FOR LEAVING: _____

COMPANY NAME OR SCHOOL DISTRICT: _____
ADDRESS: _____
NAME OF SUPERVISOR: _____
JOB TITLE AND DUTIES: _____

TELEPHONE: _____
DATES EMPLOYED: From: _____ To: _____
ANNUAL OR HOURLY PAY: _____
REASON FOR LEAVING: _____

5. HIGH SCHOOL EDUCATION

HIGH SCHOOL: _____
ADDRESS: _____

DATES ATTENDED: From: _____ To: _____
GRADUATED: YES: _____ NO: _____
GRADUATED DATE: _____ DEGREE: _____
OTHER: _____

6. COLLEGE OR UNIVERSITY EDUCATION

INSTITUTION: _____
ADDRESS: _____

DATES ATTENDED: From: _____ To: _____
GRADUATED: YES: _____ NO: _____
GRADUATED DATE: _____ DEGREE: _____
MAJOR: _____ MINOR: _____

INSTITUTION: _____
ADDRESS: _____

DATES ATTENDED: From: _____ To: _____
GRADUATED: YES: _____ NO: _____
GRADUATED DATE: _____ DEGREE: _____
MAJOR: _____ MINOR: _____

OTHER TRAINING/EDUCATION: _____

Number of semester units of graduate work beyond BA or BS degree _____ Number beyond MA or MS _____

7. THREE PROFESSIONAL REFERENCES (Include only those who have knowledge of your teaching and/or work experience)

NAME: _____
POSITION: _____

ADDRESS: _____
TELEPHONE: _____ Email: _____

NAME: _____
POSITION: _____

ADDRESS: _____
TELEPHONE: _____ Email: _____

NAME: _____
POSITION: _____

ADDRESS: _____
TELEPHONE: _____ Email: _____

8. **PERSONAL AND PROFESSIONAL FITNESS:** All questions must be answered by placing "X" in proper column. Any "yes" answer must be explained fully, using an extra sheet. (Must be completed each time you apply.)

- a. Have you ever had a diploma, credential, permit, license or certificate denied, revoked or suspended: Yes No
- b. Have you ever failed or refused to fulfill a contract of employment entered into by you with any school district or left the service of any school district without the consent of the superintendent or the governing board of such district? | Yes | No (if yes, please explain on separate sheet)
- c. Have you ever been dismissed from any teaching position or other employment for immoral or unprofessional conduct or for unfitness for service or for persistent defiance of or refusal to obey the laws regulating the duties of persons serving in a public school system or private sector? | Yes | No (if yes, please explain on separate sheet)
- d. Have you ever been convicted or plead nolo contendere for any violation of law other than minor traffic offenses? (If either of these events has occurred, this question must be answered "yes".) If the answer is "yes", you may wish to accompany your application with court dockets, arrest reports or other disposition of your case. If any of the above events has occurred with subsequent court action sealing the juvenile records under Penal Code Section 1203.45, this question may be answered "no".
Yes No
- e. Have you had military service? If "yes", state type of discharge: _____
If other than honorable discharge, explain fully.

9. **OATH/AFFIDAVIT** (Must be completed each time you apply.)

SUCCESSFUL CANDIDATES WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT PHYSICAL AT THE DISTRICT'S EXPENSE. DISTRICT RESERVES THE CHOICE OF FACILITY FOR THIS REQUIREMENT. FINGERPRINTING IS REQUIRED AT THE STATE AND FEDERAL LEVELS. SUCCESSFUL CANDIDATE IS RESPONSIBLE FOR ALL RELATED COSTS. TB TEST WILL BE REQUIRED/SKILL TEST MAY BE REQUIRED

I hereby declare the information provided by me in this Employment Application is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize my current or past employers and work associates to release any reference information related to my personal characteristics, general physical ability and reputation among co-workers. I authorize District/County personnel to obtain an investigative consumer report containing information obtained through personal interviews with my neighbors, friends and acquaintances. This report, if obtained, may include information as to my character, general reputation, personal characteristics and mode of living. I understand I have the right to make a written request within a reasonable period to receive additional detailed information about the nature and scope of any such investigation.

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California.

Executed this _____ day of _____, 20_____, at the city of _____, State of _____

SIGNATURE OF APPLICANT _____ DATE _____

The Superintendent and/or Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity.

SIERRA COUNTY OFFICE OF EDUCATION

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

It is the policy of the Sierra County Office of Education (SCOE) and/or the Sierra-Plumas Joint Unified School District (SPJUSD) to conduct reference checks for all candidates for employment. Reference checking is conducted prior to the interview portion of the selection procedure, and the three references are normally obtained before the candidate is invited to participate in the interview process.

Your signature below indicates your agreement with and acknowledgment of the following:

1. As an applicant for an employment position with SCOE and/or SPJUSD, I authorize my current and past employers and work associates, including, but not limited to, supervisors, colleagues, and subordinates, to release to the SCOE and/or SPJUSD any reference information in my personnel records of file (e.g. application for employment, time and sick leave records, vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.) and information related to my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, and reputation among co-workers).
2. I expressly and without reservation waive my right to review the information collected in the reference checks.
3. The SCOE and/or SPJUSD will maintain reference information in strictest confidence and solely for the purposes of the recruitment for which I have applied and that information obtained during reference checks will not be provided to anyone outside the selection process.
4. All information obtained during reference checks will be destroyed at the conclusion of the particular recruitment for which it was obtained.
5. A photocopy of this signed authorization is to be considered valid as an original.
6. In executing this authorization, I fully and completely release all present and past employers and their employees, the SCOE and SPJUSD and its employees, and all other persons and entities from liability for any damage, including, to the full extent allowed by law, liability under California civil code sections 45 and 46 states or political entities which may result from furnishing information which I am permitting to be released by way of this authorization.
7. I have carefully read and understand all of the provisions of this authorization and have voluntarily and without coercion or duress agreed to and signed this authorization.

Candidates Full Name (Print)

Other Last Names You have Used (if any)

Candidates Signature

Date

Form W-4 (2014)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2014 expires February 17, 2015. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2014. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	_____
B	Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	_____
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	_____
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	_____
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	_____
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	_____
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then less "1" if you have three to six eligible children or less "2" if you have seven or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child 	G	_____
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	_____

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <h1 style="margin: 0;">2014</h1>			
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)				3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.	
City or town, state, and ZIP code				4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>	
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5			
6 Additional amount, if any, you want withheld from each paycheck		6		\$	
7 I claim exemption from withholding for 2014, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶				Date ▶	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)				9 Office code (optional)	10 Employer identification number (EIN)

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Type or Print Your Full Name	Your Social Security Number
Home Address (Number and Street or Rural Route)	Filing Status Withholding Allowances
City, State, and ZIP Code	<input type="checkbox"/> SINGLE or MARRIED (with two or more incomes)
	<input type="checkbox"/> MARRIED (one income)
	<input type="checkbox"/> HEAD OF HOUSEHOLD

1. Number of allowances for Regular Withholding Allowances, Worksheet A
 Number of allowances from the Estimated Deductions, Worksheet B
 Total Number of Allowances (A + B) when using the California Withholding Schedules for 2014
 OR
2. Additional amount of state income tax to be withheld each pay period (if employer agrees), Worksheet C
 OR
3. I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (Check box here)

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Signature	Date
Employer's Name and Address	California Employer Account Number

Give the top portion of this page to your employer and keep the remainder for your records.

YOUR CALIFORNIA PERSONAL INCOME TAX MAY BE UNDERWITHHELD IF YOU DO NOT FILE THIS DE 4 FORM.

IF YOU RELY ON THE FEDERAL FORM W-4 FOR YOUR CALIFORNIA WITHHOLDING ALLOWANCES, YOUR CALIFORNIA STATE PERSONAL INCOME TAX MAY BE UNDERWITHHELD AND YOU MAY OWE MONEY AT THE END OF THE YEAR.

PURPOSE: This certificate, DE 4, is for California Personal Income Tax (PIT) withholding purposes only. The DE 4 is used to compute the amount of taxes to be withheld from your wages, by your employer, to accurately reflect your state tax withholding obligation.

- You should complete this form if either:
- (1) You claim a different marital status, number of regular allowances, or different additional dollar amount to be withheld for California PIT withholding than you claim for federal income tax withholding or;
 - (2) You claim additional allowances for estimated deductions.

THIS FORM WILL NOT CHANGE YOUR FEDERAL WITHHOLDING ALLOWANCES.

The federal Form W-4 is applicable for California withholding purposes if you wish to claim the same marital status, number of regular allowances, and/or the same additional dollar amount to be withheld for state and federal purposes. However, federal tax brackets and withholding methods do not reflect state PIT withholding tables. If you rely on the number of withholding allowances you claim on your Form W-4 withholding allowance

certificate for your state income tax withholding, you may be significantly underwithheld. This is particularly true if your household income is derived from more than one source.

CHECK YOUR WITHHOLDING: After your Form W-4 and/or DE 4 takes effect, compare the state income tax withheld with your estimated total annual tax. For state withholding, use the worksheets on this form, and for federal withholding use the Internal Revenue Service (IRS) Publication 919 or federal withholding calculations.

EXEMPTION FROM WITHHOLDING: If you wish to claim exempt, complete the federal Form W-4. You may claim exempt from withholding California income tax if you did not owe any federal income tax last year and you do not expect to owe any federal income tax this year. The exemption automatically expires on February 15 of the next year. If you continue to qualify for the exempt filing status, a new Form W-4 designating EXEMPT must be submitted before February 15. If you are not having federal income tax withheld this year but expect to have a tax liability next year, the law requires you to give your employer a new Form W-4 by December 1.

INSTRUCTIONS — 1 — ALLOWANCES*

When determining your withholding allowances, you must consider your personal situation:
 — Do you claim allowances for dependents or blindness?
 — Will you itemize your deductions?
 — Do you have more than one income coming into the household?

TWO-EARNER/TWO-JOBS: When earnings are derived from more than one source, underwithholding may occur. If you have a working spouse or more than one job, it is best to check the box "SINGLE or MARRIED (with two or more incomes)." Figure the total number of allowances you are entitled to claim on all jobs using only one DE 4 form. Claim allowances with one employer. Do not claim the same allowances with more than one employer. Your withholding will usually be most accurate when all allowances are claimed on the DE 4 or Form W-4 filed for the highest paying job and zero allowances are claimed for the others.

MARRIED BUT NOT LIVING WITH YOUR SPOUSE: You may check the "Head of Household" marital status box if you meet all of the following tests:
 (1) Your spouse will not live with you at any time during the year;
 (2) You will furnish over half of the cost of maintaining a home for the entire year for yourself and your child or stepchild who qualifies as your dependent; and
 (3) You will file a separate return for the year.

HEAD OF HOUSEHOLD: To qualify, you must be unmarried or legally separated from your spouse and pay more than 50% of the costs of maintaining a home for the entire year for yourself and your dependent(s) or other qualifying individuals. Cost of maintaining the home includes such items as rent, property insurance, property taxes, mortgage interest, repairs, utilities, and cost of food. It does not include the individual's personal expenses or any amount which represents value of services performed by a member of the household of the taxpayer.

WORKSHEET A

REGULAR WITHHOLDING ALLOWANCES

(A) Allowance for yourself — enter 1	(A) _____
(B) Allowance for your spouse (if not separately claimed by your spouse) — enter 1	(B) _____
(C) Allowance for blindness — yourself — enter 1	(C) _____
(D) Allowance for blindness — your spouse (if not separately claimed by your spouse) — enter 1	(D) _____
(E) Allowance(s) for dependent(s) — do not include yourself or your spouse	(E) _____
(F) Total — add lines (A) through (E) above	(F) _____

INSTRUCTIONS — 2 — ADDITIONAL WITHHOLDING ALLOWANCES

If you expect to itemize deductions on your California income tax return, you can claim additional withholding allowances. Use Worksheet B to determine whether your expected estimated deductions may entitle you to claim one or more additional withholding allowances. Use last year's FTB Form 540 as a model to calculate this year's withholding amounts.

Do not include deferred compensation, qualified pension payments, or flexible benefits, etc., that are deducted from your gross pay but are not taxed on this worksheet.

You may reduce the amount of tax withheld from your wages by claiming one additional withholding allowance for each \$1,000, or fraction of \$1,000, by which you expect your estimated deductions for the year to exceed your allowable standard deduction.

WORKSHEET B

ESTIMATED DEDUCTIONS

1. Enter an estimate of your itemized deductions for California taxes for this tax year as listed in the schedules in the FTB Form 540	1. _____
2. Enter \$7,812 if married filing joint with two or more allowances, unmarried head of household, or qualifying widower with dependent(s) or 53,906 if single or married filing separately, dual income married, or married with multiple employers	- 2. _____
3. Subtract line 2 from line 1, enter difference	= 3. _____
4. Enter an estimate of your adjustments to income (alimony payments, IRA deposits)	+ 4. _____
5. Add line 4 to line 3, enter sum	= 5. _____
6. Enter an estimate of your nonwage income (dividends, interest income, alimony receipts)	- 6. _____
7. If line 5 is greater than line 6 (if less, see below); Subtract line 6 from line 5, enter difference	= 7. _____
8. Divide the amount on line 7 by \$1,000, round any fraction to the nearest whole number Enter this number on line 1 of the DE 4. Complete Worksheet C, if needed.	8. _____
9. If line 6 is greater than line 5; Enter amount from line 6 (nonwage income)	9. _____
10. Enter amount from line 5 (deductions)	10. _____
11. Subtract line 10 from line 9, enter difference <u>Complete Worksheet C</u>	11. _____

*Wages paid to registered domestic partners will be treated the same for state income tax purposes as wages paid to spouses for California Personal Income Tax (PIT) withholding and PIT wages. This law does not impact federal income tax law. A registered domestic partner means an individual partner in a domestic partner relationship within the meaning of Section 297 of the Family Code. For more information, please call our Taxpayer Assistance Center at 888-745-3886.



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment , but not before accepting a job offer.)						
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town	State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		E-mail Address		Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

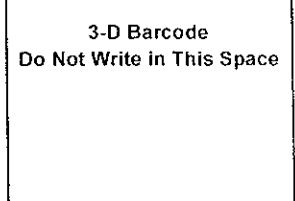
- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:			Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)		
Address (Street Number and Name)		City or Town	State	Zip Code



Employer Completes Next Page





NOTICE OF EXCLUSION FROM CalPERS MEMBERSHIP

1. SOCIAL SECURITY NUMBER		Your employer has contracted with the California Public Employees' Retirement System (CalPERS) to provide an employee benefit package which includes service retirement, death, and disability benefits.	
2. CURRENT NAME (LAST)		(FIRST)	(MIDDLE)
3. NAME OF PUBLIC AGENCY SIERRA COUNTY OFFICE OF ED		4. DEPARTMENT OR SCHOOL DISTRICT	5. JOB OR POSITION TITLE
6. TERM OF APPOINTMENT <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY		7. IF TEMPORARY, ENTER NEAREST NUMBER OF WHOLE MONTHS THE APPOINTMENT IS EXPECTED TO LAST. MONTHS	8. APPOINTMENT DATE MM DD YYYY
9. TIME BASE <input type="checkbox"/> FULL-TIME <input type="checkbox"/> INDETERMINATE <input type="checkbox"/> PART-TIME IF PART TIME, ENTER THE FRACTION OF FULL TIME:			

In your present position with this agency, you are excluded from CalPERS membership because:

- 1. Your full-time seasonal or limited term appointment is limited to 6 months or less.
- 2. Your part-time appointment is limited to less than an average of 20 hours per week for less than one year.
- 3. Your appointment is an on-call, intermittent, emergency, substitute, or other irregular basis which excludes you from membership until you have worked 1,000 hours (or 125 days if paid on per diem basis) this fiscal year.
- 4. Your position is excluded by law or by contract agreement which excludes:
_____ Enter contract exclusion (for Public Agencies only).
- 5. You are an independent contractor.
- 6. You are employed to render professional legal service to a city.
Exceptions: Persons holding the office of city attorney, deputy city attorney, or assistant city attorney.
- 7. You are employed as a student aide by a school district in a position established for students only and you are attending school in the same district (for County Schools only).

NOTE: If you are a member of CalPERS by previous employment (either you have funds on deposit or service credit), exclusions 1, 2, and 3 do not apply to you and you should be a member in your present position. Be sure to notify your employer to complete a (PERS-1) Member Action Request Form or appoint via ACES to report your employment to CalPERS.

If you believe that your employment does qualify you for CalPERS membership, ask your employer for an explanation. If you still have doubts, you may appeal directly to CalPERS by sending a letter to the Actuarial & Employer Services Branch, Membership Analysis & Design Unit, P.O. Box 942709, Sacramento, CA 94229-2709, stating the reasons why you feel you should be a member.

SIGNATURE OF CERTIFYING OFFICER	TITLE	DATE
SIGNATURE OF EMPLOYEE		DATE

NOTE: Benefits provided by CalPERS are described in the "CalPERS Benefits" information booklet available from your employer.

**SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
SIERRA COUNTY SUPERINTENDENT OF SCHOOLS
EMPLOYEE DATA CARD**

Effective 07/13/10

PERSONAL INFORMATION			
Last Name	First	MI	Daytime Phone Number
Mailing Address	Physical Address		Evening Phone Number
City, State, Zip			Cell Phone Number
Social Security Number		E-Mail Addresses and/or Fax Numbers [] Home [] Work	
Birth Date	Birthplace		Driver's License Number

PERS / STRS INFORMATION		
	YES	NO
Have you ever belonged to the California Public Employees' Retirements System (Cal PERS)?		
Have you ever belonged to the State Teachers' Retirement System (STRS)?		
Have you ever withdrawn your funds from either system? If Yes, which one? _____		
Are you retired in either system?		

"IN CASE OF AN EMERGENCY" INFORMATION	
List the first person to contact, their relationship to you, and their address.	Telephone Numbers Hm: Wk: Cell:
List the second person to contact, their relationship to you, and their address.	Telephone Numbers Hm: Wk: Cell:
Family physician's name and address.	Telephone Number
If none of the above people can be reached, please proceed with the following directions:	
Do you have any allergic reactions? [] YES [] NO	If yes, please list and describe.
Any special instructions?	

Date	Employee's Signature
------	----------------------

MEDICAL HISTORY QUESTIONNAIRE

NAME: _____ Date of Birth _____

Answer questions carefully by placing an "X" on the YES or NO line. Explain all YES answers in the space below on Page 2

- | YES | NO | # | |
|---------|--------|----|--|
| Yes ___ | No ___ | 1 | Do you now or have you ever worn glasses/contact lenses to correct your vision? |
| Yes ___ | No ___ | 2 | Have you ever suffered an eye injury of any kind? |
| Yes ___ | No ___ | 3 | Do you now or have you ever had difficulty hearing or have you ever had ear trouble? |
| Yes ___ | No ___ | 4 | Have you ever had high blood pressure? |
| Yes ___ | No ___ | 5 | Have you ever had any type of heart trouble? |
| Yes ___ | No ___ | 6 | Have you ever had joint pain? |
| Yes ___ | No ___ | 7 | Have you every had rheumatic fever, inflammatory rheumatism? |
| Yes ___ | No ___ | 8 | Have you ever had tuberculosis or tested positive for tuberculosis? |
| Yes ___ | No ___ | 9 | Have you ever had kidney disease? |
| Yes ___ | No ___ | 10 | Have you ever had an ulcer of the stomach or outlet of the stomach? |
| Yes ___ | No ___ | 11 | Have you every had sugar diabetes, sugar in the urine or anemia? |
| Yes ___ | No ___ | 12 | Do you have asthma or hay fever? |
| Yes ___ | No ___ | 13 | Has it ever been necessary to limit your physical activity because of difficulty of breathing? |
| Yes ___ | No ___ | 14 | Have you every had a rupture or hernia? |
| Yes ___ | No ___ | 15 | Have you ever had cancer or a tumor of any kind? |
| Yes ___ | No ___ | 16 | Have you ever had yellow jaundice, gallstones or any gallbladder trouble? |
| Yes ___ | No ___ | 17 | Have you ever been subject to fainting spells, dizziness, convulsions, black-out attacks or epilepsy? |
| Yes ___ | No ___ | 18 | Have you ever sufferd a fracture (broken bone)? |
| Yes ___ | No ___ | 19 | Have you ever had a dislocated shoulder, knee injury? Bone disease? |
| Yes ___ | No ___ | 20 | Have you ever had back pain or an injury to your back? Spine injury? |
| Yes ___ | No ___ | 21 | Have you ever had a head injury? |
| Yes ___ | No ___ | 22 | Does your skin ever break out in a rash? Eczema? |
| Yes ___ | No ___ | 23 | Are you allergic to anything? Medicines? Food? |
| Yes ___ | No ___ | 24 | Do you suffer from any chronic disease? |
| Yes ___ | No ___ | 25 | Have you ever worked with asbestos? In a trade such as a mine, quarry, or as a sandblaster,stonecutter, painter? |
| Yes ___ | No ___ | 26 | Do you take any medicine regularly? Perscription? Non-perscription? |
| Yes ___ | No ___ | 27 | Are you now or have you ever been addicted to excessive use of alcoholic beverages? |
| Yes ___ | No ___ | 28 | Have you ever consumed any form of narcotic for any reason except medically prescribed by doctor? |
| Yes ___ | No ___ | 29 | Have you ever had large leg veins? Varicose veins? |
| Yes ___ | No ___ | 30 | Are you subject to severe headaches? |
| Yes ___ | No ___ | 31 | Have you ever had a nervous breakdown? |
| Yes ___ | No ___ | 32 | Have you had an X-ray of your lungs or chest for tuberculosis? |
| Yes ___ | No ___ | 33 | Have you any notoiceable scars on your face or body? |
| Yes ___ | No ___ | | Please explain: _____ |
| Yes ___ | No ___ | 34 | Have you any physical limitations resulting from birth, illness or injury? |
| Yes ___ | No ___ | 35 | Have you every sustained an industrial injury whereby you lost time from your employment or for which you received Workers' Compensation payments or an award? |
| Yes ___ | No ___ | 36 | Have you ever received compensation from the government for an injury or illness sustained while a member of the armed forces? |
| Yes ___ | No ___ | 37 | Have you ever been rehabilitated and/or retrained to perform a job because of a work-related injury? |

Yes ___ No ___ 38 Have you ever had any type of surgery? Explain

Yes ___ No ___ 39 Have you ever been denied life insurance or refused employment for health reasons?

Explain all "YES" answers for questions 1 through 39:

Please read carefully and sign

I hereby certify that the entries on this form and statements made by me are true . I hereby consent to a complete physical examination if requested by the employer. I understand that if I am employed by the District/County, this form will become part of my permanent record. I understand that a false statement or material omission by me in connection with this personal history will disqualiify me from employment or be cause for dismissal when the false statement or omission is discovered.

Signature: _____

Date: _____

I have no physical or other health impairments which may affect my job performance as a _____. I require no physical or other accommodations at this time.

I have physical or other health impairments and require accommodations.

I understand that a false statement or material omission by me in connection with a personal medical history will disqualify me from employment or be a cause for dismissal when the false statement or omission is discovered.

Signature: _____

Date: _____

Minimum Wage

MW-2014

Minimum Wage - Every employer shall pay to each employee wages not less than the following:

\$8.00

\$9.00

\$10.00

per hour beginning January 1, 2008

per hour beginning July 1, 2014

per hour beginning January 1, 2016

To employers and representatives of persons working in industries and occupations in the State of California:

SUMMARY OF ACTIONS

TAKE NOTICE that on September 25, 2013, the California Legislature enacted legislation signed by the Governor of California, raising the minimum wage for all industries. (AB10, Stats of 2013, amending section 1182.12 of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2007. Section 1, Applicability, and Section 4, Separability, have not been changed. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders.

This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by ordering on-line at www.dir.ca.gov/WP.asp, or by contacting your local Division of Labor Standards Enforcement office.

1. APPLICABILITY

The provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such provisions are enforceable and applicable to the employer.

2. MINIMUM WAGES

Every employer shall pay to each employee wages not less than eight dollars (\$8.00) per hour for all hours worked, effective January 1, 2008, not less than nine dollars (\$9.00) per hour for all hours worked, effective July 1, 2014, and not less than ten dollars (\$10.00) per hour for all hours worked, effective January 1, 2016.

3. MEALS AND LODGING

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited may not be more than the following:

	Effective January 1, 2008	Effective July 1, 2014	Effective January 1, 2016
LODGING			
Room occupied alone.....	\$37.63 per week	\$42.33 per week	\$47.03 per week
Room shared.....	\$31.06 per week	\$34.94 per week	\$38.82 per week
Apartment – two thirds (2/3) of the ordinary rental value, and in no event more than:.....	\$451.89 per month	\$508.38 per month	\$564.81 per month
Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than:.....	\$668.46 per month	\$752.02 per month	\$835.49 per month
MEALS			
Breakfast.....	\$2.90	\$3.26	\$3.62
Lunch.....	\$3.97	\$4.47	\$4.97
Dinner.....	\$5.34	\$6.01	\$6.68

4. SEPARABILITY

If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein.

5. AMENDED PROVISIONS

This Order amends the minimum wage and meals and lodging credits in MW-2007, as well as in the IWC's industry and occupation orders. (See Order 1-16, Case 1 and 10; and Order 10, Case 1 and 9.) This Order makes no other changes to the IWC's industry and

SIERRA PLUMAS JOINT UNIFIED SCHOOL DISTRICT
2014 – 2015 School Calendar

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Special Days	Teacher Days	School Days
AUG	10	11	12	13	14	15	16		7	
	17	18	19	20	21	22	23	21-22 Staff Development		
	24	25	26	27	28	29	30	25 First Day of School		
SEP	31	1	2	3	4	5	6	1 Labor Day Holiday	21	19
	7	8	9	10	11	12	13			
	14	15	16	17	18	19	20	19 End of 1 st Month		
	21	22	23	24	25	26	27	26 Min. Day – PLC		
	28	29	30							
OCT				1	2	3	4		23	20
	5	6	7	8	9	10	11	10 Min. Day – PLC		
	12	13	14	15	16	17	18	17 End of 2 nd Month		
	19	20	21	22	23	24	25			
	26	27	28	29	30	31	1	30-31 Min. Day – End of 1 st Quarter		
NOV	2	3	4	5	6	7	8		17	19
	9	10	11	12	13	14	15	11 Veteran's Day Holiday 14 End of 3 rd Month		
	16	17	18	19	20	21	22	21 Min. Day – PLC		
	23	24	25	26	27	28	29	26 Min. Day 27-28 Thanksgiving Holiday		
DEC	30	1	2	3	4	5	6		15	18
	7	8	9	10	11	12	13	12 End of 4 th Month		
	14	15	16	17	18	19	20	19 Min. Day		
	21	22	23	24	25	26	27	22-2 Winter Break		
	28	29	30	31						
JAN					1	2	3		19	19
	4	5	6	7	8	9	10			
	11	12	13	14	15	16	17	16 Min. Day – End of 2 nd Quarter		
	18	19	20	21	22	23	24	19 Martin Luther King Holiday 23 End of 5 th Month		
	25	26	27	28	29	30	31	30 Min. Day – PLC		
FEB	1	2	3	4	5	6	7		18	18
	8	9	10	11	12	13	14	9 Lincoln's Birthday Holiday		
	15	16	17	18	19	20	21	16 President's Day Holiday 20 End of 6 th Month		
	22	23	24	25	26	27	28	27 Min. Day – PLC		
MAR	1	2	3	4	5	6	7		22	20
	8	9	10	11	12	13	14			
	15	16	17	18	19	20	21	20 Min. Day – PLC 20 End of 7 th Month/3 rd Quarter		
	22	23	24	25	26	27	28			
	29	30	31							
APR				1	2	3	4	3 Snow Day	16	14
	5	6	7	8	9	10	11	6-10 Spring Break		
	12	13	14	15	16	17	18	17 Min. Day – PLC 17 End of 8 th Month		
	19	20	21	22	23	24	25			
	26	27	28	29	30					
MAY						1	2		19	20
	3	4	5	6	7	8	9			
	10	11	12	13	14	15	16	15 Min. Day – PLC 15 End of 9 th Month		
	17	18	19	20	21	22	23	22 Snow Day		
	24	25	26	27	28	29	30	25 Memorial Day Holiday		
JUN	31	1	2	3	4	5	6	5 Last Day of School (Min. Day)	5	13
	7	8	9	10	11	12	13			
	14	15	16	17	18	19	20			
Total Required Days									182	180



2014-2015

PAYROLL TIMESHEET DUE DATES*

FRIDAY JULY 18, 2014
FRIDAY AUGUST 15, 2014
FRIDAY SEPTEMBER 12, 2014
FRIDAY OCTOBER 10, 2014
FRIDAY NOVEMBER 7, 2014
FRIDAY DECEMBER 12, 2014

FRIDAY JANUARY 16, 2015
FRIDAY FEBRUARY 13, 2015
FRIDAY MARCH 13, 2015
FRIDAY APRIL 17, 2015
FRIDAY MAY 15, 2015
FRIDAY JUNE 5, 2015

PAYDATE SCHEDULE

THURSDAY JULY 31, 2014
FRIDAY AUGUST 29, 2014
TUESDAY SEPTEMBER 30, 2014
FRIDAY OCTOBER 31, 2014
WEDNESDAY NOVEMBER 26, 2014
TUESDAY DECEMBER 30, 2014

FRIDAY JANUARY 30, 2015
FRIDAY FEBRUARY 27, 2015
TUESDAY MARCH 31, 2015
THURSDAY APRIL 30, 2015
FRIDAY MAY 29, 2015
TUESDAY JUNE 30, 2015

REGULAR EMPLOYEES' TIME SHEETS SHOULD REFLECT HOURS WORKED THROUGH AND INCLUDING THE DUE DATE.

ALL DISTRICT AND COUNTY CLASSIFIED AND CERTIFICATED SUBSTITUTES, MUST SUBMIT TO THE SIERRA COUNTY SCHOOLS BUSINESS OFFICE A TIME SHEET FOR ALL TIME WORKED DURING THE CURRENT PAY PERIOD. TIME SHEETS MUST BE SIGNED BY THE SITE ADMINISTRATOR OR DIRECT SUPERVISOR.

ALL EMPLOYEES MUST SUBMIT TIME SHEETS AS SCHEDULED. TIME SHEETS ARE DUE BY 5:00 ON THE SCHEDULED DATE. LATE TIME SHEETS MAY RESULT IN DELAY OF PAY CHECKS UNTIL THE FOLLOWING PAY PERIOD.

*SUBJECT TO CHANGE OR REVISION

STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE

CDE Form B1-1 (Rev. 02-14)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE" form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

*(Print Information)***Minor's Information**

Minor's Name <i>(First and Last)</i>		Home Phone	Grade
Home Address		City	Zip Code
Birth Date	Social Security Number	Age	Student's Signature

School Information

School Name	School Phone	
School Address	City	Zip Code

To be filled in and signed by parent or legal guardian

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true.

Parent's Name <i>(Print First and Last)</i>	Parent's Signature	Date
---	--------------------	------

To be filled in and signed by employer

Business Name or Agency of Placement	Business Phone	Supervisor's Name
Business Address	City	Zip Code
Employer's Maximum Expected Work Hours: _____ hours per day _____ hours per week		
Describe nature of work to be performed: _____		

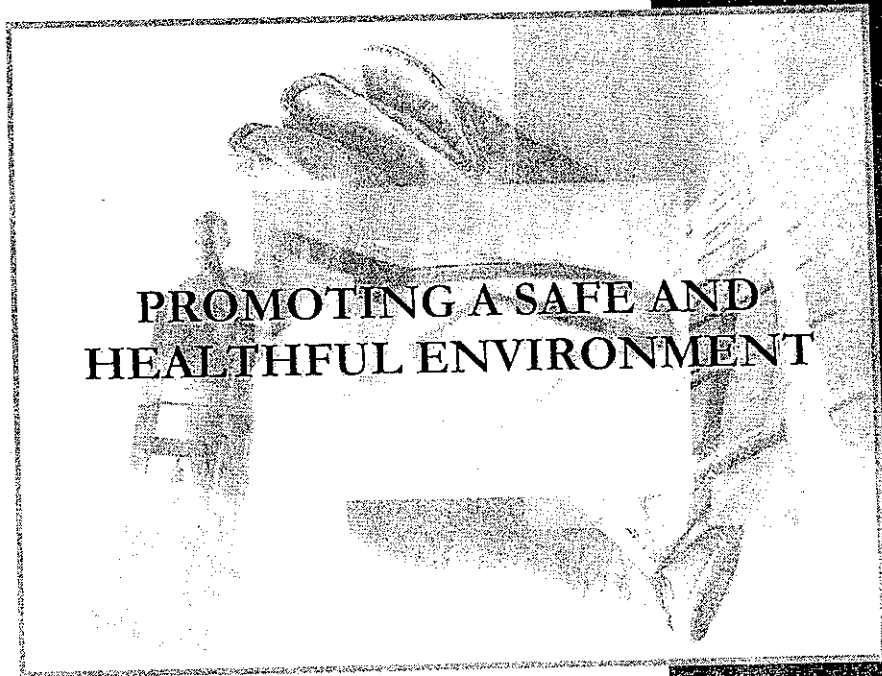
In compliance with California labor laws, this employee is covered by workers' compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Employer's Name <i>(Print First and Last)</i>	Employer's Signature	Date
---	----------------------	------

For authorized work permit issuer use ONLY							
Maximum number of work hours when school is in session:				Maximum number of work hours when school is not in session:			
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Proof of Minor's Age <i>(Evidence Type)</i>				Check Permit Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience <input type="checkbox"/> Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability			
Verifying Authority's Name and Title <i>(Print)</i>							
Verifying Authority's Signature							

For more information about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.

EMPLOYEE SAFETY INFORMATION



Prepared By:

Keenan
Associates

License #0451271



INTRODUCTION

The safety and health of employees is the primary concern of the District. The District has developed and implemented numerous safety programs designed specifically to promote a safe and healthful work environment. The District will continue to improve and refine these programs in order to provide the safest possible working environment, and to comply with all applicable federal, state, and local regulations.

Your safety and health is a shared responsibility between you and the District. The success of the District safety programs depends as much on you as it does on the District. We encourage your participation in making the programs work for the benefit of everyone. The safety programs, after all, are all about your safety and your protection. Safety is a responsibility you share with this District and with all your fellow employees. It can't be left to someone else.

It is important for you to understand all aspects of the safety programs as they apply to you. If you have any questions during the training process, or at any time, contact your supervisor for clarification. It's better to ask questions now and complete tasks safely than be injured later.

With your cooperation and involvement, the District will continue to provide a safe working environment.

PARTNERS IN SAFETY



WHEN AN ACCIDENT OCCURS

1. Report all injuries, no matter how minor they may be, to your supervisor immediately.
2. You will complete and return the Employee's Report of Injury. Your supervisor will complete the Employer's Report of Occupational Illness or Injury.
3. Your supervisor will conduct an investigation of the accident with you to determine how the accident occurred. This will help make sure the accident doesn't happen again to you or another employee.
4. Report all "close calls" to your supervisor at your earliest convenience. A close call one time might be an injury the next time. "Close calls", also, will be investigated by your supervisor with you to determine how it happened and what steps need to be taken to avoid it happening again.

WORKING SAFELY

SAFE WORK PRACTICES/PROCEDURES

A work practice or procedure is how a task is performed. This includes steps taken before, during, and after performing a task to ensure it is completed safely. Safe work practices are activities and procedures that must be incorporated into a task to reduce the risk of injury to you and to other employees.

Examples:

BEFORE

1. Are you mentally alert and physically fit to complete the task?

2. Have you evaluated the task from the safety/health point of view?
3. Do you have all the personal safety gear required to complete the task safely?
4. Have you inspected the tools and equipment needed for the task?
5. Are they the right tools and equipment for the task?

DURING

It's too late now.

AFTER

Have you created an unsafe or unhealthy condition that might cause an accident?

SAFE WORK CONDITIONS

A work condition is related to the environment in which the task is being performed. Unsafe work conditions are hazards that generally are created by people, thus can be eliminated by people.

Examples:

1. Are there slip, trip, or fall hazards in the work area?
2. Is the work area adequately ventilated?

Safe work practices, when regularly practiced, will reduce the number of unsafe work conditions. The vast majority of injuries, as much as 85%, are caused by unsafe work practices and lack of safety awareness.

**BE SAFETY
AWARE AT
ALL TIMES**

HELP EVERYONE WORK SAFELY

If fellow workers are careless, bring it to their attention before they hurt them self or someone else. The employee may not realize that their actions are unsafe. If they continue to work unsafely, report the situation to your supervisor.

NO FOOLING AROUND

Horseplay on the job will not be tolerated. It could cause serious injury to you or your co-workers and will result in disciplinary action. There is a time and place for practical jokes and fooling around. **WORK IS NOT THE TIME OR PLACE!**

THINK

**ACCIDENTS ARE
AVOIDABLE FORGET
THE ALIBI**

DON'T TAKE CHANCES

Employees are not expected, in fact are not allowed, to take chances or endanger the lives of others in the performance of their duties. Do not take chances or guess! When in doubt, ask your supervisor to explain any task.

STOREROOM SAFETY

An overcrowded, unorganized storeroom is an accident about to happen. An improperly stored broom or mop may cause you to trip and injure yourself.

Improperly stored chemicals can cause serious injuries and property damage. Items stored overhead can fall and cause injuries.

PRACTICE

GOOD HOUSEKEEPING A PLACE FOR EVERYTHING AND EVERYTHING IN PLACE

STOREROOM SAFETY RULES

1. **Store tools safely.** Each tool should have its place in the storeroom. Tools should be stored after inspecting them for safety hazards and cleaning them. Electrical cords should be neatly wrapped and secured on the tool. Keep extension cords neatly stored when not in use.
2. **Store chemicals safely.** Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels and Material Safety Data Sheets.
3. **Weight** can be a safety hazard. Heavier items should be stored on the middle and lower shelves at a height between the shoulders and knees. Be careful not to overload shelves.
4. **Electrical and water heater rooms are not storerooms.** Rooms with electric distribution panels and transformers are not storerooms. However, if these rooms must be used to store tools, equipment, and supplies, make sure there is a clear area at least 36 inches from electric panels, transformers, and water heaters. Floors in electric rooms must be free of liquids. Liquids must not be stored in electric and transformer rooms. Do not store wet mops or other damp items in electric and transformer rooms. A water heater is a source of ignition. Do not store flammable materials or gas powered tools in rooms with water heaters, electric panels, or transformers.

5. **Keep it neat.** Keep at least one aisle of the storeroom open at all times. Protruding nails and torn or sharp corners can cause cuts and abrasions. Remove or pad them. Be alert to the careless acts of others.

TOOL SAFETY

Each power and hand tool has potential risks that must not be ignored. Regardless of the equipment type, care must be exercised to minimize the possibility of accident or injury. Do not take tools and the risk they pose for granted.

TOOL SAFETY RULES

1. **All power tools come with user manuals.** Read the manuals before using the tool and keep the manual handy for reference.
2. **Familiarize yourself with the tool before use.** Have an experienced user provide instructions on using the tool properly. Practice on a small area before taking the tool on the job. Remember, read the manual.
3. **Prepare the tool and you for work.** Inspect your tools before you use them. Check electrical cords for frayed wiring and defective plugs. If an extension is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Examine the tool for cracks and safety defects. Cutting and boring tools must have sharp, clean cutting surfaces. Check for loose or missing bolts, screws, and knobs. **WEAR REQUIRED PERSONAL PROTECTIVE GEAR.**



4. **Avoid hazards when using tools.** Clear the work area of trip and slip hazards and things that might get in your way while working. Designate the work area with safety cones or barrier tape when possible.

Maintain and use your tools safely and avoid accidents. It's your responsibility!

Keep a tight grip on the tool, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply.

LADDER SAFETY

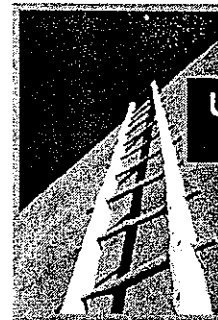
Ladders are one of the most commonly used tools. However, because you use ladders so frequently, you may forget about their potential hazards. You can fall from ladders and drop objects, injuring others.

LADDER RULES

1. **Use a ladder when it is needed.** Do not stand on boxes, chairs, desks, or other items not designed as ladders.
2. **Use the right type and size ladder for the job.** Use a straight ladder if you must lean the ladder against a support. Do not use an "A" frame ladder in this situation – it is not the correct equipment for the job. Metal ladders may not be used when working on or near electrical circuits or power lines. "A" frame ladders are safest when they are ten feet or less high – never use one over 20 feet high. Extension ladders can be used to reach up to 44 feet.

3. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs, or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, mark the ladder "UNSAFE – DO NOT USE" and report it to your supervisor for disposal.
4. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that might be opened in to the ladder. Keep the area around the ladder base uncluttered and free of trip, slip, and fall hazards. Avoid side-to-side tilting by resting the ladder base on a solid, level surface. When using a stepladder, make sure it is fully open and the spreader is locked. Position a straight ladder at a four-to-one ratio – this means the base of the ladder is one foot away from the wall or other vertical surface for every four feet of the ladder length to the support point. When using a ladder to climb onto a roof or platform, allow the ladder to extend at least three feet beyond the roof edge or other support. To avoid shifting, tie down straight ladders as close to the support point as possible. Never lean a ladder against an unstable surface. Never leave a ladder unattended.
5. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Do not take a chance on slipping – check ladder rungs and the bottom of your shoes for slipper substances.

6. **Use common sense when working on ladders.** Never reach or lean too far to either side. Move the ladder if needed. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Do not place tools on the rungs or top of the ladder.



**USE IT WHEN YOU
NEED IT!**

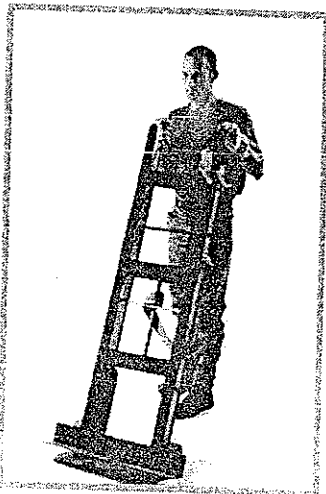
LIFTING SAFELY

Moving objects from one place to another is a task you commonly perform. Many times the only tool you use to do this job is your body. Therefore, it is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavy ones if you don't lift properly and your body is not in shape for the job. Lifting is a thinking person's job.

LIFTING RULES

1. **Before you lift anything, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

2. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
3. **Turn, don't twist.** Twisting is one of the most common causes of back injuries. Instead of twisting with the load, turn your whole body in the direction you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
4. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or hand truck, push the load. Pushing puts less strain on your back.
5. **Don't store heavy objects higher than your shoulders.** If heavy objects aren't stored higher than your shoulders then you won't have to lift them higher than your shoulders. Lifting objects overhead, even light objects, puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
6. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to learn, and the payoffs will be well worth the time and effort you put into it.



FIRE EMERGENCIES

Be prepared for a fire emergency:

1. Learn evacuation procedures and established escape routes.
2. Keep aisles and exit routes free of obstructions at all times. When you need to get out, you need to get out without delay.
3. Know where fire alarm pull stations and fire extinguishers are located throughout your workplace.
4. Do not block access to fire fighting equipment and alarm systems. When you need it, you need it without delay.
5. Inspect fire extinguishers in your immediate work area at least monthly. Extinguishers which appear to be in doubtful condition should be reported immediately.

WHEN TO USE A FIRE EXTINGUISHER

Immediately report all fires! In a fire emergency, every second counts.

Extinguish the fire yourself only if:

1. You are certain the fire is small and can be successfully fought with a portable extinguisher.
2. You have a safe exit route from the area of the fire.
3. If the fire is blocking your exit to a safe area, use a fire extinguisher to clear your exit.

HOW TO USE A FIRE EXTINGUISHER

P.A.S.S.

- P – Pull the safety pin
- A – Aim the nozzle at the base of the fire
- S – Squeeze the handle trigger
- S – Sweep the nozzle from side to side

REMEMBER, IF YOU ARE NOT CERTAIN OF THE SITUATION, EVACUATE THE AREA AND ALERT OTHER EMPLOYEES.

OTHER EMERGENCIES/DISASTERS

Work site specific emergency/disaster plans have been established for each workplace in the District. Your supervisor will provide you with information relative to emergency/disaster procedures and your responsibilities.

All employees, without exception, are obligated to prepare themselves for competent service in the emergency/disaster preparedness program in the District and to render this service willingly in all of its ramifications – planning and evaluation, training execution of plans and recovery. During an emergency/disaster situation, all employees will perform their responsibilities with a singleness of purpose – the protection of students, staff, and District property for the length of time necessary to fulfill those responsibilities or until they are relieved.

Employees are designated as Disaster Service Workers subject to service as may be assigned to them by their supervisor or by law. Should a disaster strike during working hours, all employees will remain at their assignment under all circumstances unless officially released by the Superintendent or the Superintendent's designee – *Government Code, Chapter 8, Section 3100.*

EMPLOYEE SAFETY PROGRAMS

The District has designed and implemented several employee safety programs for the purpose of providing a safe and healthful workplace. Employees have rights and responsibilities relative to these programs and receive detailed information about the programs during the District hiring process. Not all of the programs are applicable to all employees. Your supervisor will provide you with information about safety programs specific to your job.

Following is an overview of employee safety programs that apply to all employees.

INJURY AND ILLNESS PREVENTION PROGRAM

C.C.R., Title 8, Section 3203

This program includes:

1. A system for identifying and evaluating workplace hazards
2. Methods and procedures for correcting unsafe and unhealthful conditions and work practices
3. An employee communications system designed to encourage employees to report hazards at the workplace without fear of reprisal
4. A system for ensuring employees comply with safe and healthful work practices to include disciplinary actions
5. A procedure to investigate workplace injuries and illnesses
6. An employee safety training program
7. Identification of a person responsible for implementing the program

EMPLOYEE RIGHTS

Employees have the right to:

1. Receive training specific to the tasks they are required to perform and the equipment/tools they are required to use
2. Report, anonymously if they choose unsafe working conditions and unsafe work practices without fear of reprisal
3. Have access to the District's written Injury & Illness Prevention Plan

EMPLOYEE RESPONSIBILITIES

Employees are responsible for:

1. Working safely
2. Not creating unsafe work conditions
3. Using personal protective gear provided
4. Reporting unsafe and unhealthful work conditions and practices
5. Reporting accidents and near accidents immediately

SAFETY FIRST

**ALL INJURIES NO MATTER
HOW SLIGHT MUST BE
REPORTED TO FORMAN**

HAZARD COMMUNICATION PROGRAM

C.C.R., Title 8, Section 5194

This program includes:

1. A written plan
2. An employee training program specific to hazardous substances in the workplace
3. A system for the procurement and distribution of Material Safety Data Sheets and other sources of information about hazardous substances in the workplace
4. Emergency procedures relative to the release of hazardous substances
5. An inventory of hazardous substances specific to each work site

CAUTION

**WEAR
YOUR GLOVES**

EMPLOYEE RIGHTS

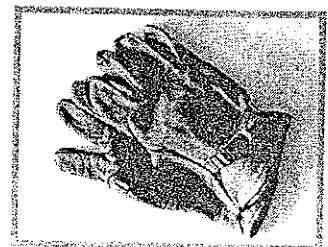
Employees have the right:

1. To receive information about hazardous substances to which they may be exposed
2. For their physician and collective bargaining agent to receive information about the hazardous substances to which the employee may be exposed
3. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substance Information and Training Act

EMPLOYEE RESPONSIBILITIES

Employees are responsible for:

1. Reading and complying with the instructions on container labels and Material Safety Data Sheets
2. Properly labeling all substance containers that are not labeled by the substance manufacturer
3. Not introducing to the workplace a substance that is not purchased and authorized for use by the District
4. Using personal protective gear provided



**THINK
CARELESSNESS
IS
DANGEROUS**

**BLOODBORNE PATHOGENS
EXPOSURE CONTROL PLAN**

C.C.R., Title 8, Section 5193

This program includes:

1. A written plan
2. Determination of employee potential occupational exposure to bloodborne pathogens
3. Procedures for control of exposure to bloodborne pathogens
4. An employee training program
5. Procedures to offer, at no cost to the employee, hepatitis B vaccinations and post-exposure follow-up

EMPLOYEE RIGHTS

Employees have a right to:

1. Receive training specific to the control of exposure to bloodborne pathogens
2. Receive, at no cost, hepatitis B vaccinations and post-exposure follow-up
3. Privacy in regards to medical examination reports, testing, and other post-exposure follow-up

EMPLOYEE RESPONSIBILITIES

Employees are responsible for:

1. Complying with instructions and procedures provided during Bloodborne Pathogens Exposure Control Training
2. Reporting potential exposure incidents immediately

**BE CAREFUL
THE BEST SAFETY
DEVICE IS A CAREFUL
WORKER, GET THE
SAFETY HABIT**

3. Using personal protective gear provided
4. Maintain confidentiality regarding all information about a source individual

Important Names and Telephone Numbers

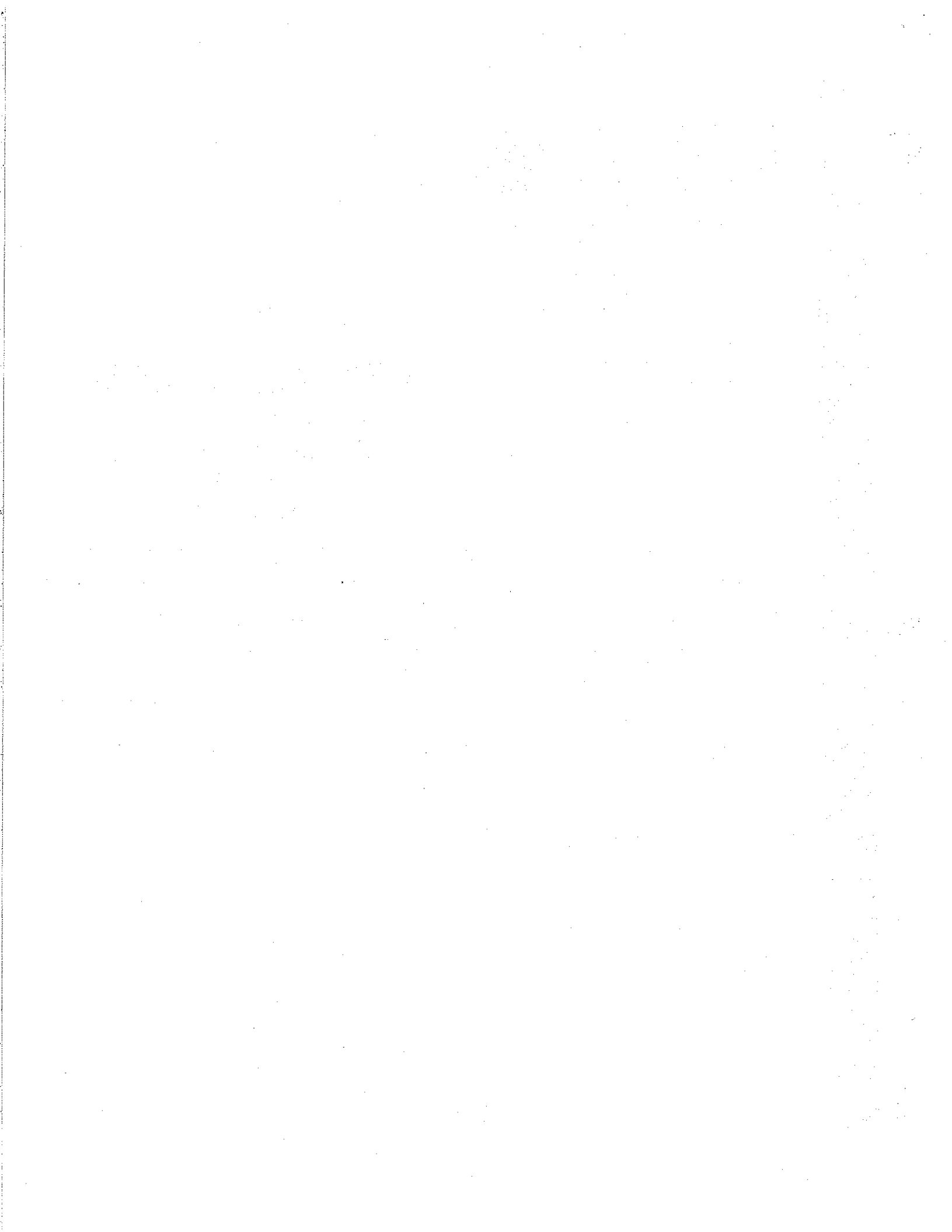
Name _____
Responsibility _____
Tel. # _____

Name _____
Responsibility _____
Tel. # _____

Name _____
Responsibility _____
Tel. # _____

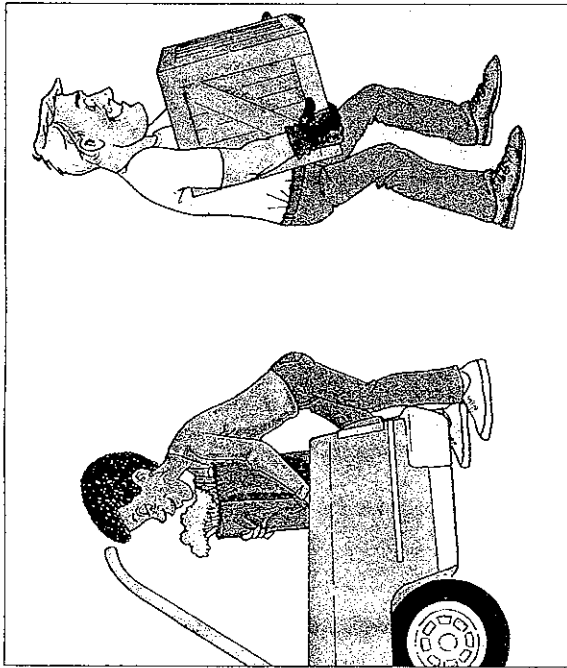
Name _____
Responsibility _____
Tel. # _____

Name _____
Responsibility _____
Tel. # _____



Back Basics

- You and your employer share responsibility for preventing painful and costly back injuries.
- You can help keep your back strong and healthy by having good posture, reducing stress, and following a weight management and exercise program.
- Lift the easy way—the right way.
- Think about how you'll handle materials before handling them. Use your head to save your back.
- Work with your company and coworkers to make your environment and activities safer for your back.



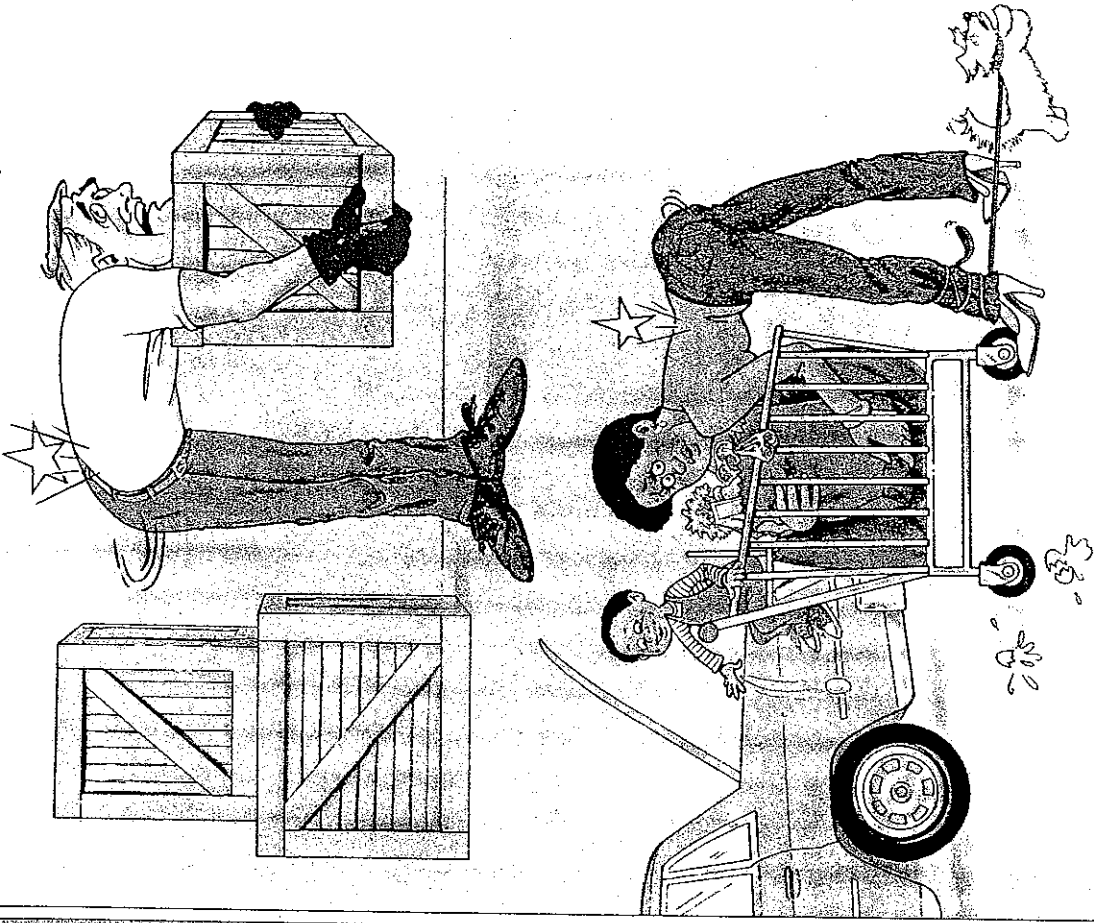
KRAMES
TO ORDER, call: 800-333-3032
A MediMedia USA Company

This product also available in Spanish

Courtesy of Keenan &
Associates
Lic. #0451271

BACK TO BACKS

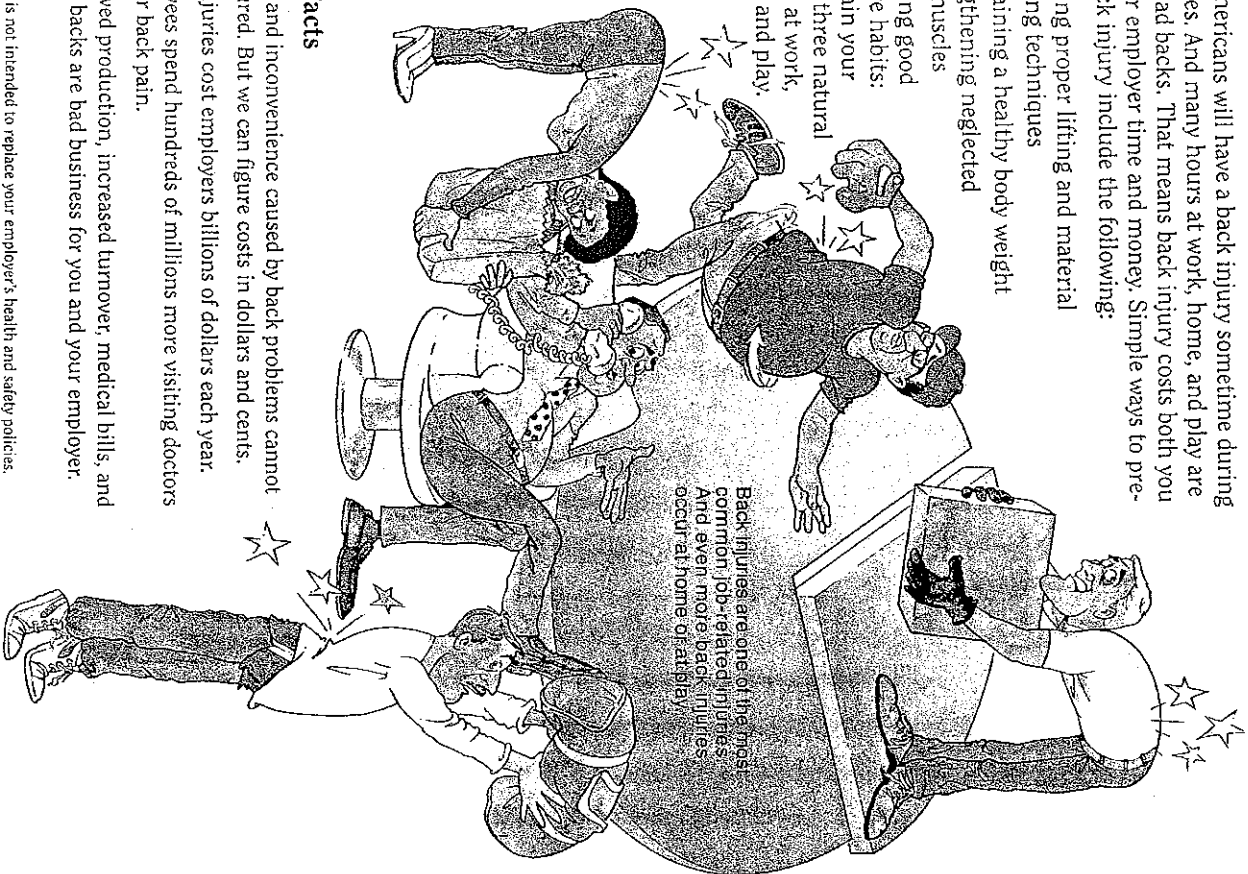
A Guide to Preventing Back Injury



Bad Backs Are Bad Business

Most Americans will have a back injury sometime during their lives. And many hours at work, home, and play are lost to bad backs. That means back injury costs both you and your employer time and money. Simple ways to prevent back injury include the following:

- Learning proper lifting and material handling techniques
- Maintaining a healthy body weight
- Strengthening neglected back muscles
- Adopting good posture habits: Maintain your back's three natural curves at work, home, and play.



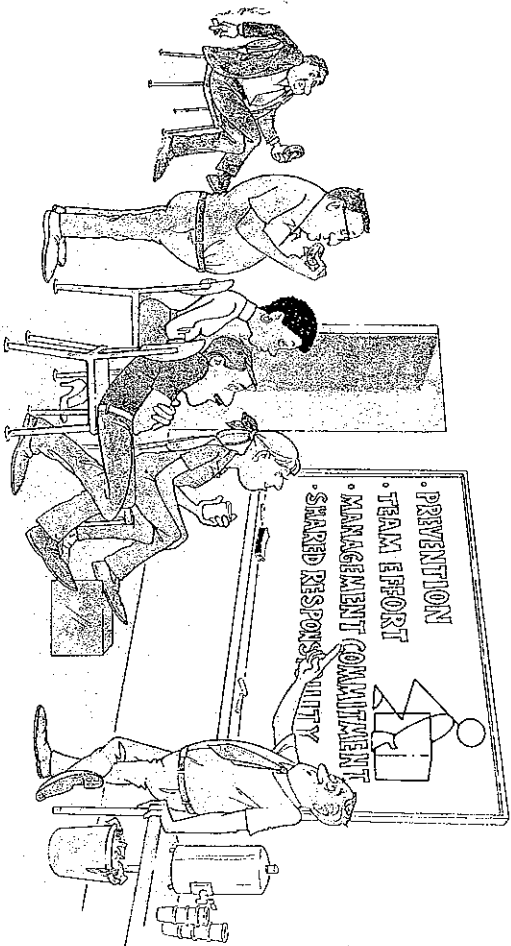
Back Facts

- The pain and inconvenience caused by back problems cannot be measured. But we can figure costs in dollars and cents.
 - Back injuries cost employers billions of dollars each year.
 - Employees spend hundreds of millions more visiting doctors for their back pain.
- With slowed production, increased turnover, medical bills, and pain, bad backs are bad business for you and your employer.

This booklet is not intended to replace your employer's health and safety policies. Only your employer can establish the specific guidelines appropriate for your job.
 ©1983, 1984, 1988, 1999, 2004 The StayWell Company, 1100 Grundy Lane, San Bruno, CA 94065-3030, www.krames.com 800-333-3032. All rights reserved. Lithographed in Canada.

Prevention—The Best Insurance

By working together—back to back—you and your employer can prevent back injuries. Keeping your back healthy and keeping you on the job takes a team effort. Management is committed to helping reduce back injuries at work. To do this, they'll teach you good lifting and material handling techniques. But back safety is a shared responsibility. It requires your cooperation at work, home, and play.

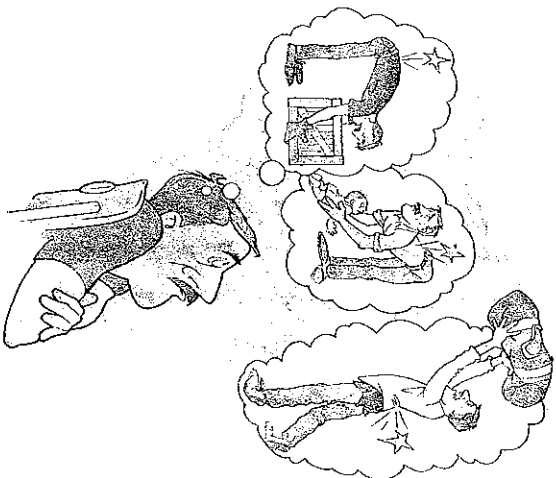


You Are the Key

Protecting your back around the clock is your best insurance against back injury. You are the only one who's around to do it, both on and off the job.

First step: Keep your back in mind. It's amazing how often most people lift the wrong way. This booklet will show you proper lifting and material handling techniques to use at work, home, and play. It will also show you other ways to be kind to your back 24 hours a day. They include keeping your back in shape and maintaining good posture.

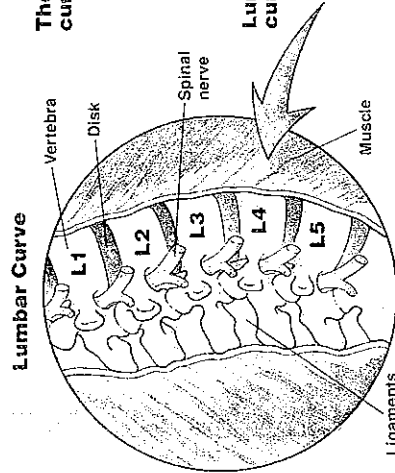
Think ahead. One of the key changes you can make is to plan before lifting. That way you can be aware of hazards before you lift. Then make sure the hazards are removed by alerting your supervisor. You and your employer are the back injury prevention team for your job.



Anatomy of a Healthy Back

The spinal column supports the back. It is made up of 24 vertebrae (back bones) stacked one upon the other. These vertebrae are separated by soft disks. The disks act as cushions and shock absorbers. They also allow the vertebrae to move.

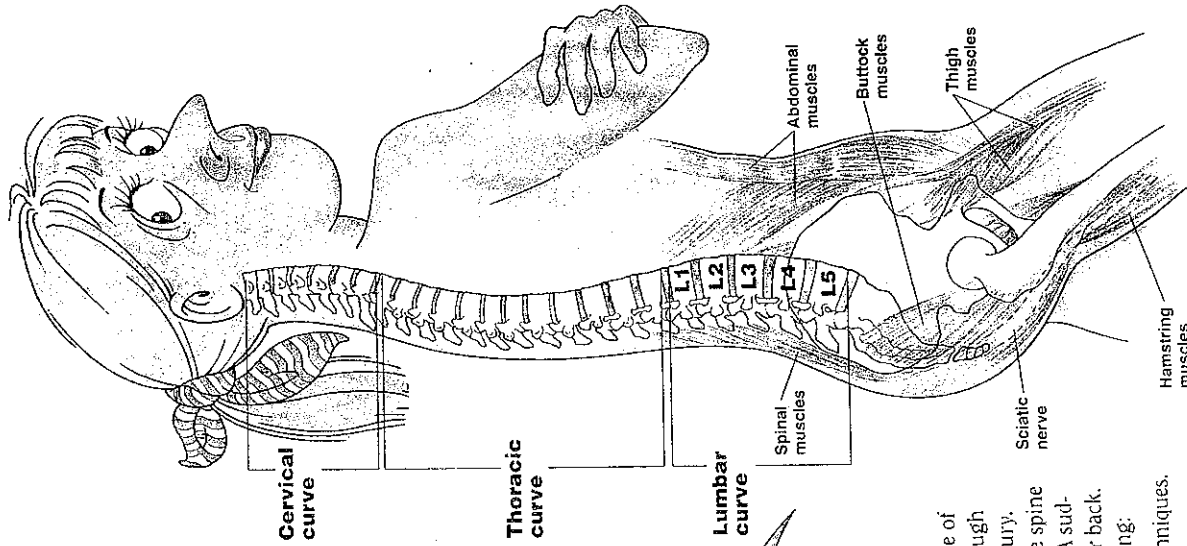
Many people are surprised to learn that the back is supported by abdominal (stomach) muscles, together with muscles and ligaments along the spine. A healthy back is properly aligned. This means its three natural curves (**cervical, thoracic, and lumbar**) are in their normal, balanced position. In a healthy back, strong muscles help support these curves.



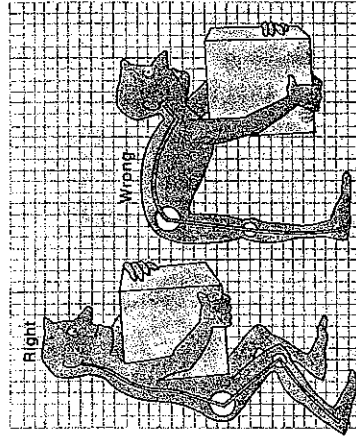
The Lower Back

Most of our body weight falls on the vertebrae of the lower back (the lumbar curve—L1 through L5). This makes the lower back prone to injury. Weak abdominal or back muscles can rob the spine of the support it needs. So can poor posture. A sudden twist or a careless lift can injure the lower back. To help ensure a healthy back, do the following:

- Learn good lifting and material handling techniques.
- Keep all your body's muscles strong.
- Watch your posture.



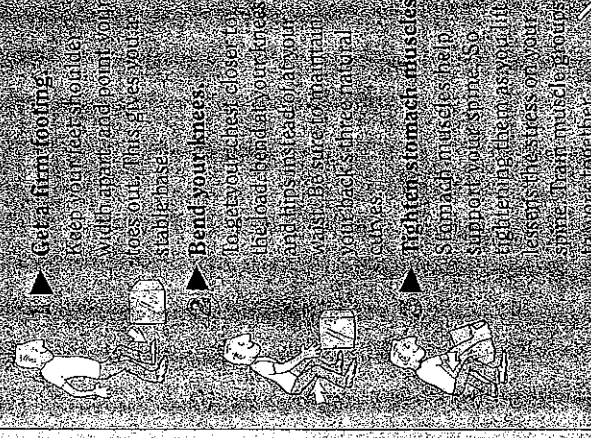
The Anatomy of Proper Lifting



Lifting: A Common Cause of Injury
The right way: Bending with your knees and hips helps maintain your back's curves. Letting your legs do most of the lifting takes pressure off your spine. Holding the object close to you when you lift also reduces the pressure on your spine.

The wrong way: When you bend with straight legs and a rounded back, you lose your back's three natural curves. Lifting this way makes your back do most of the work. And the farther you lean forward when lifting an object, the more pressure you put on your spine.

How to Lift Properly



1. Get a firm footing. Keep your feet shoulder-width apart and point your toes out. This gives your feet a stable base.

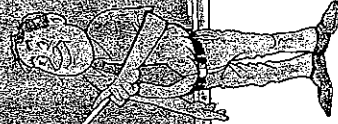
2. Bend your knees. Budge your chest close to the load. Bend at your knees and hips instead of at your waist. Be sure to maintain your back's three natural curves.

3. Tighten stomach muscles. Stomach muscles help support your spine. So tighten the muscles of the spine. Team muscle groups to work together.

▲ Lift with your legs. Use the powerful leg muscles to do the work of lifting, not your weaker back muscles. Maintain your back's three natural curves.

▲ Keep the load close. Hold the load close to your body. The closer it is to your spine, the less stress it puts on your back.

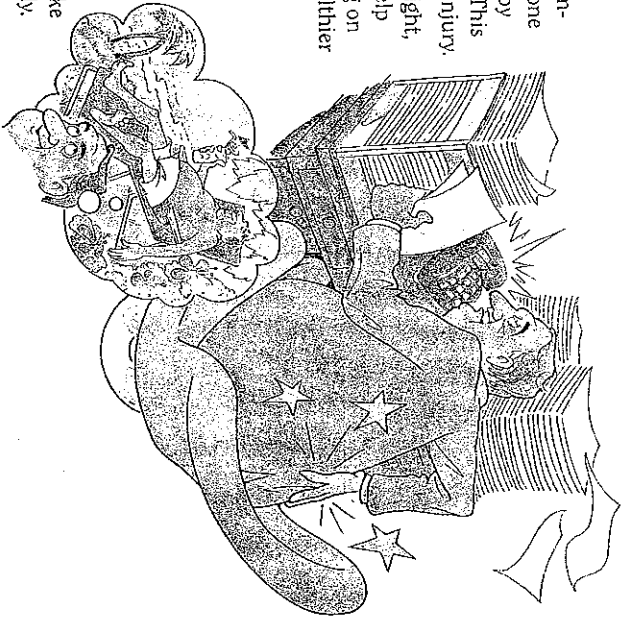
▲ Keep your back upright. Whether you are lifting or lowering, always keep your back as upright as you can. That way you don't add the weight of your body to the load. (Worshiping? It can cause injury.)



Back in Shape

Start with Conditioning

It's common for people to find themselves stressed, overweight, and prone to backaches. Muscles weakened by disuse add to the back's workload. This makes the back prone to pain and injury. Learning to reduce stress, eating right, and getting regular exercise can help relieve back pain. You'll be starting on the road to enjoying a happier, healthier lifestyle. You'll look better, too!

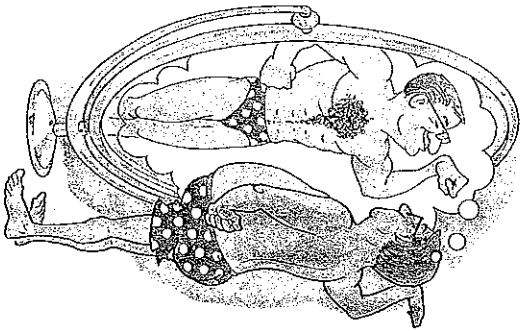


Reduce stress. Muscle tension that builds up during a stress-filled day affects your spine. Learn how to relax and unwind. Organize your daily routine to make it easier on both the mind and body.

Exercise regularly. Most back pain can be traced to a lack of exercise. Condition your muscles to work as a team. Start a regular exercise program.

- Strengthen the muscles in the back, upper legs, and especially the stomach. This will increase your spine's support. Strong stomach and back muscles help maintain the back's three natural curves.
- Increase flexibility while you're building strength. Tight, shortened muscles can increase your chances of back injury. Stretching exercises make muscles more flexible. They also make motion easier. And stretching is a good way to warm up before more vigorous exercise.

Maintain a healthy weight. Excess weight puts added stress on the back. Losing extra pounds and maintaining a healthy weight can help. A steady exercise program is the key to weight management. It can also help you look better and get more work done.



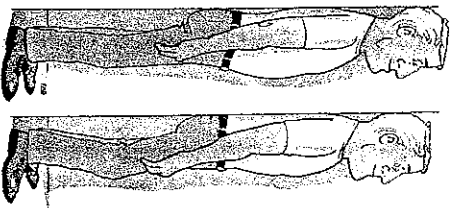
Back-Conditioning Exercises

Do these simple exercises each day to help keep your back strong, flexible, and properly aligned. Warm up for 2 to 3 minutes by doing jumping jacks or jogging in place. Some of these exercises can be done at work. Be sure to consult your doctor before starting any exercise program.

Pelvic Tilt

To strengthen the stomach muscles, stretch back muscles, and improve posture:

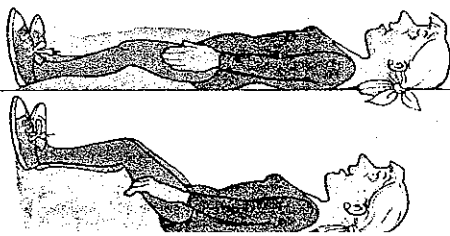
1. Stand with your back against a wall.
2. Tighten stomach and buttock muscles.
3. Tilt your pelvis slightly until your lower back flattens against the wall.
4. Hold for 6 counts.
5. Relax.
6. Repeat 5 times.



Wall Slide

To strengthen the upper leg muscles:

1. Stand with your back against a wall.
2. Move your feet about 12 inches from the wall, shoulder-width apart. Bend knees to slide to a "half-sit."
3. Hold for a count of 5. (Over time, work up to holding for 1 minute.)
4. Slowly slide back up.



Half Sit-Ups

To strengthen the stomach muscles:

1. Start as shown.
2. Slowly raise only your head, neck, and shoulders.
3. Touch knees.
4. Hold for 5 counts.
5. Slowly return to starting position.
6. Repeat 5 times.

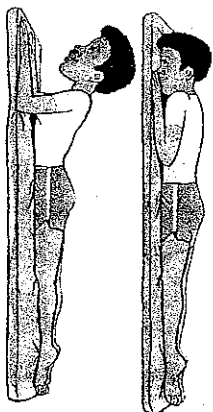


Elbow Props

(do only if your doctor says it's safe)

To help maintain the normal lumbar curve:

1. Lie on your stomach as pictured.
2. Prop on elbows for 10 to 20 seconds.
3. Return to starting position.
4. Repeat 5 times.



Overall Conditioning

Physical activity, such as brisk walking or swimming, can also help keep your back in shape.

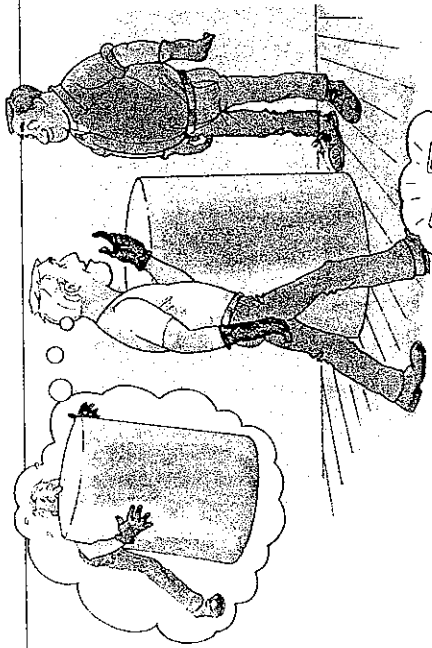
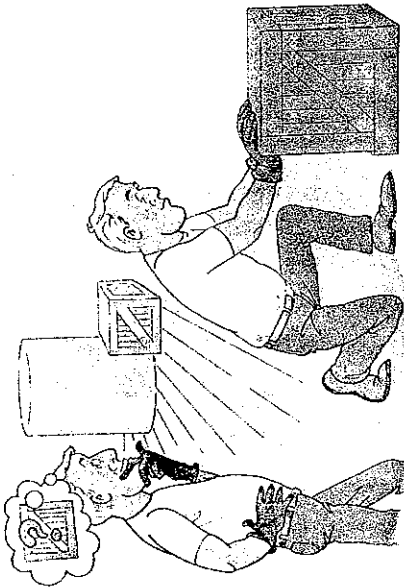
You've started on the right foot by bringing your back and body to work in the best possible condition. Help them stay that way by lifting and handling materials the right way.

Material Handling—Think Before You Lift

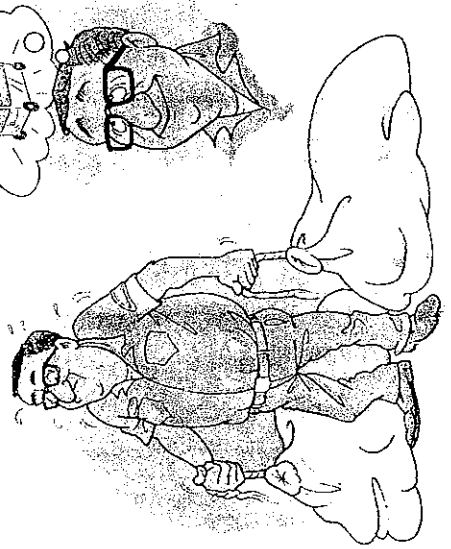
Before You Lift

To handle materials safely, first think about how you'll lift the load. Plan each step before lifting. Even repetitive jobs can be thought through before you do them.

Size up the load. How much does it weigh? Can you manage it? Give the load a small push to get a feel for its weight. You don't want any surprises! If it feels OK, go ahead and lift it.



Get help. If the load is too bulky or heavy for you to safely lift alone, get help. Don't hesitate to ask someone for a hand. A moment's help could save you from days of disability.



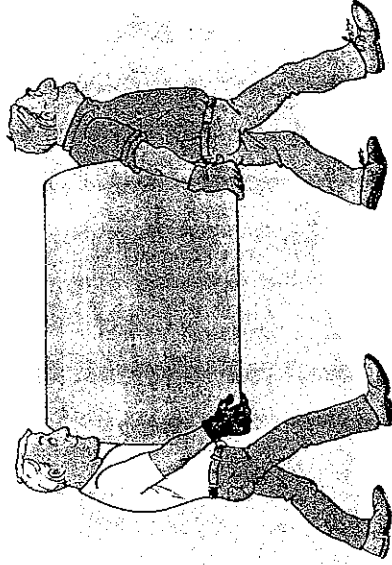
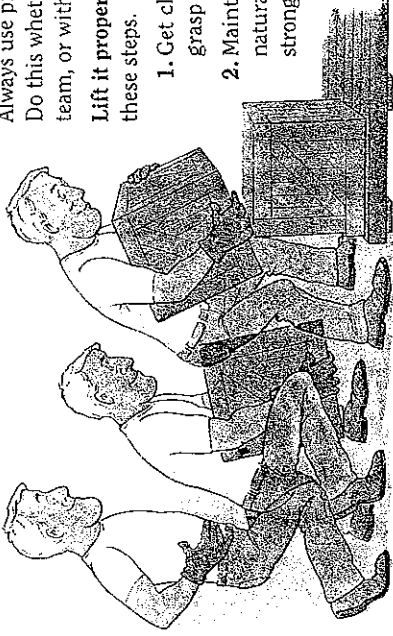
Find a better way. What if no one is there to help? Or what if the job is too big even for two? Arrange to get mechanical help. This could mean using a pushcart, hand truck, wheelbarrow, or forklift.

When You Lift

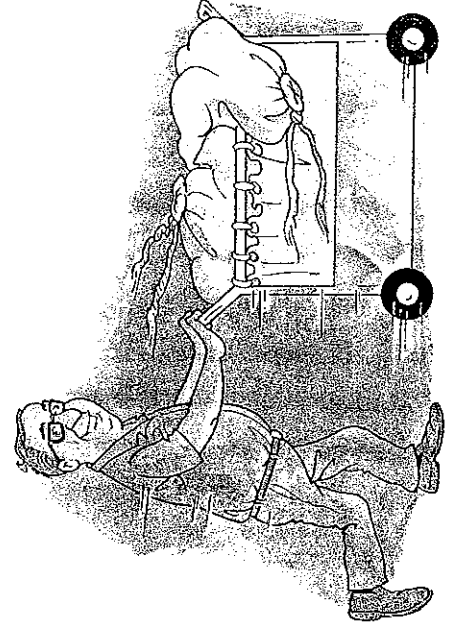
Always use proper lifting techniques. Do this whether working alone, as a team, or with a mechanical aid.

Lift it properly. When lifting, follow these steps.

1. Get close to the load and grasp firmly. Hug it!
2. Maintain your back's three natural curves as you use your strong leg muscles to lift the load.
3. Set the load down smoothly.



Lift as a team. When team lifting, pick a leader to call the signals. The leader should direct the team so you all lift at the same time, walk in step, and lower the load together. All team members should use proper lifting techniques.



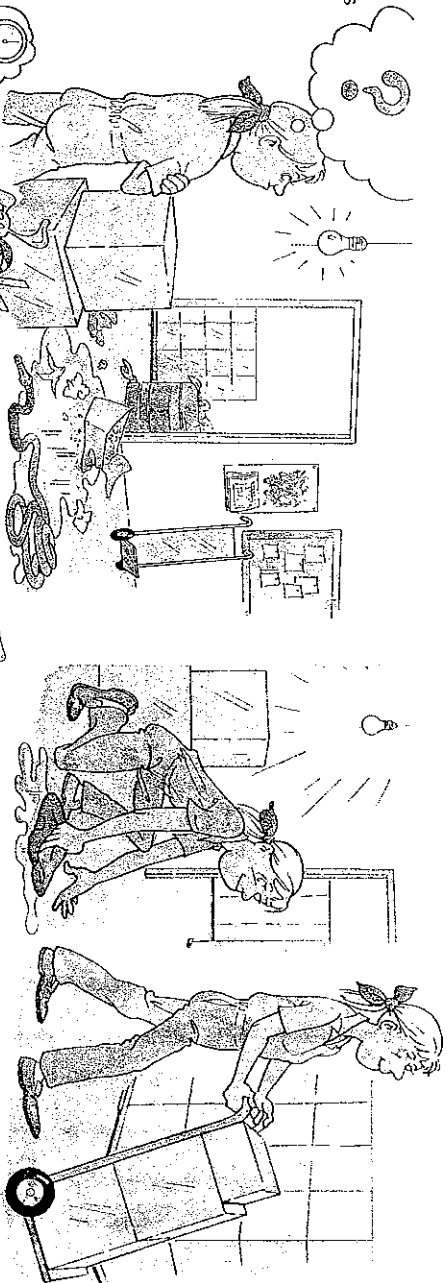
Use a mechanical aid. Use good lifting techniques to load mechanical aids. When you can, push rather than pull. To unload, use the good lifting techniques you've learned, but in reverse.

Material Handling—Think Before You Lift

Before You Lift

As part of planning your lifting tasks, try to predict any problems that may come up.

Check the pathway. Look for things that could get in your way—underfoot and overhead. Check for spills, lighting, traffic (people and machines), stairs, bumps, and slopes. Choose a clear route over the flattest surface, even if it takes a little longer.



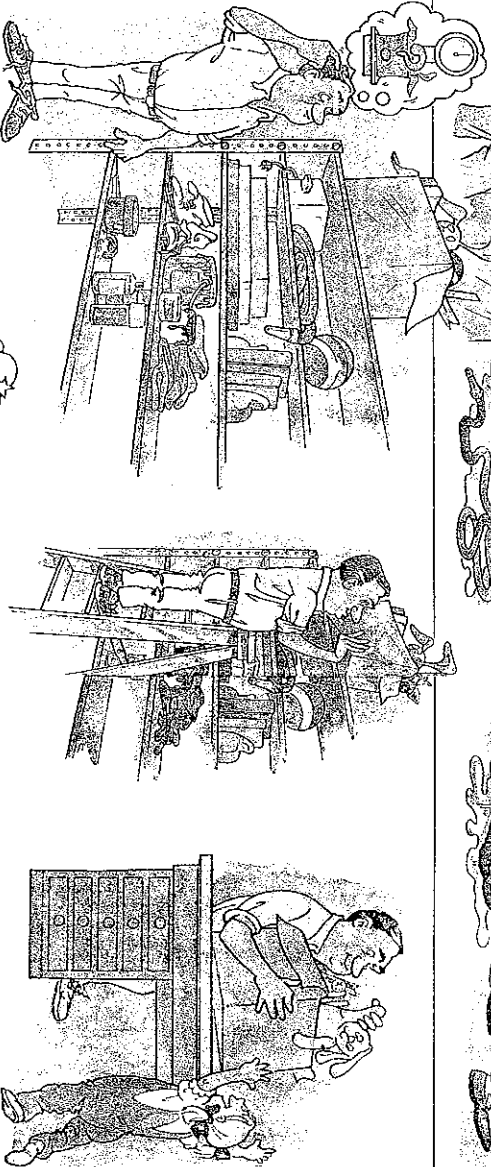
When You Lift

Look for simple ways to make lifting, carrying, and unloading easier on you and your back.

Clear the pathway. Make sure any hazards you spotted have been removed. See that the area is well-lighted. Wait until traffic clears. Then transport the load. And set it down in the proper place.

Solve high-load problems.

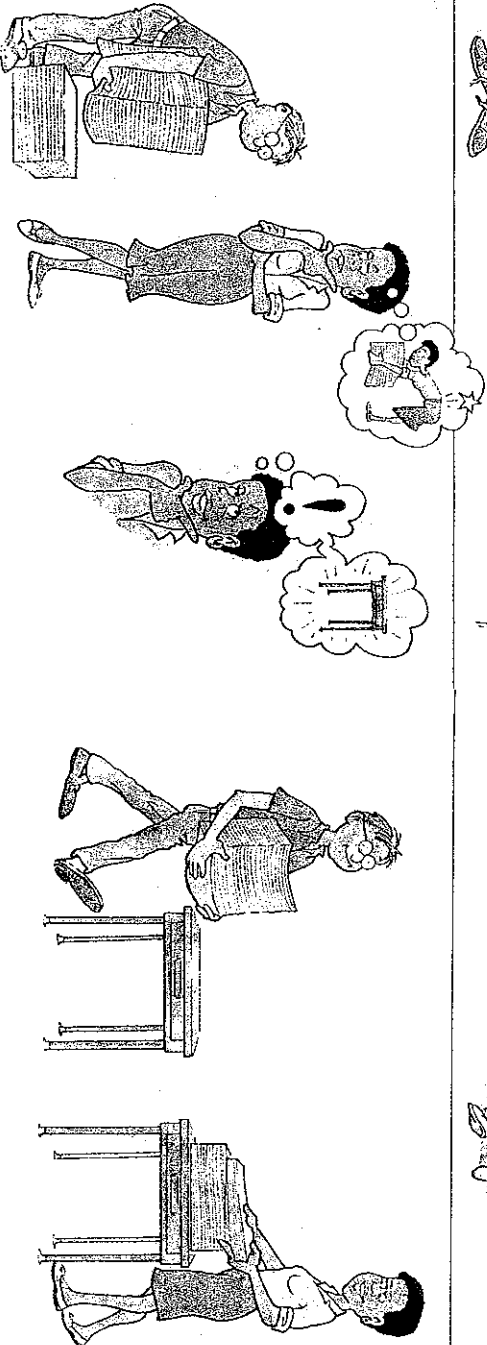
Lifting something that's above the height of your shoulders can be hazardous. Test the weight by pushing up on the load. Get as close to the load as you can. You'll want to slide the object down your body, close to the spine. Plan to "lift down" the same way you lift up—the right way.



Unload carefully. Plan where you can set the load down safely. Pick your spot carefully so no one has to move the load again.

Solve ongoing problems.

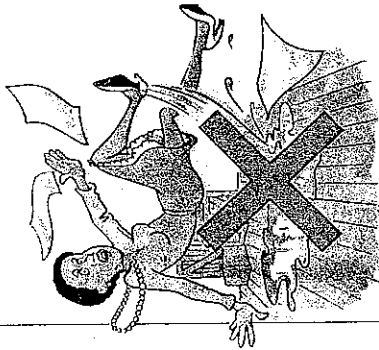
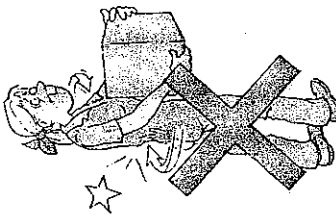
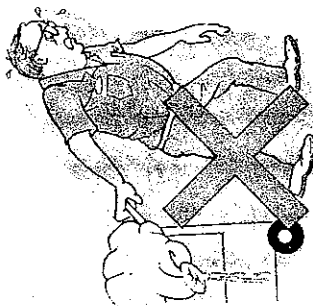
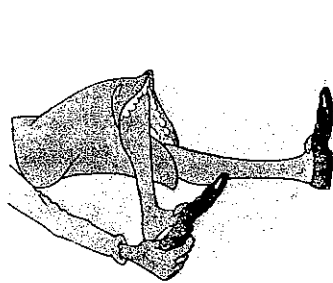
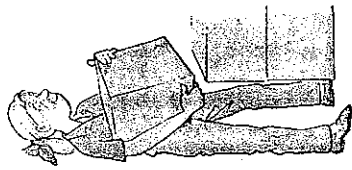
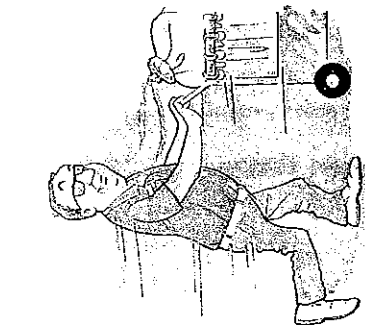
Don't accept problems as being "the way things are." See them as problems. Then decide how you can avoid them in the future. Think through your job tasks. Do you really need to bend and reach so much? Can you think of a smarter way?



Lift less, and enjoy the rewards. Look around your workplace. How could you reorganize to limit how much you have to lift and how far you have to carry it? Discuss with your supervisor and coworkers ways to make lifting easier. Then include these safer methods in your daily routine.

More Handling Tips—Thinking Along the Way

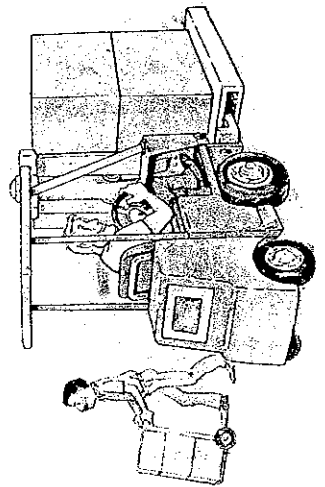
A key part of material handling is carrying the load from one place to another. Proper transport techniques, like proper lifting techniques, can make life easier on your back. Remember to push rather than pull, avoid twisting or too much bending, wear the right shoes, and use mechanical aids when you can.



Push, don't pull. You can push more than you can pull. And you'll be less likely to get back strain.

Don't twist when you lift and carry. Avoid twisting or too much bending when you set down your load.

Watch your footing. Wear the right shoes for the task. Watch for obstacles. Take small steps. Go slowly.



Use mechanical aids. Why put a heavy load on your back and increase the risk of injury? Hand trucks and forklifts can help you avoid the chance of a strain or injury. So plan ahead. Arrange to have aids on hand when you need them. When loading or unloading mechanical aids, remember to use proper lifting techniques.

Good Posture Tips

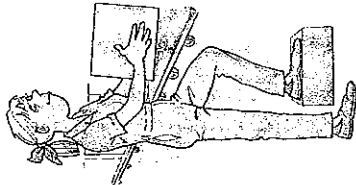
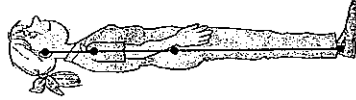
Good posture means having your back's three natural curves in their normal, balanced position. This helps give your back the support it needs. Whether at work, home, or play, avoid staying too long in any position that puts stress on your back. Follow the posture tips below for sitting, standing, and sleeping.



Sitting can be more stressful for your back than standing or walking. These tips can help:

- Don't sit too long. Get up, stretch, and walk around from time to time.
- Have back support to help you sit up straight. If your chair does not provide that support, use a pillow or special back support.
- Work at a comfortable height to reduce stress on your back. Adjust your chair height so that your knees are at or slightly below the level of your hips.

When working at your desk, you should not have to slouch or reach.

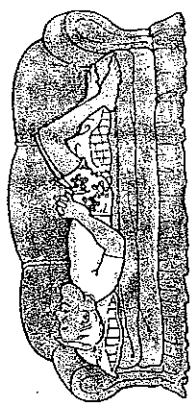
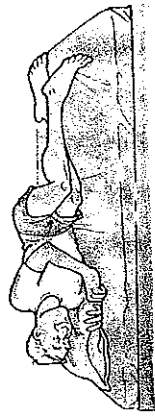


Standing can be hard on your back, too. Following these steps can help relieve the stress:

- Check your posture by thinking of your ears, shoulders, hips, and ankles as a series of dots. Now, adjust your body to connect the dots in a straight line.
- To help maintain your back's three natural curves while you stand, place one foot higher than the other—at a comfortable level.
- Switch feet each half hour or so.

Sleeping rests the back. When you're lying down, your back doesn't have to support your body weight.

- Use a mattress that supports your back's three natural curves.
- Sleep on your side with knees bent, or on your back with knees raised on a pillow.



It's your job to follow the 5 steps for staying safe!

1. Get safety training

The boss must train you to do *every* task that's part of your job, like how to handle any chemicals you need to use, how to lift safely, or how to use tools or ladders safely.

2. Look for hazards in your workplace

If you work in motor vehicle repair, there are many things that can hurt you or make you sick. You can spot these hazards before they cause a problem.

3. Follow safety rules

Use your training to protect yourself and other workers. Do every task the way you have been trained. Keep your eyes open and report any problems you see.

4. Know your rights

U.S. and state laws protect workers on the job. There are also special laws that protect workers under 18. These laws say:

- Employers must provide a safe workplace.
- Employers must provide workers' compensation to pay your medical expenses and lost wages if you get injured.
- Workers under 18 may not do certain dangerous tasks, and may only work certain hours (not too late, too early, or too long).

For more information go to www.youthrules.dol.gov or www.osha.gov/SLR/teenworkers.

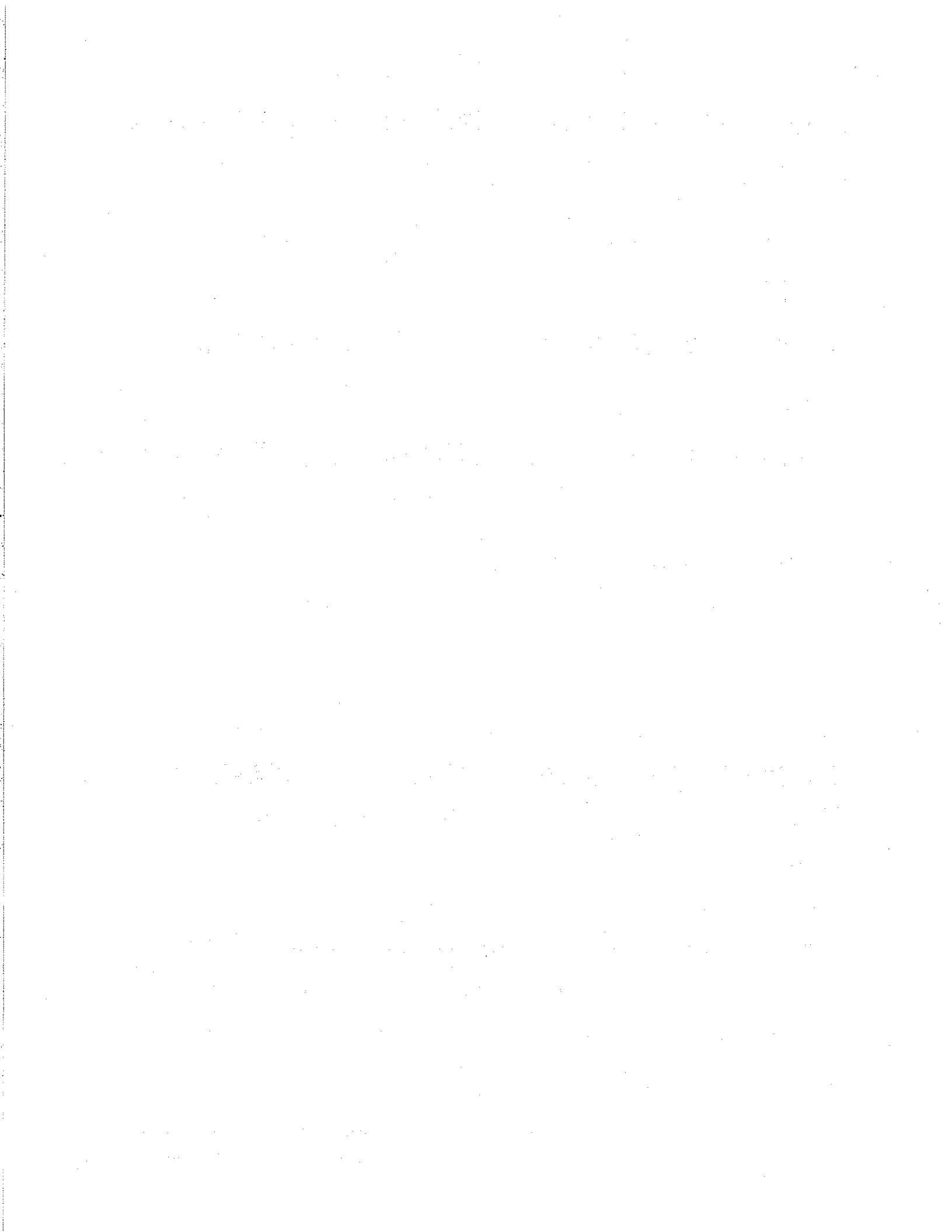
5. Ask questions and get help

Pay attention. If something seems unsafe, ask about it. If you don't know how to do a task you are given, ask a co-worker or your boss for help. If that does not work, get help from someone else, such as a safety or union representative, teacher, or parent. For more information, contact:

- National Young Worker Safety Resource Center, www.youngworkers.org.
- Occupational Safety and Health Administration, Teen Workers page, www.osha.gov/SLTC/teenworkers.
- U.S. Equal Employment Opportunity Commission, www.youth.eeoc.gov.
- Your state labor dept., www.youthrules.dol.gov/states.htm or your state OSHA, www.osha.gov/dcsp.osp.

The *5 Steps for Staying Safe on the Job* series includes an overview pamphlet on young worker job safety and specific factsheets on:

- Construction
- Agricultural Field Work
- Hotel Cleaning
- Restaurants & Food Service
- Motor Vehicle Repair
- Working in Shops & Stores



TIME OF HIRE PAMPHLET

This pamphlet, or a similar one that has been approved by the Administrative Director, must be given to all newly hired employees in the State of California. Employers and claims administrators may use the content of this document and put their logos and additional information on it. The content of this pamphlet applies to all industrial injuries that occur on or after January 1, 2013.

WHAT IS WORKERS' COMPENSATION?

If you get hurt on the job, your employer is required by law to pay for workers' compensation benefits. You could get hurt by:

One event at work. Examples: hurting your back in a fall, getting burned by a chemical that splashes on your skin, getting hurt in a car accident while making deliveries.

—or—

Repeated exposures at work. Examples: hurting your wrist from using vibrating tools, losing your hearing because of constant loud noise.

—or—

Workplace crime. Examples: you get hurt in a store robbery, physically attacked by an unhappy customer.

Discrimination is illegal

It is illegal under Labor Code section 132a for your employer to punish or fire you because you:

- File a workers' compensation claim
- Intend to file a workers' compensation claim
- Settle a workers' compensation claim
- Testify or intend to testify for another injured worker.

If it is found that your employer discriminated against you, he or she may be ordered to return you to your job. Your employer may also be made to pay for lost wages, increased workers' compensation benefits, and costs and expenses set by state law.

WHAT ARE THE BENEFITS?

- **Medical care:** Paid for by your employer to help you recover from an injury or illness caused by work. Doctor visits, hospital services, physical therapy, lab tests and x-rays are some of the medical services that may be provided. These services should be necessary to treat your injury. There are limits on some services such as physical and occupational therapy and chiropractic care.

Compensation programs and units” for the “Information & Assistance Unit” link or visit the DIR web site at www.dir.ca.gov.

Workers' compensation fraud is a crime.

Any person who makes or causes to be made any knowingly false statement in order to obtain or deny workers' compensation benefits or payments is guilty of a felony. If convicted, the person will have to pay fines up to \$150,000 and/or serve up to five years in jail.

WHAT SHOULD I DO IF I HAVE AN INJURY?

Report your injury to your employer

Tell your supervisor right away no matter how slight the injury may be. Don't delay – there are time limits. You could lose your right to benefits if your employer does not learn of your injury within 30 days. If your injury or illness is one that develops over time, report it as soon as you learn it was caused by your job.

If you cannot report to the employer or don't hear from the claims administrator after you have reported your injury, contact the claims administrator yourself.

Workers' compensation insurance company or if employer is self-insured, person responsible for handling the claim is:

KEENAN AND ASSOCIATES

Address: P O BOX 1538, RANCHO CORDOVA, CA 95670

Phone: 800 343-0694

SIERRA COUNTY OFFICE OF EDUCATION
P O Box 955,
109 Beckwith Road, Rm #3
Loyalton, CA 96118

530 993-1660

You may be able to find the name of your employer's workers' compensation insurer at www.caworkcompcoverage.com. If no coverage exists or coverage has expired, contact the Division of Labor Standards Enforcement at www.dir.ca.gov/DLSE as all employees must be covered by law.

Get emergency treatment if needed

If it's a medical emergency, go to an emergency room right away. Tell the medical provider who treats you that your injury is job related. Your employer may tell you where to go for follow up treatment.

You may predesignate a doctor if you have health care coverage for non-work injuries and illnesses. The doctor must have:

- Treated you
- Maintained your medical history and records before your injury and
- Agreed to treat you for a work-related injury or illness before you get hurt or become ill.

You may use the “predesignation of personal physician” form included with this pamphlet. After you fill in the form, be sure to give it to your employer.

If your employer does not have an approved MPN, you may name your chiropractor or acupuncturist to treat you for work related injuries. The notice of personal chiropractor or acupuncturist must be in writing *before* you get hurt. You may use the form included in this pamphlet. After you fill in the form, be sure to give it to your employer.

With some exceptions, state law does not allow a chiropractor to continue as your treating physician after 24 visits. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is not a chiropractor. The term “chiropractic visit” means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management.

Exceptions to the prohibition on a chiropractor continuing as your treating physician after 24 visits include postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers’ Compensation’s Medical Treatment Utilization Schedule, or if your employer has authorized additional visits in writing.

WHAT IF THERE IS A PROBLEM?

If you have a concern, speak up. Talk to your employer or the claims administrator handling your claim and try to solve the problem. If this doesn’t work, get help by trying the following:

Contact the Division of Workers’ Compensation (DWC) Information and Assistance (I&A) Unit. All 24 DWC offices throughout the state provide information and assistance on rights, benefits and obligations under California’s workers’ compensation laws. I&A officers help resolve disputes without formal proceedings. Their goal is to get you full and timely benefits. Their services are free.

To contact the nearest I&A Unit, go to www.dwc.ca.gov and under “Workers’ Compensation programs and units”, click on “Information & Assistance Unit.” At this site you will find fact sheets, guides and information to help you.

The nearest I&A Unit is located at:

Address: _____

Phone number: _____

DIVISION OF WORKERS' COMPENSATION
INFORMATION AND ASSISTANCE OFFICERS

ANAHEIM	714/738-4038	REDDING	530/225-2047
BAKERSFIELD	661/395-2514	RIVERSIDE	951/782-4347
EUREKA	707/441-5723	SACRAMENTO	916/263-2741
FRESNO	559/445-5355	SALINAS	831/443-3058
GOLETA	805/968-4158	SAN BERNARDINO	909/383-4522
GROVER BEACH	805/481-3296	SAN DIEGO	619/767-2082
LONG BEACH	562/590-5240	SAN FRANCISCO	415/703-5020
LOS ANGELES	213/576-7389	SAN JOSE	408/277-1292
MARINA DEL REY	310/482-3820	SANTA ANA	714/558-4597
OAKLAND	510/622-2861	SANTA ROSA	707/576-2452
OXNARD	805/485-3528	STOCKTON	209/948-7980
POMONA	909/623-8568	VAN NUYS	818/901-5374

(800) 736-7401 (Recorded information only)

DIVISION OF WORKERS' COMPENSATION
FUNCIONARIOS DE INFORMACIÓN Y ASESORAMIENTO

ANAHEIM	714/738-4038	REDDING	530/225-2047
BAKERSFIELD	661/395-2514	RIVERSIDE	951/782-4347
EUREKA	707/441-5723	SACRAMENTO	916/263-2741
FRESNO	559/445-5355	SALINAS	831/443-3058
GOLETA	805/968-4158	SAN BERNARDINO	909/383-4522
GROVER BEACH	805/481-3296	SAN DIEGO	619/767-2082
LONG BEACH	562/590-5240	SAN FRANCISCO	415/703-5020
LOS ANGELES	213/576-7389	SAN JOSE	408/277-1292
MARINA DEL REY	310/482-3820	SANTA ANA	714/558-4597
OAKLAND	510/622-2861	SANTA ROSA	707/576-2452
OXNARD	805/485-3528	STOCKTON	209/948-7980
POMONA	909/623-8568	VAN NUYS	818/901-5374

(800) 736-7401 (Sólo información grabada)

STATE FUND LOCATIONS

Bakersfield	(661) 664-4000	Oxnard	(805) 988-5300
Bay Area	(925) 523-5200	Redding	(530) 223-7000
Eureka	(707) 443-9721	Sacramento	(916) 924-5100
Fresno	(559) 433-2700	San Diego	(858) 552-7100
Inland Empire	(951) 656-8300	San Jose	(408) 363-7400
Los Angeles	(818) 291-7000	Santa Rosa	(707) 573-6500
Orange County	(714) 565-5000	Stockton	(209) 476-2600

OFICINAS DEL STATE FUND

Bakersfield	(661) 664-4000	Oxnard	(805) 988-5300
Bay Area	(925) 523-5200	Redding	(530) 223-7000
Eureka	(707) 443-9721	Sacramento	(916) 924-5100
Fresno	(559) 433-2700	San Diego	(858) 552-7100
Inland Empire	(951) 656-8300	San Jose	(408) 363-7400
Los Angeles	(818) 291-7000	Santa Rosa	(707) 573-6500
Orange County	(714) 565-5000	Stockton	(209) 476-2600

CUSTOMER SERVICE CENTER

Policy Services & Certificates of Insurance

(877) 405-4545 toll-free
 (800) 268-3635 toll-free fax

Certificates of Insurance

(866) 266-2071 toll-free fax

24-Hour Claims Reporting Center

(888) 222-3211 toll-free
 (800) 371-5905 toll-free fax

Fraud Hot Line

(888) 786-7372 toll-free

CENTRO DE ATENCIÓN AL CLIENTE

Servicios de pólizas y Certificados de seguros

(877) 405-4545 línea gratuita
 (800) 268-3635 fax en línea gratuita

Certificados de seguros

(866) 266-2071 fax en línea gratuita

Centro de atención de reclamos las 24 horas

(888) 222-3211 línea gratuita
 (800) 371-5905 fax en línea gratuita

Línea de asistencia para fraude

(888) 786-7372 línea gratuita

STATE
 COMPENSATION
 INSURANCE
FUND
 www.scif.com



MPN Implementation Notice

Unless you predesignate a physician or medical group, your new work injuries arising on or after _____ will be treated by providers in the State Fund Medical Provider Network. Insert effective date of new MPN If you have an existing injury, you should continue treatment with your current primary treating physician. If you sustain a new work injury, treatment for this injury should be obtained through the State Fund Medical Provider Network. You may obtain more information about the MPN from the workers' compensation poster or from your employer.

I declare under penalty of perjury that I have reviewed and received a copy of the MPN Implementation Notice.

Printed Name

Signature

Date



WORKABILITY I TRAINING AGREEMENT

GENERAL PROVISIONS

This training agreement shall be between WorkAbility I/Sierra County Office of Education (SCOE) and _____ (hereinafter referred to as the worksite) and shall outline the responsibilities of both parties.

The worksite shall provide useful work training which will be consistent with each participant's capabilities and interests and which will assist these students to obtain future unsubsidized employment.

It is agreed that the training of any students participating in this program will in no way supplant any regular employee of the worksite's current work force or any employee layoff status with current recall rights.

The worksite further assures that this training agreement will not be used to impair in any way employment or earnings opportunities for its regular employees.

It is agreed that such training will be conducted in a safe and sanitary working environment and that there will be adequate full-time supervision of each participant by qualified supervisors and adequate accountability for participant time and attendance.

It is further agreed that the participant will perform duties in conformity with the training plan and all applicable labor laws.

It is the responsibility of SCOE to provide orientation for the worksite supervisor with appropriate written materials necessary to perform his/her duties, including a copy of this agreement.

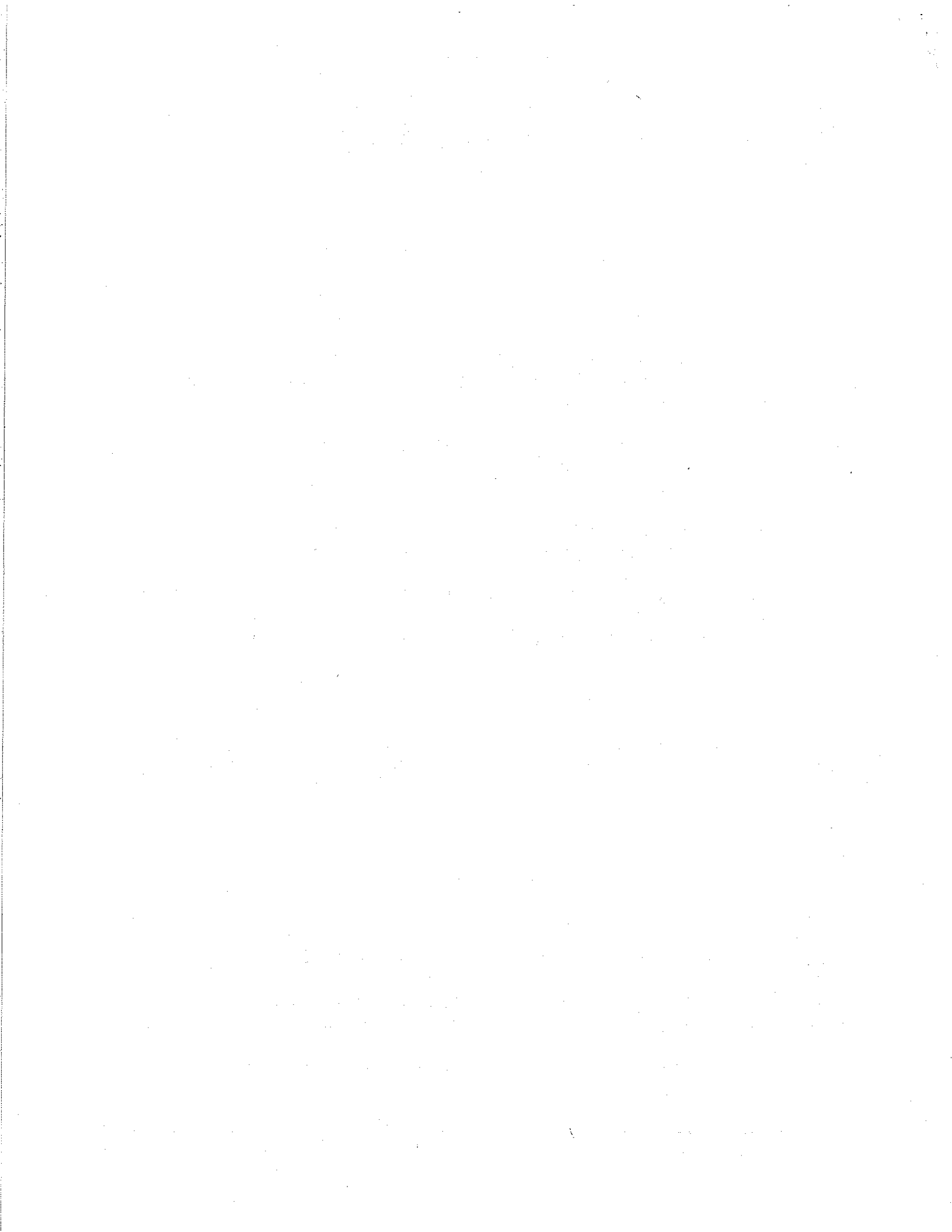
The worksite will complete ongoing evaluations for each participant; the SCOE will supply all forms.

It is understood that the student, for payroll purposes, is deemed to be a student trainee of the SCOE and that the worksite is in no way deemed to be the "employer" for payroll and insurance purposes of the participant except that the participant as part of the WorkAbility I Program shall be under the supervision and control of the worksite.

The participant shall be subject to the worksite's personnel policies and procedures applicable to other employees, trainees and/or students of the worksite.

Inquires should be called to the attention of WorkAbility I Coordinator, Marlene Mongolo, at 530 993-1660 EXT. *845.

WORKABILITY COMPENSATION



Participants will receive \$9.00 per hour. Participants may receive no compensation if engaging in tasks that are deemed non-productive work or compensation relative to their productivity as determined by productivity studies.

Time sheets must always be signed in ink by both the student and the supervisor. Time sheets must be received by the SCOE business office in accordance to the Payroll Time Sheet Schedule 2014-2015.

WORKER'S COMPENSATION INSURANCE

The Supervisor must contact SCOE within 24 hours to report a work-related accident.

LIABILITY INSURANCE

General liability insurance for each participant will be provided by SCOE at no cost to the worksite.

HEALTH INSURANCE

Health insurance benefits are not provided for students participating in the WorkAbility I Program.

TERMINATION

Either party hereto may terminate this agreement. Reasons for termination may include but are not limited to: Failure of performance, non-compliance with terms of this agreement or lack of funds to continue the program.

TRAINING MATERIALS

The SCOE will furnish to the worksite all forms, time sheets, procedures and/or other directions required for the smooth operation of the training program.

Each signatory hereby certifies that he/she has the necessary authority to enter into this agreement and on behalf of the parties hereto.

This worksite agreement is entered into the _____ day of _____ 20__

Signed for Sierra County Office of Education Signed for the Work Site by:

Signature

Signature

Printed name and title

Printed name and title

Doc:Workability/Employ Agreement 10/13/14

10/1/20

**WorkAbility I Middle School
Array of Services
Approved 9-10-13**

The following matrixes list a **full continuum** of services that are consistent with the California Education Code (EC) and components in an effective transition system for middle school students. Coordinated through a student's Individualized Education Program (IEP), these components are used to create a successful transition experience for students with disabilities. This document will assist WorkAbility (WAI) programs to define their role within the local educational system. WAI recognizes that effective transition requires collaboration with key stakeholders.

A WAI-served student must be provided career/vocational assessment, career/secondary education planning (School-Based Preparatory Experiences), a minimum of one service from the Career Preparation & Work Based Learning Experiences and one service from the Collaboration/Youth Development & Leadership section. **Of these, at least one must be directly provided by WAI or documentation must exist of WAI's role in the indirect provision of the service.** WAI Programs are strongly encouraged to collaborate with the local school and community to design a quality transition system that provides the full array of services.

I. School-Based Preparatory Experiences: Elements that are commonly part of the school curriculum and/or educational delivery system.

Age and Grade Appropriate Services	General Education	Special Education	WAI	CTE / Regional Occupational Program	Dept. of Rehabilitation	School Counselor	Business	EDD / Workforce Investment Act	Community College	DDS / Regional Centers	Other
<p>Career/Vocational Assessments: Provide formal, informal and situational age appropriate evaluations of strengths, preferences, interests, and transition needs including Middle School Transition Portfolio (a collection of documentation of students' exploration of interests, learning styles and careers)</p> <p>Career /Secondary Education Planning: Assist students to identify tentative career interests and develop their personal career educational plan that is incorporated into a four year high school plan.</p> <p>Curriculum Integration of Work Readiness Skills/Contextual Learning: Integrates career development and employment skills-NCDC and SCANS-into contextual learning of standards and core academic subjects.</p>											

**WorkAbility I Middle School
Array of Services
Approved 9-10-13**

II. Career Preparation & Work Based Learning Experiences: Activities, learning experiences or strategies to increase career awareness, provide students with work-readiness skills and connect the classroom to work. **A student must receive at least one of the following services to qualify as served by WAI.**

Age and Grade Appropriate Services Career Awareness & Exploration Activities: Engage students in activities that provide the opportunity to develop an awareness of career options such as industry tours, guest speakers and career fairs & activities that provide opportunities for more in-depth first hand exposure to specific career pathways such as job shadows & and educational requirements.	General Education	Special Education	WAI	CTE / Regional Occupational Program	Dept. of Rehabilitation	School Counselor	Business	EDD / Workforce Investment Act	Community College	DDS / Regional Centers	Other

III. Youth Development & Leadership: Engage youth in the process of developing self advocacy and self determination skills that apply to the classroom and the community.
Collaboration: Link students with community agencies that provide support for transition before & after they leave high school; Engage business partners to advise and support work-based learning opportunities that lead to career readiness. **A student must receive at least one of the following services to qualify as served for WorkAbility I.**

Age and Grade Appropriate Services Self Advocacy/Disability Awareness Training to develop an awareness of skills, strengths and aptitudes. Develop an awareness of disability and accommodations. Destination/ Transportation Training: Provide training and/or information of community resources and transportation resources to support independence including public transportation Independent Living/Functional Skills: training in the use of community resources, domestic skills, money management, finding and maintaining	General Education	Special Education	WAI	CTE / Regional Occupational Program	Dept. of Rehabilitation	School Counselor	Business	EDD / Workforce Investment Act	Community College	DDS / Regional Centers	Other

**WorkAbility Middle School
 Array of Services
 Approved 9-10-13**

	General Education	Special Education	WAI	CTE / Regional Occupational Program	Dept. of Rehabilitation	School Counselor	Business	EDD / Workforce Investment Act	Community College	DDS / Regional Centers	Other
Age and Grade Appropriate Services											
housing, etc.											
Family Participation & Support of Transition: Engage family and supportive adults in assisting students to set goals and start planning their future.											

**WorkAbility High School
Array of Services
Approved 9/10/13**

The following matrixes list a full continuum of services that are consistent with the California Education Code (EC) and components in an effective transition system for high school students. Coordinated through a student's Individualized Education Program (IEP), these components are used to create a successful transition experience for students with disabilities. This document will assist WorkAbility (WAI) programs to define their role within the local educational system. WAI recognizes that effective transition requires collaboration with key stakeholders.

A WAI-served student must be provided career/vocational assessment, employment/post-secondary education planning (School-Based Preparatory Experiences), a minimum of one service from the Career Preparation & Work Based Learning Experiences and one service from the Collaboration/Youth Development & Leadership section. **Of these, at least one must be directly provided by WAI or documentation must exist of WAI's role in the indirect provision of the service.** WAI Programs are strongly encouraged to collaborate with the local school and community to design a quality transition system that provides the full array of services.

I. School-Based Preparatory Experiences: Elements that are commonly part of the school curriculum and/or educational delivery system.

	General Education	Special Education	WAI	CTE / Regional Occupational Program	TPP/ Dept. of Rehabilitation	School Counselor	Business	EDD / Workforce Investment Act	Community College	DDS / Regional Centers	Other
Age and Grade Appropriate Services											
Career/Vocational Assessments: Provide career and transition assessments to help students identify their school and post-school career interests and goals. May include formal and informal assessments including authentic assessments (portfolios).											
Employment/Post-Secondary Education Planning: Assist students to understand the career decision-making process that culminates with their personal career / educational plan and provision of transition-related guidance including exploration of post-secondary options. Use interests to develop course of study.											
Curriculum Integration of Work-Readiness Skills/ Contextual Learning: Teach common core college and career readiness standards in the context of their application to career development and work-readiness/soft skills.											

**WorkAbility I High School
Array of Services
Approved 9/10/13**

Age and Grade Appropriate Services	General Education	Special Education	WAI	CTE / Regional Occupational Program	TP/ Dept. of Rehabilitation	School Counselor	Business	EDD / Workforce Investment Act	Community College	DDS / Regional Centers	Other
	Career/Vocational Education: General education CTE classes, Pathways and elective classes in course of study that provide an introduction to job skills and technical training and prepare students for post-secondary outcomes.										

II. Career Preparation & Work Based Learning Experiences: Activities, learning experiences or strategies to increase career awareness, provide students with work-readiness skills and connect the classroom to work. Engage in work-based learning experiences. **A student must receive at least one of the following services to qualify as served by WAI (to qualify as placed a student must participate in paid employment).**

Age and Grade Appropriate Services	General Education	Special Education	WAI	CTE / Regional Occupational Program	Dept. of Rehabilitati on	School Counselor	Business	EDD / Workforce Investment Act	Community College	DDS / Regional Center	Other
Career Awareness / Exploration Activities: Provide opportunities to engage in activities that increase knowledge of career options (eg. career fairs, tours, job shadowing and use of technology to explore choices). Enhance informed decision-making.											
Career Preparation/Job Search: Improve job readiness - work-place basic skills (soft skills, 21 st Century Skills, SCANS skills). Provide training on how to seek and obtain employment through application, interview, resume, portfolio, use of labor market information; training to utilize social media responsibly to search and apply for employment opportunities. (resources: O'NET, My Next Move, Occupational Handbook).											
Work-Based Learning Includes participation in classroom and community based experiences that develop job skills through internships, service learning, workplace mentoring experiences and earning entry job certifications / permits (eg: food handler's permit, forklift operations permit).											

**WorkAbility High School
Array of Services
Approved 9/10/13**

Age and Grade Appropriate Services	General Education	Special Education	WAI	CTE /Regional Occupational Program	Dept. of Rehabilitation	School Counselor	Business	EDD /Workforce Investment Act	Community College	DDS / Regional Center	Other
Job Development: Establish training and/or employment opportunities for students. Requires the development of training plans with the work site supervisor.											
Employment / Work Experience: Provide on-the-job training experiences that link to school credit.											
Job Retention: Provide training on maintaining, upgrading, leaving employment.											
Work-Site Mentor/ Supervisor: Identify and train an employee to be a natural support at the worksite.											
Job Coach: Include training & support of a student's work site skills in a work experience or employer-paid placement (either on or off the job).											
Work-Site Follow-Along/ Employer Communication: Establish routine contact with employer to evaluate, troubleshoot and coach student and monitor work training plan.											

**WorkAbility High School
Array of Services
Approved 9/10/13**

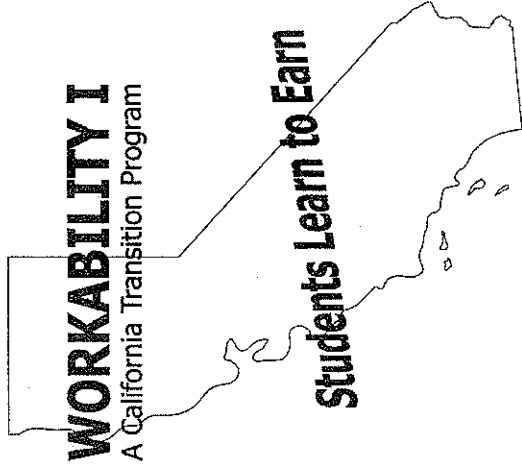
III. Youth Development & Leadership: Engage youth in the process of developing self advocacy and self determination skills that apply to the classroom and the community.
Collaboration: Link students with community agencies that provide support for transition after they leave high school; Engage business partners to advise and support work-based learning opportunities that lead to career readiness. **A student must receive at least one of the following services to qualify as served by WAI.**

	General Education	Special Education	WAI	CTE / Regional Occupational Program	Dept. of Rehabilitation	School Counselor	Business	EDD / Workforce Investment Act	Community College	DDS / Regional Centers	Other
Age and Grade Appropriate Services											
Self-Advocacy/ Disability Awareness Provide training to find, formally request and secure appropriate supports and reasonable accommodations in education, training and employment settings. Resource: Job Accommodation Network (JAN)											
Youth Leadership Provide training in self advocacy and conflict resolution. Opportunities to develop and demonstrate team and leadership skills											
Destination / Transportation Training: Provide training to use transportation resources to support independence including public transportation & support in obtaining driver's license.											
Life Skills/Independent Living Provide training in the use of community resources, domestic skills, money management, finding and maintaining housing, identification of post-school support. Includes benefits planning											
Family Participation & Support of Transition: Involve, train parents/family and supportive adults to support and mentor youth as they transition. Includes knowledge of disabilities, accommodations, rights and access to programs and services.											

**WorkAbility High School
Array of Services
Approved 9/10/13**

<p>Partnership and Collaboration: Engage business partners and post-school support agencies in local/regional communities of practice to advise, share expertise and resources and offer opportunities to youth.</p>											
---	--	--	--	--	--	--	--	--	--	--	--

Worksite Supervisor Handbook



WorkAbility I
Wage, Labor & Safety Committee

WELCOME SUPERVISORS!

Welcome to the WorkAbility I Program. This program serves students with disabilities in California. As a worksite supervisor, you are a very important part of this program.

Your biggest challenge will be to provide the students with employability skills and good work attitudes. Your supervision and careful attention is needed to help youth achieve these goals. You may be the difference in a young person entering the job market ill-prepared or well-prepared to meet the challenges of today's workforce.

As the employer's representative, you are in a unique position to help determine the self-concept and basic work philosophy the students undergo under your supervision will acquire.

On behalf of the WorkAbility I Wage Labor & Safety Committee, may we offer our sincere appreciation for your cooperation in helping to ensure the success of the WorkAbility I Program! May this be a rewarding experience for you.

WorkAbility I Wage Labor & Safety Committee

YOUTH LABOR LAWS (cont)

In California, no worker under age 16 may:

- ⇒ Work in building or construction
- ⇒ Work in manufacturing or food processing
- ⇒ Do baking or cooking on the job
- ⇒ Work on a ladder or scaffold
- ⇒ Load or unload trucks
- ⇒ Dispense gas or oil
- ⇒ Clean, wash, or polish cars

RECORDS

Service Providers and worksite supervisors must also assume responsibility for maintaining all required records and documents as follows.

WORKSITE RECORDS

To be maintained by Supervisor where student works.

A copy of the signed Worksite Agreement

Daily attendance records that accurately record time worked by each student

A copy of the Work Permit for work experience for every participant 17 years of age and under.

A signed Parental Consent (Medical Release) form for all youth 17 years of age or under (This document will be provided by the service provider)

YOUTH LABOR LAWS

The following are laws that pertain to the participants:

All minors between the ages of 14-17 **must** have a "Permit to Employ and Work" on file with the worksite supervisor during the term of placement. This permit is returned to the minor upon termination. (Exemption for minors who have completed high school OR who hold a Certificate of Proficiency).

Work Hours: 14-15 year old

- ⇒ 7am-7pm Labor Day through June 1
- ⇒ Limits during school hours
- ⇒ 7am-9pm June 1 through Labor Day
- ⇒ **Maximum hours when school is in session:** 18 hours per week, but not over 3 hours per day on school days and 8 hours a day on Saturday, Sunday and holidays
- ⇒ **Maximum hours when school is not in session:** 40 hours a week and 8 hours in a day

Work Hours: 16-17 year old

- ⇒ 5am-10pm when there is school the next day
- ⇒ 5am-12:30pm when there is not school the next day
- ⇒ **Maximum hours when school is in session:** 48 hours per week, but not over 4 hours a day Monday-Thursday and 8 hours a day Friday-Sunday and holidays
- ⇒ **Maximum hours when school is not in session:** 48 hours a week and 8 hours a day

All labor laws applicable to other employees of the business will apply to the minor's employment.

In California, no worker under age 18 may:

- ⇒ Driving a motor vehicle on public streets as part of the job, or work as an outside helper on a motor vehicle.
- ⇒ Operate power-driven machinery, including meat slicers, box crushers, forklifts, and circular saws
- ⇒ Handle, serve or sell alcoholic beverages ⇒
Work in wrecking, demolition, or roofing

RESOURCES FOR INFORMATION AND HELP

About health and safety:

Cal/OSHA Consultation Service- Provides free, confidential advice and assistance to employers.
(800) 963-9424

www.dir.ca.gov/cal.deptofindustrialrelations

California Chamber of Commerce- Has publications to assist with compliance.
(800) 331-8877

<http://products.calchamber.com>

Occupational Health Branch, California Department of Health Services- Offers publications and consultation on specific hazards.
(510) 620-5757 Gen.

1-866-282-5516 Work Place Hazard Hotline

www.dhs.ca.gov/oh

About wages or child labor laws:

Division of Labor Standards Enforcement- Enforces state labor laws.
(415) 703-5300

www.dir.ca.gov/dlse/dlse.html

Wage and Hour Division, U.S. Department of Labor- Enforces federal labor laws.
(866) 4-USWAGE (487-9243)

www.dol.gov

About workers' compensation:

Division of Workers' Compensation- Has information and assistance offices throughout California.
(800) 736-7401

www.dol.gov/owcp

Other website resources

www.cde.ca.gov www.youthrules.dol.gov

Click on Search Click on WorkAbility

www.youngworkers.org

Program administration

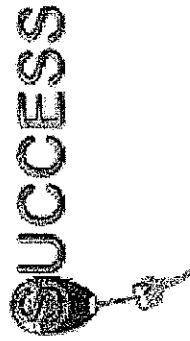
The California Department of Education awards contracts to school districts, CTEs, ROPs and non-public schools to administer the workability I program.

These services providers recruit, assess, and develop individual service plans for students served in the WAI program.

The services provider will act as employer for the youth, providing employment opportunities that are directly linked to academic and occupational learning.

The service provider will be responsible for developing private and public sector worksite; making the appropriate match and placing the youth at a worksite best suited to meet the youth's career needs; and paying appropriate wages for actual hours worked.

Telephone # of your contact person:



Work Experience will yield good training in work behavior and skill **only** if you exhibit good work ethics yourself. As a work-site supervisor, you can be a good role model and instructor for youth. Experience and studies have shown that youth will try to emulate an adult they look up to-particularly a worksite supervisor.

Your preparation should include:

- Receiving an orientation to the program with a discussion of your responsibilities. This orientation is to be provided by the service provider.
- Knowing the names and telephone numbers of persons you may have to contact in the course of your work, such as the person who placed the youth, the payroll clerk, and the person to notify in the event of an accident.
- Knowing that you cannot possibly know everything, but you should know who to ask for information. Be prepared to listen to others, particularly the youth.
- Maintain contact with the service provider to minimize problems and ensure program success.

The service provider is your **main** contact for questions and answers.

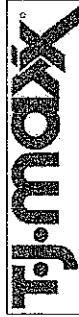
The name of your service provider is :

The name of your contact person is:

Telephone # of your contact person:

Hours-Paydays-timercards

- Follow all youth labor laws regarding hours of work per day.
- WA 1 students are not paid during their lunch break. They are only paid for actual time at work
- Students are entitled to a 15-minute break for every 4 hours worked.
- WAI students will be paid according to the pay schedule of the WAI service Provider.
- All paychecks will be distributed by the service Provider.
- All timercards will be submitted to the service Provider.
- It is the Supervisor's responsibility to verify all hours on the students timercard.
- There shall be no signing of timercard's or attendance records ahead of time by either the Worksite Supervisor or WAI students.



"WorkAbility I works for T.J. Maxx and our community in multiple ways. This program allows students to grow and experience the job force and have another form of responsibility. These bright young students are so eager to learn and in return, their development and training gives our store coordinators the opportunity to develop and train in managing for themselves. This is such a great opportunity to find potential new hires for our company. It is a please to help develop and train these students to know work ethics and to be the best they can be"

Brittany Faria, Key Carrier/MOD
Placerville, CA

This handbook has been prepared to answer questions about the WorkAbility I Program. We hope it will assist and guide you in the implementation of the program.

Please keep it as a reference. If you have any questions contact: _____
(_____)
to provide further assistance.

PURPOSE OF WORKABILITY I

The mission of WorkAbility I (WA 1) is to promote the involvement of key stakeholders, including students, families, educators, employers and other agencies in planning and implementing an array of services that will culminate in successful student transition to employment, lifelong learning and quality adult life. WA 1 students have the ability to complete their secondary education while also obtaining marketable job skills.

JOB SKILL TRAINING

WA 1 staff works with WA 1 students to provide successful job skill training.

WA 1 skill training includes:

- Pre-employment skills training and development.
- Work based employment placement.
- Mentoring/job coaching assistance.
- Follow-up placement services.

WORKABILITY I HIGHLIGHTS

All 58 California counties are served by WA 1. 300 local WA 1 sites are funded statewide. WorkAbility I is funded and administered by California Department of Education. Annually over 10,000 employers statewide have found WA 1 students to be well prepared for entry-level employment and an asset to participating businesses. Employers have built a strong, long-term partnership with WA 1 staff over the past 30 years.

DAILY TIME AND ATTENDANCE RECORDS

On a daily basis, each student will sign in at the exact hour they begin work. They will sign out any time during the day for lunch or other reasons they are not working. When they resume working, they will sign in, indicating a return to work. The time between the sign-in and sign-out will reflect the hours worked during that period of time. On a daily basis, the Worksite Supervisor will verify the total hours worked and initial the verification.

A timesheet shall be maintained at the worksite where the student is employed. From the timesheet, the wages due the student will be determined. It is the Service Provider's responsibility to pay the wage for the actual time worked at the worksite.

Things to Remember:

- ◆ Use ink when completing timecard.
- ◆ The worksite may retain a copy of the timecard and forward the original to the Service Provider.
- ◆ Record time in full hour, half hour or quarter hour increments. Do **not** use minute increments. Recorded hours should be **actual** hours worked. Do **not** record a higher time if the time was not worked.
- ◆ Legal signatures **must** be used when signing timecards.
- ◆ A timecard submitted incorrectly or incompletely filled out could result in a delay in payment of a student's wages.
- ◆ Changes made on a timecard to correct an error **must** be initiated by the Worksite Supervisor.
- ◆ Do **not** use white-out to make corrections—rather, draw a line through the error and write in the correct information

ROLE OF THE SUPERVISOR

You must be ready to meet, supervise, and help the students from the moment they arrive; thus, you must be prepared **BEFORE** they are on the job. Be aware of the age difference among the students. Youth in the WA I Program range in age from 16-22. For the younger students, this may be their first opportunity under which structured work and supervision occurs. However, all youth, regardless of age, should be encouraged to try out different tasks within the limits set forth by Child Labor Laws.

The job of the supervisor includes many different elements. Your supervisory tasks are described briefly below:

ORIENTING the youth to your Department/Agency, the work to be performed, and the expected behavior

ORGANIZING the workers and materials so that overall tasks will be achieved.

INFORMING youth so that they understand what is to be done and how to do it.

MOTIVATING youth toward good work behaviors, attitudes, and performance.

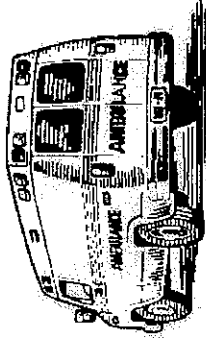
COMMUNICATING, opening lines of communication among all involved in the program, including youth, Service Providers, and recipients of the work.

SERVING AS A ROLE MODEL so that the youth will have a good example of proper work behavior.

CHECKING and **CERTIFYING** students' time and attendance records and ensuring students are not completing or signing time and attendance records prior to working. **EVALUATING** students' behavior and performance. **SOLVING** work problems as they arise.

OCCUPATIONAL INJURY

All students are covered by a Workers' Compensation Plan. The following information is vital to ensuring the proper steps are taken should a participant sustain an injury.



EMERGENCY SITUATIONS

Serious injuries requiring **immediate** medical attention.

1. Dial 911.
2. Notify listed emergency contact.
3. Contact WA 1 Staff.

Please note: Medical Release Form should be taken with student when going to medical facility.

NON EMERGENCY SITUATIONS

Injuries that are **not** life-threatening.

1. First-aid cases should be treated on location where possible.
2. Notify listed emergency contact.
3. Contact WA 1 Staff.
4. Refer to district Workers' Compensation protocol.

OCCUPATIONAL INJURY (cont)

In either of the injury situations, the Supervisor should also immediately gather the following information and prepare a written report to be given to the WorkAbility I Staff:

- Worksite
- Name of injured
- Age
- Job Title
- Date and hour of accident
- Nature of injury
- Who administered first aid
- Name and address of physician
- Date and time of day student left and returned to work
- Names of witnesses Witness contact info
- Where or how the accident occurred
- how and when notified.

SEXUAL HARRASSMENT IS AGAINST THE LAW

Sexual harassment is defined under the law as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature.

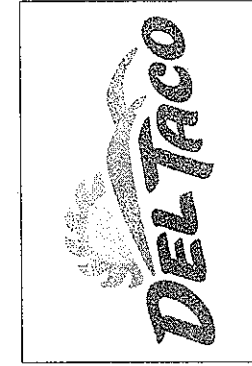
Sexual harassment may be expressed as:

- Unwelcome touching or patting
- Staring or leering
- Suggestive remarks or other verbal abuse
- An offensive work environment (e.g. sexually suggestive posters or calendars on the walls)
- Requests for sexual favors
- The employer's responsibilities are:
- To prohibit sexual harassment in the workplace
- To provide brochures, literature, or training on the prevention of sexual harassment

WHO TO CALL

In California
Department of Fair Employment and Housing:
1-800-884-1684

Outside California
U.S Equal Employment Opportunity Commission:
1-800-669-40000



"I have used many programs in my career; none of them came close to the quality of neither the screened young adults nor the professional representation from the WorkAbility I staff. The number of students that we have had the pleasure of working with is simply to large for me to remember. I would, and have recommended WorkAbility I to all I come in contact with. I would like to thank all of the team that we nave worked with over the many years for all they have done to help the next generation of workforce and at the same time, our restaurants. Thank you!"

Kevin Pope, Director of Operation
 Corporate office– Rancho Cucamonga, CA

Student & Parent Handbook

WorkAbility I

Developed by:
WorkAbility I Labor & Safety
Committee



Published February 2006

Welcome Students & Parents!

Welcome to the WorkAbility I Program. Your active involvement and participation in this program will be an important down payment on your future in the job market. As a student, this is your opportunity to develop a sound foundation of work ethics, from which you will derive benefits for years to come.

We not only want you to work hard at whatever assignment you receive, but we want you to have a good time doing it and feel a sense of accomplishment at the end of the program.

2007-08 WorkAbility I Labor & Safety Committee

NOTES:

LOCAL INFORMATION:

[Empty box for local information]

This handbook has been prepared to answer questions pertaining to the WorkAbility I Program. It contains information on program goals, objectives and operational procedures. We hope it will assist and guide you in your participation in the program.

Please read it carefully and keep it as a reference. If, after reading it, there are further questions concerning the program, staff is available at

()
_____ to provide further assistance.

Site/High School

The benefits you will experience from the program are directly related to the amount of sincere effort, interest, and enthusiasm that you contribute while participating in the program. Program staff and worksite supervisors will be available to assist you in accomplishing your goals, but you will have to decide whether or not you want to be successful.

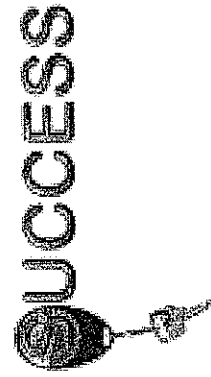
PROGRAM ADMINISTRATION

The California Department of Education has awarded contracts to school districts, ROPs and non-public schools to administer the WorkAbility I Program.

These **Services Providers** recruit, assess, and develop individual service plans for students served in the WA I Program.

The Service Provider will act as employer for the youth, providing employment opportunities that are directly linked to academic and occupational learning.

The Service Provider will be responsible for developing private and public sector workites; making the appropriate match and placing the youth at a worksite best suited to meet the youth's career needs; and paying appropriate wages for actual hours worked.



RESOURCES FOR INFORMATION AND HELP

About health and safety:

Cal/OSHA Consultation Service– Provides free, confidential advice and assistance to employers.
☎ (800) 963-9424
🌐 www.dir.ca.gov

California Chamber of Commerce– Has publications to assist with compliance.
☎ (800) 331-8877
🌐 <http://products.calchamber.com>

Occupational Health Branch, California Department of Health Services– Offers publications and consultation on specific hazards.
☎ (510) 622-4332 (safety hotline)
☎ (510) 622-4317 (other hazards)
🌐 www.dhs.ca.gov/ohb

About wages or child labor laws:

Division of Labor Standards Enforcement– Enforces state labor laws.
☎ (415) 703-5300
🌐 www.dir.ca.gov/labor_law.html

Wage and Hour Division, U.S. Department of Labor– Enforces federal labor laws.
☎ (866) 4-USWAGE (487-9243)
🌐 www.dol.gov

About workers' compensation:

Division of Workers' Compensation– Has information and assistance offices throughout California.
☎ (800) 736-7401
🌐 www.dir.ca.gov

Other website resources

🌐 www.adabasics.org
🌐 www.WorkAbility1.net
🌐 www.youngworkers.org

OCCUPATIONAL INJURY (cont)

In either of the injury situations, the Supervisor will also immediately gather the following information and prepare a written report to be included in the student's file:

- Employer
- Name of injured
- Age
- Occupation
- Date and hour of accident
- Nature of injury
- Who administered first aid
- Name and address of physician
- Date and time of day student left and returned to work
- Names of witnesses
- Where or how the accident occurred
- Was the student acting in the regular line of duty?
- Notification of parent, guardian or responsible person—how and when notified.

DISASTER

Follow the worksite established disaster plan. If you are unsure—ASK!



PURPOSE OF WORKABILITY I

The mission of WorkAbility I (WA I) is to promote the involvement of key stakeholders, including students, families, educators, employers and other agencies in planning and implementing an array of services that will culminate in successful student transition to employment, lifelong learning and quality adult life.

WorkAbility I achieves this mission primarily by providing work-based learning experiences for all WA I students.

WorkAbility I values

- Student focused programming,
- Programmatic integrity,
- Research-based program design,
- Innovation and creativity,
- Local control with WA I parameters, and
- Field driven governance and structure.

WorkAbility I expects:

- Collaboration with and leveraging of resources to provide a full array of student focused services with minimum administrative costs;
- WA I resources to supplement, not supplant vocational and educational services;
- Recognition of the value of WorkAbility I as part of a bigger educational system;
- Accountability as defined by student outcomes, program outcomes and fiscal outcomes;
- Active participation in WorkAbility I field activities; and
- Participation in on-going capacity building through staff development, community involvement and mentoring for students, parents, WorkAbility I providers, staff, educators and partners.

WorkAbility I culminates in preparing students for successful transition to employment, continuing education and quality adult life with an emphasis on work-based learning opportunities for all students.

WORKABILITY I PROGRAM

The Workability I Program strives to provide School Based, Work Based and Connecting Activities designed to accomplish goals set by each student. You will be assessed as to your career goals. Activities will then be established to assist you in achieving those goals. Once your goals have been achieved, you will then receive follow-up services designed to assist you in maintaining and enhancing your goals.

According to your career assessment, you may participate in some of the following activities:

PRE-EMPLOYMENT

- Pre-Employment opportunities directly linked to academic and occupational learning
- Meaningful work experiences to develop useful work behavior patterns through paid and unpaid work experience, including job shadowing
- Leadership development opportunities, which may include community services and peer-centered activities
- Occupational skills training /transferable skills
- Encouragement to continue in school until completion
- Tutoring, study skills training and instruction leading to high school completion
- Adult mentoring
- Assessment for additional training services

EMPLOYMENT OPPORTUNITIES

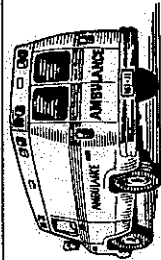
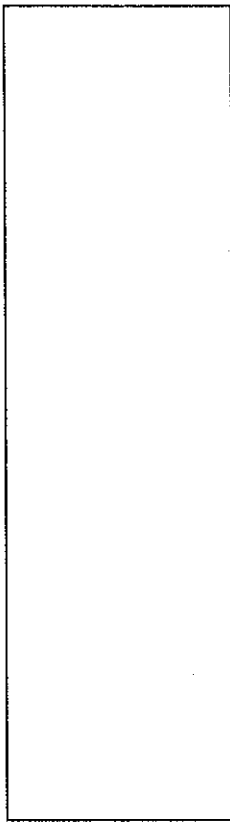
Some students will have the opportunity to be placed at a job worksite to learn valuable job skills.

The following information pertains to your work experience.

OCCUPATIONAL INJURY

All students are covered by a Workers' Compensation Plan or other liability insurance. The following information is vital to ensuring the proper steps are taken should a student sustain an injury.

WORKERS COMPENSATION/LIABILITY CONTACT AND REPORTING INFORMATION



EMERGENCY SITUATIONS

Serious injuries requiring immediate medical attention.

1. Supervisor should take the student to the nearest medical facility and/or contact the Fire Department, whichever the situation dictates.
2. Supervisor reports the injury to the WorkAbility I Program staff as soon as possible.
3. Please note: Parental Consent form (Medical release information) will be taken with student when reporting to medical facility.
4. It is the employers responsibility to notify the insurance carrier

NON EMERGENCY SITUATIONS

Injuries that are **not** life-threatening and/or may **not** result in the loss of limb.

1. First-aid cases will be treated on location where possible.
2. Supervisor reports student injury to the WorkAbility I Program staff **immediately**.
3. Should the injury require medical attention, the student should report to a medical facility identified by the Medical Release form.

SEXUAL HARASSMENT

Sexual harassment is defined under the law as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature and includes third party offenses.

Sexual harassment may be expressed as:

- Unwelcome touching or patting
- Staring or leering
- Suggestive remarks or other verbal abuse
- An offensive work environment (e.g. sexually suggestive posters or calendars on the walls)
- Requests for sexual favors
- Inappropriate, vulgar and/or offensive comments or jokes

The employer's responsibilities are:

- To prohibit sexual harassment in the workplace
- To investigate and responds to all employees' complaints
- To provide brochures, literature, or training on the prevention of sexual harassment

Sexual Harassment is a violation of Education Code 48915 and can result in expulsion from school.

WHO TO CALL

In California
Department of Fair Employment and Housing:
☎ 1-800-884-1684

Outside California
U.S. Equal Employment Opportunity Commission:
☎ 1-800-669-4000

TYPES OF WORKSITES

WorkAbility I students will be assessed and provided an opportunity to select worksites that meet their career interests. Included among the most popular worksites are the following:

- Bookkeeping
- Clerical
- Data processing
- Food Services
- Groundskeeper / Maintenance
- Library Aide
- Receptionist
- Recreation Aide
- Teacher's Aide
- Tutorial
- Warehouse

You are responsible for ensuring reliable transportation to and from work.

IMPORTANT INFORMATION YOU SHOULD KNOW

(Please fill in the information for future reference)

Transportation: _____

Worksite Supervisor: _____

Job Address: _____

Job Phone #: _____

WorkAbility Staff Contact: _____

Days / Hours of Work: _____

Job Duties: _____

PERSONAL TIPS

People who are neat and clean make a good impression. Suit your clothing to your job. Keep your hair in a suitable style. Wear clean, neat, pressed clothing and comfortable shoes. Makeup and jewelry on girls should be in good taste and NO extremes.

Smoking is not permitted in public buildings. Check with your supervisor or rules at the work site.

Show enthusiasm. Friendliness and courtesy are evidence of people who enjoy their job and are proud of what they're doing.

People judge you by your personality and actions. This includes inappropriate language.

Be mature. Except for emergencies, tell your friends and relatives you are not to receive telephone calls or be visited while you are working.

Keep yourself occupied at all times. If you have a work assignment—do it! If you don't have a work assignment, ask your supervisor or—Create one—even if it's only tidying up your area. Everything you see, hear and do in connection with your job is confidential.

Listen carefully and get complete instructions the first time they're given. Follow instructions accurately.

Be accurate first, then work for speed.

Think before you speak or act—Use your head.

Do not make assumptions—if you're not sure—ASK for clarification. If you are not sure about transportation-ASK. If you are not sure about what you should wear to work-ASK.

Be proud—take criticism without resentment and learn from those constructive comments.

YOUTH LABOR LAWS (continued)

- Work Hours: 14-15 year old
 - ⇒ 7am-7pm Labor Day through June 1
 - ⇒ **Limits** during school hours
 - ⇒ 7am-9pm June 1 through Labor Day
 - ⇒ **Maximum hours when school is in session:** 18 hours per week, but not over 3 hours per day on school days and 8 hours a day on Saturday, Sunday and holidays
 - ⇒ **Maximum hours when school is not in session:** 40 hours a week and 8 hours in a day
- Work Hours: 16-17 year old
 - ⇒ 5am-10pm when there is school the next day
 - ⇒ 5am-12:30pm when there is not school the next day
 - ⇒ **Maximum hours when school is in session:** 48 hours per week, but not over 4 hours a day Monday-Thursday and 8 hours a day Friday-Sunday and holidays
 - ⇒ **Maximum hours when school is not in session:** 48 hours a week and 8 hours a day
- All labor laws applicable to other employees of the business will apply to the minor's employment.
- In California, no worker under age 18 may:
 - ⇒ Driving a motor vehicle on public streets as part of the job, or work as an outside helper on a motor vehicle.
 - ⇒ Operate power-driven machinery, including meat slicers, box crushers, forklifts, and circular saws
 - ⇒ Handle, serve or sell alcoholic beverages
 - ⇒ Work in wrecking, demolition, or roofing
- In California, no worker under age 16 may:
 - ⇒ Work in building or construction
 - ⇒ Work in manufacturing or food processing
 - ⇒ Do baking or cooking on the job
 - ⇒ Work on a ladder or scaffold
 - ⇒ Load or unload trucks
 - ⇒ Dispense gas or oil
 - ⇒ Clean, wash, or polish cars

EVALUATION

Although the WorkAbility I Program is a training opportunity, do not expect special privileges. Be cooperative. While on the job, you are to be treated as a regular employee.

Your work supervisor and WorkAbility I Program staff will come to know your strengths and weaknesses. Written evaluations will be made of your work performance.

If you're doing a good job, you should be praised. If you're having difficulties, you should be helped by your work supervisor. Your job performance evaluation will become part of your record and may be used by prospective employers in considering your application for employment.

Areas for a job performance evaluation may include:

- Appearance
- Attendance
- Attitude
- Cooperation
- Enthusiasm
- Performance
- Punctuality
- Work Habits
- Following Worksite Specific Rules

Your First Job Begins Your Future—
Make It a Good One

YOUTH LABOR LAWS

The following are laws that pertain to the participants:

- All minors between the ages of 14-17 **must** have a "Permit to Employ and Work" on file with the worksite supervisor during the term of placement. This permit is returned to the minor upon termination. (Exemption for minors who have completed high school OR who hold a Certificate of Proficiency).
- Any changes to your address or worksite location require a new work permit.

ATTENDANCE

There are certain things which you should know in order to build a good employment record. Some of these are:

Absences

Time cannot be made up unless the reason was sickness or Program activity related, and must be approved by your WorkAbility Program staff.

Accuracy

You cannot be paid for work you didn't perform. Each day, you will be required to record your attendance by signing in and out on a Daily Attendance Record. You shall not pre complete or sign the Daily Attendance Record or your timecard.

Reliance

Your presence is needed at your job location. One good work habit is to be on the job when you're expected. Your supervisor is depending on you to be at work each day of your work schedule.

Promptness

People notice it when you're on time and it gives you a good reputation. If you are sick, cannot get to work, or will be late, call your supervisor and WorkAbility Program staff to let them know about your problem. Do this before the time you normally would start to work.

Vacations

Alert your worksite supervisor and the WorkAbility I Program staff if you're going on vacation.

Transportation

You are responsible for ensuring reliable transportation to and from work.

**Continued unexcused absences are justification
for employment termination!**

PAYCHECK DISTRIBUTION

According to your WorkAbility I Program payroll system, you will receive a paycheck that coincides with their paydays. WorkAbility I Program staff will give you a schedule of pay dates and the dates your timecards will be picked up at your worksite.

PAY DATE INFORMATION

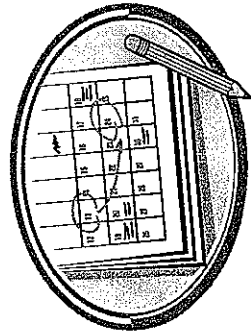
--

TERMINATION

Many students leave the program because of a better opportunity. Some students are terminated because of poor attendance, poor work habits or violation of rules and regulations. Others leave because of transportation problems or other problems connected with the job, or for personal reasons.

Regardless of your reason for leaving the program, you must tell your worksite supervisor and WorkAbility I Program staff—in advance—why you are leaving and what plans you have for the future.

When you are leaving a job, the usual custom is two weeks' notice to the employer. However, the employer may fire you on the spot.



HEALTH & SAFETY

Your good health and the health of others around you can be better insured if you follow proper safety procedures. Health and safety rules are usually posted at each agency. For your sake and others, read and observe them. If you are unsure of any working conditions or equipment, ask WorkAbility I Program staff or your supervisor for clarification.

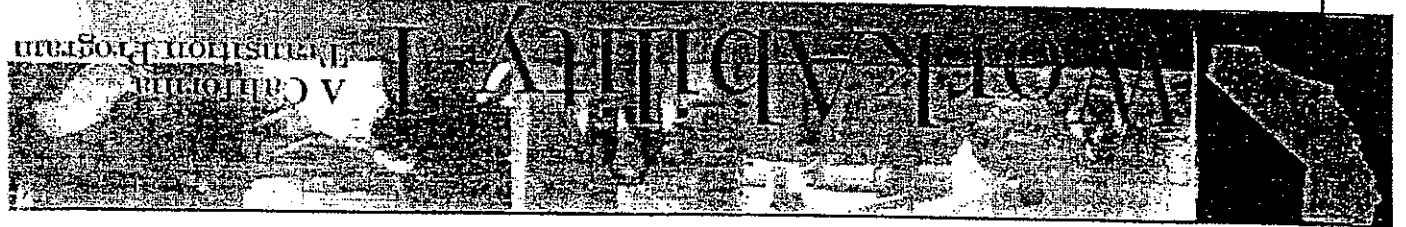
The following are a few tips to consider:

- When using toxic fluids, such as duplicating fluids or cleaning solvents, make sure they do not get on your skin. Wear gloves.
- Sharp objects should be handled carefully and properly.
- When working around electrical equipment, make sure it is in good repair and there are no short circuits. Have your supervisor check the equipment before you use it.
- Be careful of wet floors—they're slippery and dangerous.
- Goggles or eye shields should be worn where there is danger of debris hitting the eyes.
- Always concentrate on the job that you're doing at the time. With your attention divided, there is more possibility of an accident.
- Injury to your back or muscles can result if you don't know how to lift heavy or bulky objects properly. Before lifting objects, consider whether or not the load is not too heavy for one person to lift and always use the correct lifting stance before lifting any object of considerable weight. Do not lift with your back—lift with your legs and keep your back straight.
- Remain alert while in safety zones and around moving equipment.

If you are not sure of the safety rules—ASK!

WorkAbility I Staff Handbook

Developed by:
WorkAbility I Labor & Safety
Committee



Published March 2006

Welcome WorkAbility Staff

Welcome to the WorkAbility I Program. This program was created as a workforce preparation system to improve opportunities for youth with disabilities. Your commitment to the students is to be commended. The transition from youth to adulthood is challenging for almost every young person. This is particularly true for young people with disabilities. Yet, it is in those critical transition-age years that a young person's future can be determined. The WorkAbility I Program provides many students with their first access to the workforce.

2005-06 WorkAbility I Labor & Safety Committee

NOTES:

NOTES:

This handbook has been prepared to answer questions pertaining to the WorkAbility I Program. It contains information on program goals, objectives and operational procedures. We hope it will assist and guide you in your implementation of the program.

Please read it carefully and keep it as a reference. If, after reading it, there are further questions concerning the program, mentors are available through your Region.

()
Region Manager Contact Information

()
Mentor Contact Information

Program Number

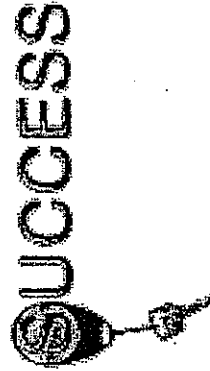
PROGRAM ADMINISTRATION

The California Department of Education has awarded contracts to school districts, ROPs and non-public schools to administer the WorkAbility I Program.

These **Services Providers** recruit, assess, and develop individual service plans for students served in the WA I Program.

The Service Provider will act as employer for the youth, providing employment opportunities that are directly linked to academic and occupational learning.

The Service Provider will be responsible for developing private and public sector worksites; making the appropriate match and placing the youth at a worksite best suited to meet the youth's career needs; and paying appropriate wages for actual hours worked.



RESOURCES FOR INFORMATION AND HELP

About health and safety:

Cal/OSHA Consultation Service— Provides free, confidential advice and assistance to employers.

☎ (800) 963-9424
🌐 www.dir.ca.gov

California Chamber of Commerce— Has publications to assist with compliance.

☎ (800) 331-8877
🌐 <http://products.calchamber.com>

Occupational Health Branch, California Department of Health Services— Offers publications and consultation on specific hazards.

☎ (510) 622-4332 (safety hotline)
☎ (510) 622-4317 (other hazards)
🌐 www.dhs.ca.gov/ohb

About wages or child labor laws:

Division of Labor Standards Enforcement— Enforces state labor laws.

☎ (415) 703-5300
🌐 www.dir.ca.gov/labor_law.html

Wage and Hour Division, U.S. Department of Labor— Enforces federal labor laws.

☎ (866) 4-USWAGE (487-9243)
🌐 www.dol.gov

About workers' compensation:

Division of Workers' Compensation— Has information and assistance offices throughout California.

☎ (800) 736-7401
🌐 www.dir.ca.gov

Other website resources

🌐 www.WorkAbility1.net
🌐 www.youngworkers.org

OCCUPATIONAL INJURY (cont)

In either of the injury situations, the Supervisor should also immediately gather the following information and prepare a written report to be included in the student's file:

- Employer
- Name of injured
- Age
- Occupation
- Date and hour of accident
- Nature of injury
- Who administered first aid
- Name and address of physician
- Date and time of day student left and returned to work
- Names of witnesses
- Where or how the accident occurred
- Was the student acting in the regular line of duty?
- Notification of parent, guardian or responsible person—how and when notified.

DISASTER

Know the worksite established disaster plan. Make sure your students are aware of the plan.



PURPOSE OF WORKABILITY I

The mission of WorkAbility I (WA I) is to promote the involvement of key stakeholders, including students, families, educators, employers and other agencies in planning and implementing an array of services that will culminate in successful student transition to employment, lifelong learning and quality adult life.

WorkAbility I achieves this mission primarily by providing work-based learning experiences for all WA I students.

WorkAbility I values

- Student focused programming,
- Programmatic integrity,
- Research-based program design,
- Innovation and creativity,
- Local control with WA I parameters, and
- Field driven governance and structure.

WorkAbility I expects:

- Collaboration with and leveraging of resources to provide a full array of student focused services with minimum administrative costs;
- WA I resources to supplement, not supplant vocational and educational services;
- Recognition of the value of WorkAbility I as part of a bigger educational system;
- Accountability as defined by student outcomes, program outcomes and fiscal outcomes;
- Active participation in WorkAbility I field activities; and
- Participation in on-going capacity building through staff development, community involvement and mentoring for students, parents, WorkAbility I providers, staff, educators and partners.

WorkAbility I culminates in preparing students for successful transition to employment, continuing education and quality adult life with an emphasis on work-based learning opportunities for all students.

WORKABILITY I PROGRAM

The Workability I Program strives to provide School Based, Work Based and Connecting Activities designed to accomplish goals set by each student. Students should be assessed as to your career goals. Activities are then established to assist the youth in achieving those goals. Once the goals have been achieved, students will receive follow-up services designed to assist them in maintaining and enhancing their goals.

According to the career assessment, students may participate in some of the following activities:

- Employment opportunities directly linked to academic and occupational learning
- Meaningful work experiences to develop useful work behavior patterns through paid and unpaid work experience, including job shadowing
- Leadership development opportunities, which may include community services and peer-centered activities
- Occupational skills training
- Encouragement to continue in school until completion
- Tutoring, study skills training and instruction leading to high school completion
- Adult mentoring
- Assessment for additional training services

EMPLOYMENT OPPORTUNITIES

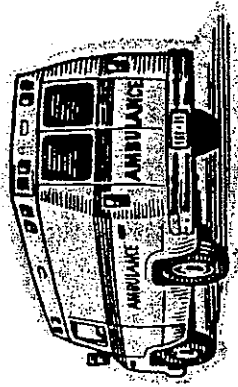
Some students will have the opportunity to be placed at a job worksite to learn valuable job skills.

OCCUPATIONAL INJURY

All students are covered by a Workers' Compensation Plan or other liability insurance. The following information is vital to ensuring the proper steps are taken should a student sustain an injury.

EMERGENCY SITUATIONS

Serious injuries requiring immediate medical attention.



1. Supervisor should take the student to the nearest medical facility and/or contact the Fire Department, whichever the situation dictates.
2. Supervisor reports the injury to the WorkAbility I Program staff as soon as possible.
3. Please note: Parental Consent form (Medical release information) will be taken with student when reporting to medical facility.

NON EMERGENCY SITUATIONS

Injuries that are **not** life-threatening and/or may **not** result in the loss of limb.

1. First-aid cases will be treated on location where possible.
2. Supervisor reports student injury to the WorkAbility I Program staff **Immediately**.
3. Should the injury require medical attention, the student should report to a medical facility identified by the Medical Release form.

SEXUAL HARRASSMENT

Sexual harassment is defined under the law as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature and includes third party offenses.

Sexual harassment may be expressed as:

- ☐ Unwelcome touching or patting
- ☐ Staring or leering
- ☐ Suggestive remarks or other verbal abuse
- ☐ An offensive work environment (e.g. sexually suggestive posters or calendars on the walls)
- ☐ Requests for sexual favors
- ☐ Inappropriate, vulgar and/or offensive comments or jokes

The employer's responsibilities are:

- ☐ To prohibit sexual harassment in the workplace
- ☐ To investigate and responds to all employees' complaints
- ☐ To provide brochures, literature, or training on the prevention of sexual harassment

Sexual Harassment is a violation of Education Code 48915 and can result in expulsion from school.

WHO TO CALL

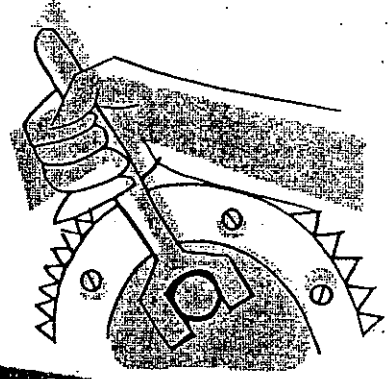
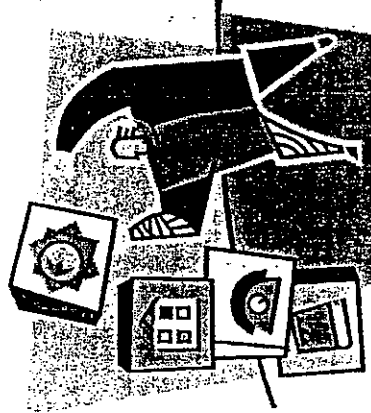
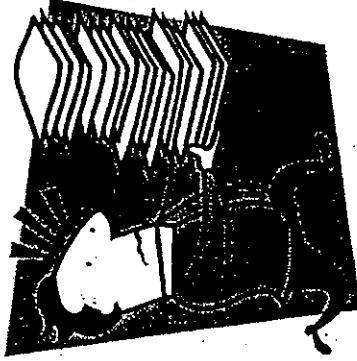
In California
Department of Fair Employment and Housing:
☎ 1-800-884-1684

Outside California
U.S. Equal Employment Opportunity Commission:
☎ 1-800-669-4000

TYPES OF WORKSITES

WorkAbility I students will be assessed and provided an opportunity to select worksites that meet their career interests. Included among the most popular worksites are the following:

- Bookkeeping
- Clerical
- Data processing
- Food Services
- Groundskeeper / Maintenance
- Library Aide
- Receptionist
- Recreation Aide
- Teacher's Aide
- Tutorial
- Warehouse



PAYCHECK DISTRIBUTION

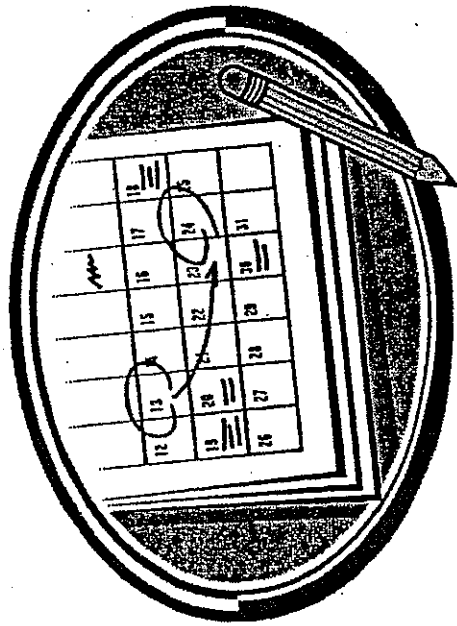
According to your WorkAbility I Program payroll system, students will receive a paycheck that coincides with their paydays.

WorkAbility I Program staff should provide students with a schedule of pay dates and the dates for timecard pick up.

TERMINATION

Many students leave the program because of a better opportunity. Some students are terminated because of poor attendance, poor work habits or violation of rules and regulations. Others leave because of transportation problems or other problems connected with the job, or for personal reasons.

Regardless of their reason for leaving the program, you should continue to work with the student to assist them to reach their goals.



YOUTH LABOR LAWS (continued)

- Work Hours: 14-15 year old
 - ⇒ 7am-7pm Labor Day through June 1
 - ⇒ *Limits* during school hours
 - ⇒ 7am-9pm June 1 through Labor Day
 - ⇒ *Maximum hours when school is in session:* 18 hours per week, but not over 3 hours per day on school days and 8 hours a day on Saturday, Sunday and holidays
 - ⇒ *Maximum hours when school is not in session:* 40 hours a week and 8 hours in a day
- Work Hours: 16-17 year old
 - ⇒ 5am-10pm when there is school the next day
 - ⇒ 5am-12:30pm when there is not school the next day
 - ⇒ *Maximum hours when school is in session:* 48 hours per week, but not over 4 hours a day Monday-Thursday and 8 hours a day Friday-Sunday and holidays
 - ⇒ *Maximum hours when school is not in session:* 48 hours a week and 8 hours a day
- All labor laws applicable to other employees of the business will apply to the minor's employment.
- In California, no worker under age 18 may:
 - ⇒ Driving a motor vehicle on public streets as part of the job, or work as an outside helper on a motor vehicle.
 - ⇒ Operate power-driven machinery, including meat slicers, box crushers, forklifts, and circular saws
 - ⇒ Handle, serve or sell alcoholic beverages
 - ⇒ Work in wrecking, demolition, or roofing
- In California, no worker under age 16 may:
 - ⇒ Work in building or construction
 - ⇒ Work in manufacturing or food processing
 - ⇒ Do baking or cooking on the job
 - ⇒ Work on a ladder or scaffold
 - ⇒ Load or unload trucks
 - ⇒ Dispense gas or oil
 - ⇒ Clean, wash, or polish cars

EVALUATION

Although the WorkAbility I Program is a training opportunity, your students should not expect special privileges. Impress on work-sites, that, while on the job, students are to be treated as regular employees.

You will come to know your students' strengths and weaknesses. Written evaluations should be made of students' work performance.

If students are doing a good job, they should be praised. If they're having difficulties, you should be there to provide support. Students' job performance evaluation may become part of their record and may be used by prospective employers in considering them for employment.

Areas for a student job performance evaluation may include:

- Appearance
- Attendance
- Attitude
- Cooperation
- Enthusiasm
- Performance
- Punctuality
- Work Habits

Help Make Their First Work Experiences
Great!

YOUTH LABOR LAWS

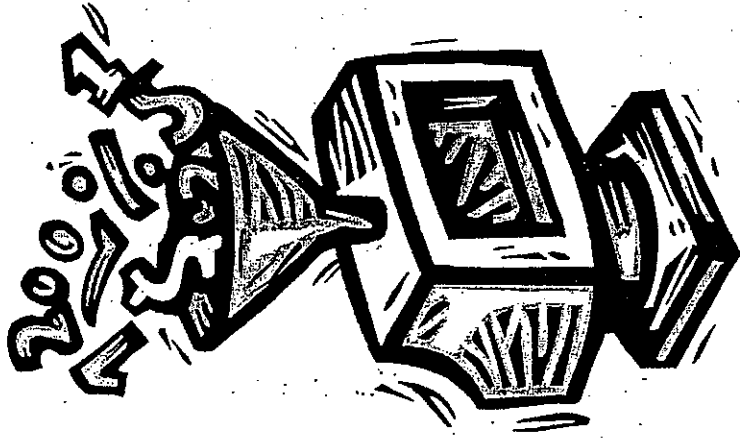
The following are laws that pertain to the participants:

- All minors between the ages of 14-17 **must** have a "Permit to Employ and Work" on file with the worksite supervisor during the term of placement. This permit is returned to the minor upon termination. (Exemption for minors who have completed high school OR who hold a Certificate of Proficiency).

DATA COLLECTION

One of the strengths of the WorkAbility I program in California is the established data collection system. Each year information is collected from students served in the program and reported to the state. You may be asked to report overall accomplishments and best practices of your program, based upon the data. You also may be asked for notable changes and emerging trends, based upon the data.

The key to quality improvement is a clear understanding of your program's strengths and weaknesses. Use your data to drive program improvement.

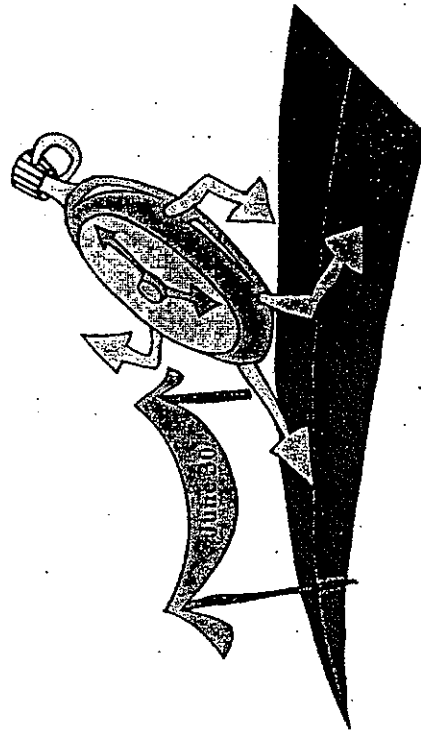


RENEWAL APPLICATION

At the end of each program year, a renewal application will be due. Sometimes referred to as the end of the year report, this document will be the primary assessment of your program. It is important to complete all section of this reporting document.

Additionally, it is critically important that all deadlines are met. The deadline for this year's renewal application is:

June 30, 2006



HEALTH & SAFETY

Your students' good health and the health of others around them can be better insured if you ensure they follow proper safety procedures. Health and safety rules are usually posted at each agency. Students should be taught to read and observe them. Students should be encouraged to ask questions for clarification!

The following are a few reminders to cover:

- When using toxic fluids, such as duplicating fluids or cleaning solvents, make sure they do not get on skin. Wear gloves.
- Sharp objects should be handled carefully and properly.
- When working around electrical equipment, make sure it is in good repair and there are no short circuits. Have the Supervisor check the equipment before using it.
- Be careful of wet floors—they're slippery and dangerous.
- Goggles or eye shields should be worn where there is danger of debris hitting the eyes.
- Always concentrate on the job. With attention divided, there is more possibility of an accident.
- Injury to the back or muscles can result if students don't know how to lift heavy or bulky objects properly. Before lifting objects, students should consider whether or not the load is not too heavy for one person to lift and always use the correct lifting stance before lifting any object of considerable weight.
- Students should be taught to not lift with the back—lift with the legs and keep the back straight.

SIERRA COUNTY OFFICE OF EDUCATION
2013-2014 Second Interim Narrative
Presented March 11, 2014

REVENUE

Local Control Funding Formula

This is the second year the State is funding county offices using the LCFF. Beginning with fiscal year 2014-2015 the funding model changed which local agency is to receive revenue for Out-of-State students. Out-of-State students are now considered District students, therefore eliminated the pass-through revenue within the LCFF county funding model. The LCFF is funded by local property taxes, Education Protection Account (EPA) and the State. The EPA ¼ additional sales tax expires at the end of 2016 and the increase to personal income tax for high income earners expires at the end of 2018. Full implementation of LCFF is anticipated in 2015-16. Although the revenue provides local control the funds do have restrictions/accountability. Funds received must support the County’s Local Control Accountability Plan (LCAP), and spend the same level of funds for the ROP program. Projected LCFF sources increased by \$45,392 since the budget adoption.

Other State Revenue

Restricted Other State Revenue decreased by \$103,184 since the budget adoption for the following reason:

<u>Funding Description</u>	Favorable (Unfavorable)
• Special Education	\$103,184

Federal Revenue

Federal Revenue is projected to decrease by (\$1,360) since the budget adoption for the following reasons:

<u>Funding Description</u>	Favorable (Unfavorable)
• NCLB, Basic Support	\$ 2,599
• REAP	\$ 1,000
• Special Education Discretionary	\$(4,959)

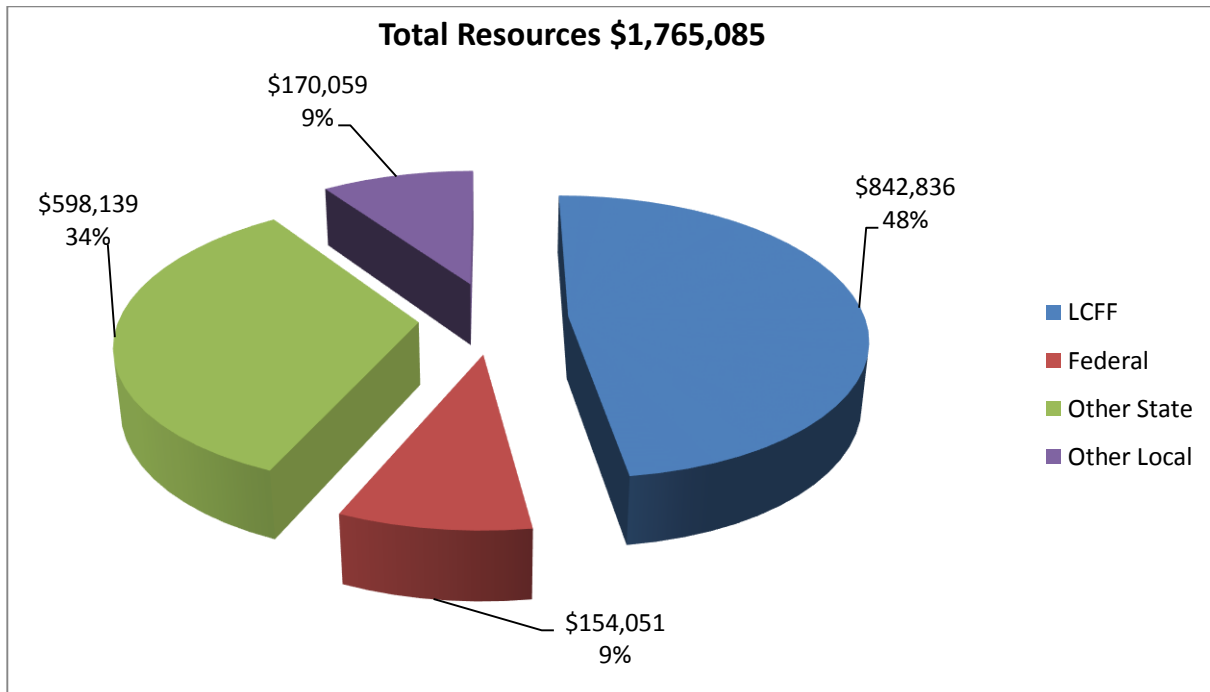
Local Revenue

Local Revenue is projected to increase by \$4,040 since the budget adoption for the following reasons:

<u>Funding Description</u>	Favorable (Unfavorable)
• Interagency Services	\$ 4,040

The chart below compares restricted & unrestricted revenue from the 2012-2013 Actual, 2013-2014 Unaudited Actuals, 2014-15 Adopted Budget and First Interim.

Description	2012-2013 Actuals	2013-2014 Unaudited Actuals	2014-2015 Budget	2014-2015 First Interim	Favorable (Unfavorable) Budget vs. First Interim
LCFF	\$487,590	676,267	\$ 797,444	\$ 842,836	45,392
Federal	559,883	185,690	155,411	154,051	(\$1,360)
Other State	517,574	502,505	494,955	598,139	103,184
Other Local	283,918	229,394	166,019	170,059	4,040
Transfer-in SRS	63,176	56,916	60,017	0.00	(60,017)
Total	\$1,912,141	\$1,650,772	\$1,673,846	\$1,765,085	91,239



EXPENDITURES

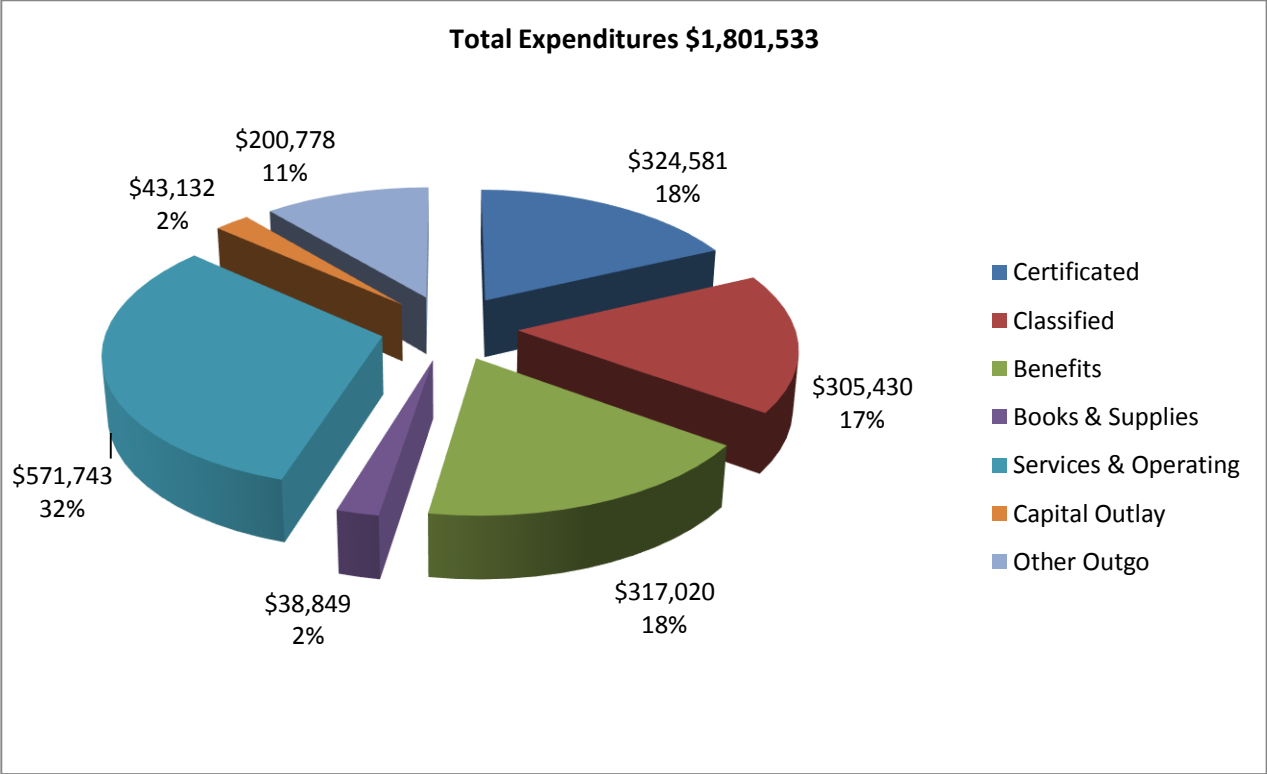
General Fund Expenditures

Expenditures increased by \$310,784 (General Fund, Unrestricted/Restricted, Page 1,) from the Board Approved Operating Budget.

Other Outgo increase is due to \$150,000 assistance to the District for resurfacing Loyalton High parking lot and \$143,500 to Washoe County for out-of-state students.

This chart compares restricted & unrestricted expenditures from the 2011-2012, 2012-2013 Unaudited Actuals, 2013-14 Adopted Budget and First Interim.

Description	2012-2013 Actuals	2013-2014 Unaudited Actuals	2014-2015 Budget	2014-2015 First Interim	Favorable (Unfavorable) Budget vs. First Interim
Certificated	\$293,901	\$336,904	\$328,923	\$324,581	\$4,342
Classified	336,223	342,354	331,496	305,430	26,066
Benefits	307,122	307,999	325,903	317,020	8,883
Books & Supplies	21,441	18,079	34,588	38,849	(4,261)
Services & Operating	223,457	328,217	433,507	571,743	(138,236)
Capital Outlay		39,431	36,332	43,132	(6,800)
Other Outgo	618,228	248,011	0	200,778	(200,778)
Total	\$1,800,372	\$1,620,995	1,490,749	1,801,533	(\$310,784)



Net Increase (Decrease) in Fund Balance

Actual and projected ending fund balance for the fiscal years 2012-2013 through 2016-2017. See table below.

Fiscal Year	Amount
2012-13 actuals	48,594
2013-14 unaudited actual	29,775
2014-15 projected	(\$36,448)
2015-16 projected	149,638
2016-17 projected	185,474

Actual and Projected Ending Fund Balance

2012-13	\$1,974,524
2013-14	\$2,004,299
2014-15	\$1,967,851
2015-16	\$2,117,489
2016-17	\$2,302,963

Other Funds

Forest Reserve Fund Eliminated revenue projections

Other Comments

- SB 73 (Chapter 29/Statutes 2013) is the implementation bill for Prop. 39, the California Clean Energy Jobs Act. Prop. 39 provides for the creation of clean energy jobs, including funding energy efficiency projects and renewable energy installations in public schools, universities, and other public facilities. For five fiscal years, 2013-14 through 2017-18, Prop. 39 funds will be provided. The County’s estimated annual amount is approximately \$30,000.

- A positive cash flow for fiscal year 2014-2015 and 2015-2016 with an ending cash balance of \$2,141,508 and \$2,332,013 respectively.
- Reserve requirement is met for all three years. Positive Certification.
- S-PTA started negotiations for fiscal year 2015-2016 November 2014.
- A 5% Health Care premium increase is included in the multiyear budget for certificated staff. All other employees H/W benefit is capped at \$13,840.
- Preliminary Proposed Indirect Cost Rate for 2015-16 is 30.55%.
- No Child Left Behind MOE Expenditures is projected to be met.
- Eliminated Secure Rural Schools, aka Forest Receipts, all fiscal years.
- One student is currently attending a private school.

Personnel	FTE
Certificated	3.60
Administration	1.20
Classified	4.80
Confidential	3.00

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

Signed: _____ Date: _____
County Superintendent or Designee

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

To the State Superintendent of Public Instruction:

This interim report and certification of financial condition are hereby filed by the County Board of Education pursuant to Education Code sections 1240 and 33127.

Meeting Date: December 09, 2014 Signed: _____
County Superintendent of Schools

CERTIFICATION OF FINANCIAL CONDITION

POSITIVE CERTIFICATION

As County Superintendent of Schools, I certify that based upon current projections this county office will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

QUALIFIED CERTIFICATION

As County Superintendent of Schools, I certify that based upon current projections this county office may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

NEGATIVE CERTIFICATION

As County Superintendent of Schools, I certify that based upon current projections this county office will not meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Rose Asquith Telephone: (530) 993-1660 x *838
Title: Business Manager E-mail: rasquith@spjUSD.org

Criteria and Standards Review Summary

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

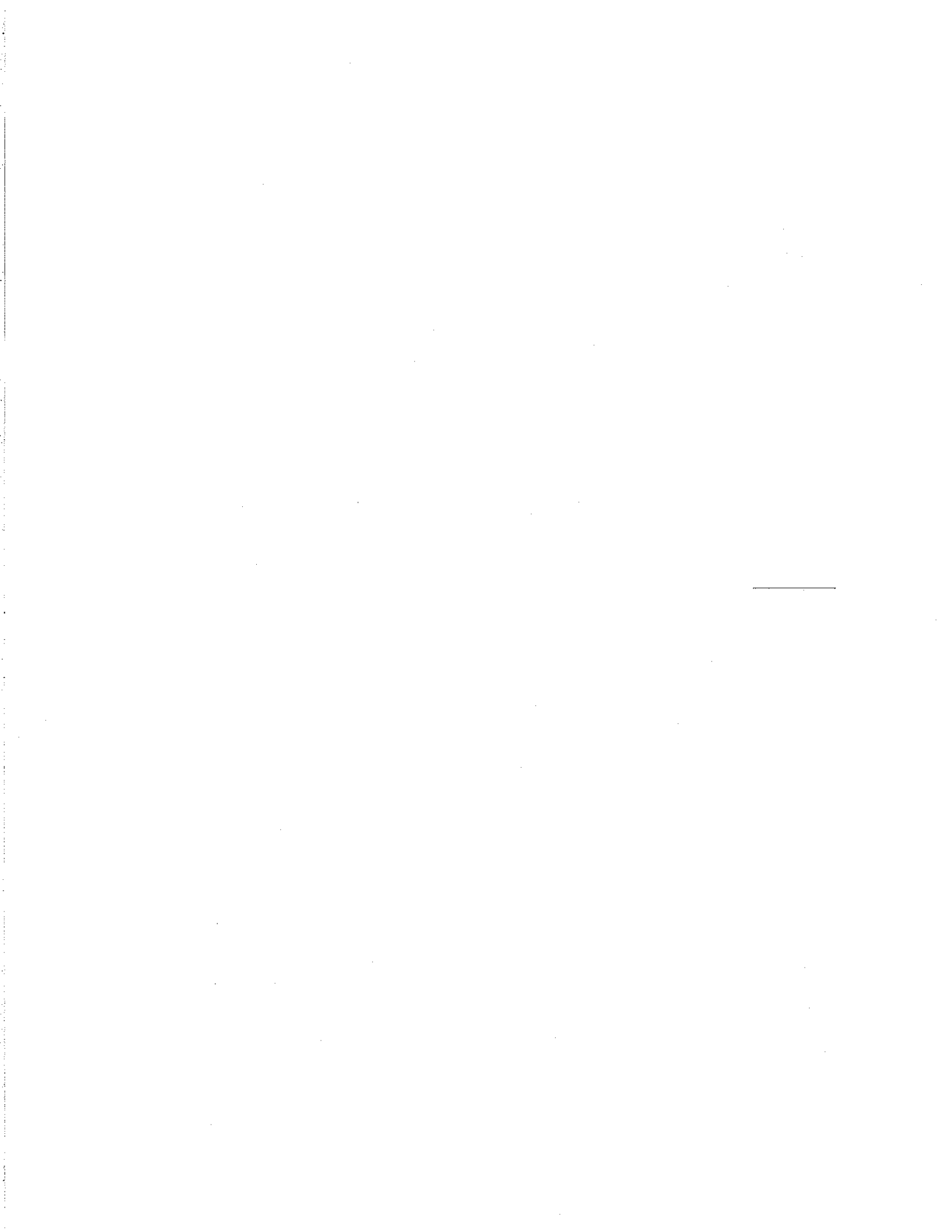
CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Projected ADA for County Operations Grant or county operated programs has not changed for any of the current or two subsequent fiscal years by more than two percent since budget adoption.		X

CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Local Control Funding Formula (LCFF)	Projected LCFF for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.		
3	Salaries and Benefits	Projected total salaries and benefits for any of the current or two subsequent fiscal years has not changed by more than five percent since budget adoption.		X
4a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
4b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
5a	Deferred Maintenance	AB 97 (Chapter 47, Statutes of 2013) eliminated the Deferred Maintenance program under the Local Control Funding Formula. This section has been inactivated.		
5b	Ongoing and Major Maintenance Account	If applicable, changes occurring since budget adoption meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	n/a	
6	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	X	
7a	Fund Balance	Projected county school service fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
7b	Cash Balance	Projected county school service fund cash balance will be positive at the end of the current fiscal year.	X	
8	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	

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

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the county office have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2013-14) annual payment?		X
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the county office provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since budget adoption in OPEB liabilities?		X
S7b	Other Self-insurance Benefits	Does the county office operate any self-insurance programs (e.g., workers' compensation)?		X
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	X	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)	X	
		• Management/supervisor/confidential? (Section S8C, Line 1b)	X	
S9	Status of Other Funds	Are any funds other than the county school service fund projected to have a negative fund balance at the end of the current fiscal year?	X	

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



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	797,444.00	797,444.00	397,605.00	842,836.00	45,392.00	5.7%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	458.00	458.00	0.00	458.00	0.00	0.0%
4) Other Local Revenue		8600-8799	162,421.00	162,421.00	0.00	166,461.00	4,040.00	2.5%
5) TOTAL, REVENUES			960,323.00	960,323.00	397,605.00	1,009,755.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	79,281.00	79,281.00	23,440.80	79,282.00	(1.00)	0.0%
2) Classified Salaries		2000-2999	228,422.00	228,422.00	75,015.74	228,061.00	361.00	0.2%
3) Employee Benefits		3000-3999	201,490.00	201,490.00	51,991.19	199,778.00	1,712.00	0.8%
4) Books and Supplies		4000-4999	19,053.00	19,053.00	4,013.63	23,553.00	(4,500.00)	-23.6%
5) Services and Other Operating Expenditures		5000-5999	187,921.00	187,921.00	55,553.72	267,023.00	(79,102.00)	-42.1%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	150,000.00	150,000.00	200,778.00	(50,778.00)	-33.9%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(22,732.00)	(22,732.00)	0.00	(23,434.00)	702.00	-3.1%
9) TOTAL, EXPENDITURES			693,435.00	843,435.00	360,015.08	975,041.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			266,888.00	116,888.00	37,589.92	34,714.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	60,017.00	60,017.00	0.00	0.00	(60,017.00)	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(157,239.00)	(157,239.00)	0.00	(36,418.00)	120,821.00	-76.8%
4) TOTAL, OTHER FINANCING SOURCES/USES			(97,222.00)	(97,222.00)	0.00	(36,418.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			169,666.00	19,666.00	37,589.92	(1,704.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,898,311.00	1,898,311.00		1,941,359.00	43,048.00	2.3%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,898,311.00	1,898,311.00		1,941,359.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,898,311.00	1,898,311.00		1,941,359.00		
2) Ending Balance, June 30 (E + F1e)			2,067,977.00	1,917,977.00		1,939,655.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	500.00	500.00		500.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	57,615.00	57,615.00		88,585.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	149,075.00	149,075.00		180,153.00		
Unassigned/Unappropriated Amount			1,860,787.00	1,710,787.00		1,670,417.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment State Aid - Current Year		8011	673,164.00	673,164.00	370,912.00	678,208.00	5,044.00	0.7%
Education Protection Account State Aid - Current Year		8012	61,380.00	61,380.00	26,693.00	106,772.00	45,392.00	74.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	600.00	600.00	0.00	625.00	25.00	4.2%
Timber Yield Tax		8022	1,500.00	1,500.00	0.00	1,500.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	58,000.00	58,000.00	0.00	52,610.00	(5,390.00)	-9.3%
Unsecured Roll Taxes		8042	2,500.00	2,500.00	0.00	2,921.00	421.00	16.8%
Prior Years' Taxes		8043	100.00	100.00	0.00	50.00	(50.00)	-50.0%
Supplemental Taxes		8044	200.00	200.00	0.00	150.00	(50.00)	-25.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Receipt from Co. Board of Sup.		8070	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			797,444.00	797,444.00	397,605.00	842,836.00	45,392.00	5.7%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			797,444.00	797,444.00	397,605.00	842,836.00	45,392.00	5.7%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00		
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00		
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290						
NCLB: Title I, Part D, Local Delinquent Program	3025	8290						
NCLB: Title II, Part A, Teacher Quality	4035	8290						

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
NCLB: Title III, Immigration Education Program	4201	8290						
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290						
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290						
Other No Child Left Behind	3011-3020, 3026-3205, 4036-4126, 4204, 5510	8290						
Vocational and Applied Technology Education	3500-3699	8290						
Safe and Drug Free Schools	3700-3799	8290						
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement Current Year	6355-6360	8311						
Prior Years	6355-6360	8319						
Special Education Master Plan Current Year	6500	8311						
Prior Years	6500	8319						
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	458.00	458.00	0.00	458.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
School Based Coordination Program	7250	8590						
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
Drug/Alcohol/Tobacco Funds	6650, 6680, 6690	8590						
California Clean Energy Jobs Act	6230	8590						
Healthy Start	6240	8590						
Specialized Secondary	7370	8590						
American Indian Early Childhood Education	7210	8590						
School Community Violence Prevention Grant	7391	8590						
Quality Education Investment Act	7400	8590						
Common Core State Standards Implementation	7405	8590						
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			458.00	458.00	0.00	458.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Non-LCFF Taxes								
		8629	0.00	0.00	0.00	0.00		
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	6,000.00	6,000.00	0.00	6,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	156,421.00	156,421.00	0.00	160,461.00	4,040.00	2.6%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00		
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792						
From JPAs	6360	8793						
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			162,421.00	162,421.00	0.00	166,461.00	4,040.00	2.5%
TOTAL, REVENUES			960,323.00	960,323.00	397,605.00	1,009,755.00	49,432.00	5.1%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Certificated Teachers' Salaries		1100	23,747.00	23,747.00	4,929.40	23,747.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	55,534.00	55,534.00	18,511.40	55,535.00	(1.00)	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			79,281.00	79,281.00	23,440.80	79,282.00	(1.00)	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	7,805.00	7,805.00	1,911.04	3,527.00	4,278.00	54.8%
Classified Support Salaries		2200	0.00	0.00	1,042.27	4,169.00	(4,169.00)	New
Classified Supervisors' and Administrators' Salaries		2300	96,742.00	96,742.00	32,066.40	96,490.00	252.00	0.3%
Clerical, Technical and Office Salaries		2400	123,875.00	123,875.00	39,996.03	123,875.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			228,422.00	228,422.00	75,015.74	228,061.00	361.00	0.2%
EMPLOYEE BENEFITS								
STRS		3101-3102	7,900.00	7,900.00	2,146.59	7,384.00	516.00	6.5%
PERS		3201-3202	40,956.00	40,956.00	13,590.08	40,912.00	44.00	0.1%
OASDI/Medicare/Alternative		3301-3302	18,262.00	18,262.00	5,866.10	17,844.00	418.00	2.3%
Health and Welfare Benefits		3401-3402	96,633.00	96,633.00	27,133.08	96,703.00	(70.00)	-0.1%
Unemployment Insurance		3501-3502	165.00	165.00	49.19	154.00	11.00	6.7%
Workers' Compensation		3601-3602	10,806.00	10,806.00	3,206.15	10,013.00	793.00	7.3%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	26,768.00	26,768.00	0.00	26,768.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			201,490.00	201,490.00	51,991.19	199,778.00	1,712.00	0.8%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	3,204.33	0.00	0.00	0.0%
Materials and Supplies		4300	15,453.00	15,453.00	809.30	19,953.00	(4,500.00)	-29.1%
Noncapitalized Equipment		4400	3,600.00	3,600.00	0.00	3,600.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			19,053.00	19,053.00	4,013.63	23,553.00	(4,500.00)	-23.6%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	9,000.00	9,000.00	2,009.34	9,700.00	(700.00)	-7.8%
Dues and Memberships		5300	17,370.00	17,370.00	9,566.00	15,270.00	2,100.00	12.1%
Insurance		5400-5450	5,000.00	5,000.00	1,000.00	1,000.00	4,000.00	80.0%
Operations and Housekeeping Services		5500	4,000.00	4,000.00	0.00	4,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	2,500.00	2,500.00	59.37	2,500.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	147,951.00	147,951.00	42,919.01	232,453.00	(84,502.00)	-57.1%
Communications		5900	2,100.00	2,100.00	0.00	2,100.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			187,921.00	187,921.00	55,553.72	267,023.00	(79,102.00)	-42.1%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	50,778.00	(50,778.00)	New
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222						
To JPAs	6500	7223						
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222						
To JPAs	6360	7223						
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	150,000.00	150,000.00	150,000.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	150,000.00	150,000.00	200,778.00	(50,778.00)	-33.9%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	(22,732.00)	(22,732.00)	0.00	(23,434.00)	702.00	-3.1%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(22,732.00)	(22,732.00)	0.00	(23,434.00)	702.00	-3.1%
TOTAL, EXPENDITURES			693,435.00	843,435.00	360,015.08	975,041.00	(131,606.00)	-15.6%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	60,017.00	60,017.00	0.00	0.00	(60,017.00)	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			60,017.00	60,017.00	0.00	0.00	(60,017.00)	-100.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
County School Bldg Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	(157,239.00)	(157,239.00)	0.00	(36,418.00)	120,821.00	-76.8%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(157,239.00)	(157,239.00)	0.00	(36,418.00)	120,821.00	-76.8%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(97,222.00)	(97,222.00)	0.00	(36,418.00)	60,804.00	-62.5%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	155,411.00	155,411.00	13,256.46	154,051.00	(1,360.00)	-0.9%
3) Other State Revenue		8300-8599	494,497.00	494,497.00	82,205.70	597,681.00	103,184.00	20.9%
4) Other Local Revenue		8600-8799	3,598.00	3,598.00	0.00	3,598.00	0.00	0.0%
5) TOTAL, REVENUES			653,506.00	653,506.00	95,462.16	755,330.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	249,642.00	249,642.00	56,341.42	245,299.00	4,343.00	1.7%
2) Classified Salaries		2000-2999	103,074.00	103,074.00	13,984.36	77,369.00	25,705.00	24.9%
3) Employee Benefits		3000-3999	124,413.00	124,413.00	25,650.57	117,242.00	7,171.00	5.8%
4) Books and Supplies		4000-4999	15,535.00	15,535.00	5,512.18	15,296.00	239.00	1.5%
5) Services and Other Operating Expenditures		5000-5999	245,586.00	245,586.00	26,506.49	304,720.00	(59,134.00)	-24.1%
6) Capital Outlay		6000-6999	36,332.00	36,332.00	13,089.11	43,132.00	(6,800.00)	-18.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	22,732.00	22,732.00	0.00	23,434.00	(702.00)	-3.1%
9) TOTAL, EXPENDITURES			797,314.00	797,314.00	141,084.13	826,492.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(143,808.00)	(143,808.00)	(45,621.97)	(71,162.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	157,239.00	157,239.00	0.00	36,418.00	(120,821.00)	-76.8%
4) TOTAL, OTHER FINANCING SOURCES/USES			157,239.00	157,239.00	0.00	36,418.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			13,431.00	13,431.00	(45,621.97)	(34,744.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	15,368.00	15,368.00		62,940.00	47,572.00	309.6%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			15,368.00	15,368.00		62,940.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			15,368.00	15,368.00		62,940.00		
2) Ending Balance, June 30 (E + F1e)			28,799.00	28,799.00		28,196.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			28,799.00	28,799.00		28,196.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year		8012	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00		
Timber Yield Tax		8022	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00		
County & District Taxes								
Secured Roll Taxes		8041	0.00	0.00	0.00	0.00		
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00		
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00		
Receipt from Co. Board of Sup.		8070	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00		
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, LCFF Sources			0.00	0.00	0.00	0.00		
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091						
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00		
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	93,070.00	93,070.00	0.00	93,070.00	0.00	0.0%
Special Education Discretionary Grants		8182	39,152.00	39,152.00	(0.45)	34,193.00	(4,959.00)	-12.7%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00		
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00		
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
NCLB: Title III, Immigration Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind	3011-3020, 3026-3205, 4036-4126, 4204, 5510	8290	4,189.00	4,189.00	0.00	6,788.00	2,599.00	62.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	19,000.00	19,000.00	13,256.91	20,000.00	1,000.00	5.3%
TOTAL, FEDERAL REVENUE			155,411.00	155,411.00	13,256.46	154,051.00	(1,360.00)	-0.9%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement Current Year	6355-6360	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6355-6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311	309,235.00	309,235.00	0.00	412,419.00	103,184.00	33.4%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
School Based Coordination Program	7250	8590	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6680, 6690	8590	112,500.00	112,500.00	71,333.75	112,500.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	30,032.00	30,032.00	0.00	30,032.00	0.00	0.0%
Healthy Start	6240	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
School Community Violence Prevention Grant	7391	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	42,730.00	42,730.00	10,871.95	42,730.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			494,497.00	494,497.00	82,205.70	597,681.00	103,184.00	20.9%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes								
		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00		
Non-Resident Students		8672	0.00	0.00	0.00	0.00		
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustm		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	3,598.00	3,598.00	0.00	3,598.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3,598.00	3,598.00	0.00	3,598.00	0.00	0.0%
TOTAL, REVENUES			653,506.00	653,506.00	95,462.16	755,330.00	101,824.00	15.6%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	136,170.00	136,170.00	27,006.52	132,218.00	3,952.00	2.9%
Certificated Pupil Support Salaries		1200	63,202.00	63,202.00	12,578.22	62,811.00	391.00	0.6%
Certificated Supervisors' and Administrators' Salaries		1300	50,270.00	50,270.00	16,756.68	50,270.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			249,642.00	249,642.00	56,341.42	245,299.00	4,343.00	1.7%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	90,684.00	90,684.00	11,736.98	81,242.00	29,442.00	32.5%
Classified Support Salaries		2200	5,478.00	5,478.00	1,304.63	5,327.00	151.00	2.8%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	6,912.00	6,912.00	942.75	10,800.00	(3,888.00)	-56.3%
TOTAL, CLASSIFIED SALARIES			103,074.00	103,074.00	13,984.36	77,369.00	25,705.00	24.9%
EMPLOYEE BENEFITS								
STRS		3101-3102	23,613.00	23,613.00	4,980.92	21,783.00	1,830.00	7.7%
PERS		3201-3202	8,699.00	8,699.00	1,549.68	7,485.00	1,214.00	14.0%
OASDI/Medicare/Alternative		3301-3302	10,868.00	10,868.00	1,762.99	8,018.00	2,850.00	26.2%
Health and Welfare Benefits		3401-3402	69,849.00	69,849.00	15,085.40	69,849.00	0.00	0.0%
Unemployment Insurance		3501-3502	176.00	176.00	34.67	157.00	19.00	10.8%
Workers' Compensation		3601-3602	11,208.00	11,208.00	2,236.91	9,950.00	1,258.00	11.2%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			124,413.00	124,413.00	25,650.57	117,242.00	7,171.00	5.8%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	11,937.00	11,937.00	5,512.18	11,698.00	239.00	2.0%
Noncapitalized Equipment		4400	3,598.00	3,598.00	0.00	3,598.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			15,535.00	15,535.00	5,512.18	15,296.00	239.00	1.5%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	35,724.00	35,724.00	2,566.44	56,198.00	(20,474.00)	-57.3%
Travel and Conferences		5200	7,342.00	7,342.00	2,278.21	6,752.00	590.00	8.0%
Dues and Memberships		5300	600.00	600.00	600.00	600.00	0.00	0.0%
Insurance		5400-5450	5,450.00	5,450.00	8,218.00	8,300.00	(2,850.00)	-52.3%
Operations and Housekeeping Services		5500	5,200.00	5,200.00	333.80	5,200.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	100.00	100.00	65.86	100.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	191,170.00	191,170.00	12,444.18	227,570.00	(36,400.00)	-19.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			245,586.00	245,586.00	26,506.49	304,720.00	(59,134.00)	-24.1%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	30,032.00	30,032.00	0.00	30,032.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	6,300.00	6,300.00	13,089.11	13,100.00	(6,800.00)	-107.9%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			36,332.00	36,332.00	13,089.11	43,132.00	(6,800.00)	-18.7%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	22,732.00	22,732.00	0.00	23,434.00	(702.00)	-3.1%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			22,732.00	22,732.00	0.00	23,434.00	(702.00)	-3.1%
TOTAL EXPENDITURES			797,314.00	797,314.00	141,084.13	826,492.00	(29,178.00)	-3.7%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
County School Bldg Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	157,239.00	157,239.00	0.00	36,418.00	(120,821.00)	-76.8%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			157,239.00	157,239.00	0.00	36,418.00	(120,821.00)	-76.8%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			157,239.00	157,239.00	0.00	36,418.00	120,821.00	-76.8%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	797,444.00	797,444.00	397,605.00	842,836.00	45,392.00	5.7%
2) Federal Revenue		8100-8299	155,411.00	155,411.00	13,256.46	154,051.00	(1,360.00)	-0.9%
3) Other State Revenue		8300-8599	494,955.00	494,955.00	82,205.70	598,139.00	103,184.00	20.8%
4) Other Local Revenue		8600-8799	166,019.00	166,019.00	0.00	170,059.00	4,040.00	2.4%
5) TOTAL, REVENUES			1,613,829.00	1,613,829.00	493,067.16	1,765,085.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	328,923.00	328,923.00	79,782.22	324,581.00	4,342.00	1.3%
2) Classified Salaries		2000-2999	331,496.00	331,496.00	89,000.10	305,430.00	26,066.00	7.9%
3) Employee Benefits		3000-3999	325,903.00	325,903.00	77,641.76	317,020.00	8,883.00	2.7%
4) Books and Supplies		4000-4999	34,588.00	34,588.00	9,525.81	38,849.00	(4,261.00)	-12.3%
5) Services and Other Operating Expenditures		5000-5999	433,507.00	433,507.00	82,060.21	571,743.00	(138,236.00)	-31.9%
6) Capital Outlay		6000-6999	36,332.00	36,332.00	13,089.11	43,132.00	(6,800.00)	-18.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	150,000.00	150,000.00	200,778.00	(50,778.00)	-33.9%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,490,749.00	1,640,749.00	501,099.21	1,801,533.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			123,080.00	(26,920.00)	(6,032.05)	(36,448.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	60,017.00	60,017.00	0.00	0.00	(60,017.00)	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			60,017.00	60,017.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			183,097.00	33,097.00	(8,032.05)	(36,448.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,913,679.00	1,913,679.00		2,004,299.00	90,620.00	4.7%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,913,679.00	1,913,679.00		2,004,299.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,913,679.00	1,913,679.00		2,004,299.00		
2) Ending Balance, June 30 (E + F1e)			2,096,776.00	1,946,776.00		1,967,851.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	500.00	500.00		500.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	28,799.00	28,799.00		28,196.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	57,615.00	57,615.00		88,585.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	149,075.00	149,075.00		180,153.00		
Unassigned/Unappropriated Amount		9790	1,860,787.00	1,710,787.00		1,670,417.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment State Aid - Current Year		8011	673,164.00	673,164.00	370,912.00	678,208.00	5,044.00	0.7%
Education Protection Account State Aid - Current Year		8012	61,380.00	61,380.00	26,693.00	106,772.00	45,392.00	74.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	600.00	600.00	0.00	625.00	25.00	4.2%
Timber Yield Tax		8022	1,500.00	1,500.00	0.00	1,500.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	58,000.00	58,000.00	0.00	52,610.00	(5,390.00)	-9.3%
Unsecured Roll Taxes		8042	2,500.00	2,500.00	0.00	2,921.00	421.00	16.8%
Prior Years' Taxes		8043	100.00	100.00	0.00	50.00	(50.00)	-50.0%
Supplemental Taxes		8044	200.00	200.00	0.00	150.00	(50.00)	-25.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Receipt from Co. Board of Sup.		8070	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			797,444.00	797,444.00	397,605.00	842,836.00	45,392.00	5.7%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			797,444.00	797,444.00	397,605.00	842,836.00	45,392.00	5.7%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	93,070.00	93,070.00	0.00	93,070.00	0.00	0.0%
Special Education Discretionary Grants		8182	39,152.00	39,152.00	(0.45)	34,193.00	(4,959.00)	-12.7%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
NCLB: Title III, Immigration Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind	3011-3020, 3026-3205, 4036-4126, 4204, 5510	8290	4,189.00	4,189.00	0.00	6,788.00	2,599.00	62.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	19,000.00	19,000.00	13,256.91	20,000.00	1,000.00	5.3%
TOTAL, FEDERAL REVENUE			155,411.00	155,411.00	13,256.46	154,051.00	(1,360.00)	-0.9%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement Current Year	6355-6360	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6355-6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311	309,235.00	309,235.00	0.00	412,419.00	103,184.00	33.4%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	458.00	458.00	0.00	458.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
School Based Coordination Program	7250	8590	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6680, 6690	8590	112,500.00	112,500.00	71,333.75	112,500.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	30,032.00	30,032.00	0.00	30,032.00	0.00	0.0%
Healthy Start	6240	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
School Community Violence Prevention Grant	7391	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	42,730.00	42,730.00	10,871.95	42,730.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			494,955.00	494,955.00	82,205.70	598,139.00	103,184.00	20.8%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	6,000.00	6,000.00	0.00	6,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	156,421.00	156,421.00	0.00	160,461.00	4,040.00	2.6%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	3,598.00	3,598.00	0.00	3,598.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			166,019.00	166,019.00	0.00	170,059.00	4,040.00	2.4%
TOTAL, REVENUES			1,613,829.00	1,613,829.00	493,067.16	1,765,085.00	151,256.00	9.4%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	159,917.00	159,917.00	31,935.92	155,965.00	3,952.00	2.5%
Certificated Pupil Support Salaries		1200	63,202.00	63,202.00	12,578.22	62,811.00	391.00	0.6%
Certificated Supervisors' and Administrators' Salaries		1300	105,804.00	105,804.00	35,268.08	105,805.00	(1.00)	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			328,923.00	328,923.00	79,782.22	324,581.00	4,342.00	1.3%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	98,489.00	98,489.00	13,648.02	64,769.00	33,720.00	34.2%
Classified Support Salaries		2200	5,478.00	5,478.00	2,346.90	9,496.00	(4,018.00)	-73.3%
Classified Supervisors' and Administrators' Salaries		2300	96,742.00	96,742.00	32,066.40	96,490.00	252.00	0.3%
Clerical, Technical and Office Salaries		2400	123,875.00	123,875.00	39,996.03	123,875.00	0.00	0.0%
Other Classified Salaries		2900	6,912.00	6,912.00	942.75	10,800.00	(3,888.00)	-56.3%
TOTAL, CLASSIFIED SALARIES			331,496.00	331,496.00	89,000.10	305,430.00	26,066.00	7.9%
EMPLOYEE BENEFITS								
STRS		3101-3102	31,513.00	31,513.00	7,127.51	29,167.00	2,346.00	7.4%
PERS		3201-3202	49,655.00	49,655.00	15,139.76	48,397.00	1,258.00	2.5%
OASDI/Medicare/Alternative		3301-3302	29,130.00	29,130.00	7,629.09	25,862.00	3,268.00	11.2%
Health and Welfare Benefits		3401-3402	166,482.00	166,482.00	42,218.48	166,552.00	(70.00)	0.0%
Unemployment Insurance		3501-3502	341.00	341.00	83.86	311.00	30.00	8.8%
Workers' Compensation		3601-3602	22,014.00	22,014.00	5,443.06	19,963.00	2,051.00	9.3%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	26,768.00	26,768.00	0.00	26,768.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			325,903.00	325,903.00	77,641.76	317,020.00	8,883.00	2.7%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	3,204.33	0.00	0.00	0.0%
Materials and Supplies		4300	27,390.00	27,390.00	6,321.48	31,651.00	(4,261.00)	-15.6%
Noncapitalized Equipment		4400	7,198.00	7,198.00	0.00	7,198.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			34,588.00	34,588.00	9,525.81	38,849.00	(4,261.00)	-12.3%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	35,724.00	35,724.00	2,566.44	56,198.00	(20,474.00)	-57.3%
Travel and Conferences		5200	16,342.00	16,342.00	4,287.55	16,452.00	(110.00)	-0.7%
Dues and Memberships		5300	17,970.00	17,970.00	10,166.00	15,870.00	2,100.00	11.7%
Insurance		5400-5450	10,450.00	10,450.00	9,218.00	9,300.00	1,150.00	11.0%
Operations and Housekeeping Services		5500	9,200.00	9,200.00	333.80	9,200.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	2,600.00	2,600.00	125.23	2,600.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	339,121.00	339,121.00	55,363.19	460,023.00	(120,902.00)	-35.7%
Communications		5900	2,100.00	2,100.00	0.00	2,100.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			433,507.00	433,507.00	82,060.21	571,743.00	(138,236.00)	-31.9%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	30,032.00	30,032.00	0.00	30,032.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	6,300.00	6,300.00	13,089.11	13,100.00	(6,800.00)	-107.9%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			36,332.00	36,332.00	13,089.11	43,132.00	(6,800.00)	-18.7%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	50,778.00	(50,778.00)	New
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	150,000.00	150,000.00	150,000.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	150,000.00	150,000.00	200,778.00	(50,778.00)	-33.9%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			1,490,749.00	1,640,749.00	501,099.21	1,801,533.00	(160,784.00)	-9.8%

2014-15 First Interim
County School Service Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	60,017.00	60,017.00	0.00	0.00	(60,017.00)	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			60,017.00	60,017.00	0.00	0.00	(60,017.00)	-100.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
County School Bldg Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			60,017.00	60,017.00	0.00	0.00	60,017.00	-100.0%

2014-15 First Interim
Forest Reserve Fund
Revenues, Expenditures, and Changes in Fund Balance

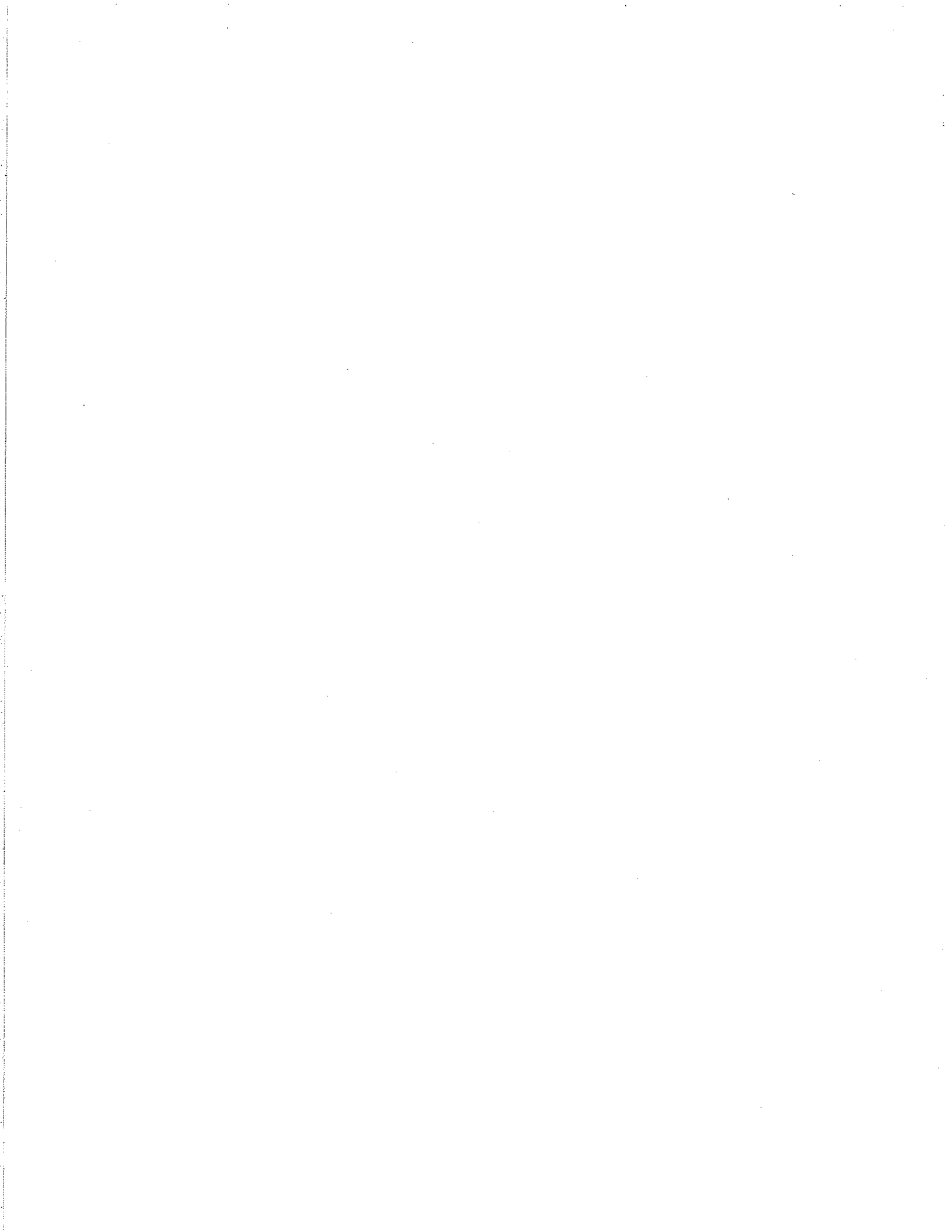
Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	400,117.00	400,117.00	0.00	0.00	(400,117.00)	-100.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL REVENUES			400,117.00	400,117.00	0.00	0.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	340,100.00	340,100.00	0.00	0.00	340,100.00	100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			340,100.00	340,100.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			60,017.00	60,017.00	0.00	0.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	60,017.00	60,017.00	0.00	0.00	60,017.00	100.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(60,017.00)	(60,017.00)	0.00	0.00		

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

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
A. DISTRICT						
1. Total District Regular ADA per EC 42238.05(b) Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	353.00	353.00	353.00	353.00	0.00	0%
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA per EC 42238.05(b) Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
3. Total Basic Aid Open Enrollment Regular ADA per EC 42238.05(b) Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
4. Total, District Regular ADA (Sum of Lines A1 through A3)	353.00	353.00	353.00	353.00	0.00	0%
5. District Funded County Program ADA						
a. County Community Schools per EC 1981(a)(b)&(d)	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, District Funded County Program ADA (Sum of Lines A5a through A5e)	0.00	0.00	0.00	0.00	0.00	0%
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5f)	353.00	353.00	353.00	353.00	0.00	0%
7. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
B. COUNTY OFFICE OF EDUCATION						
1. County Program ADA						
a. County School Tuition Fund	13.23	0.00	0.00	0.00	0.00	0%
b. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
c. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
d. Probation Referred, on Probation or Parole, or Mandatory Expelled per EC 2574(c)(4)(A)	0.00	0.00	0.00	0.00	0.00	0%
e. Total, County Program ADA (Sum of Lines B1a through B1d)	13.23	0.00	0.00	0.00	0.00	0%
2. District Funded County Program ADA						
a. County Community Schools per EC 1981(a)(b)&(d)	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year-NPS/LCI	0.00	1.00	1.00	1.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, District Funded County Program ADA (Sum of Lines B2a through B2e)	0.00	1.00	1.00	1.00	0.00	0%
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1e and B2f)	13.23	1.00	1.00	1.00	0.00	0%
4. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
5. County Operations Grant ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 report ADA for those charter schools in this section. Charter schools reporting SACS financial data separately from their authorizing LEAs report their ADA in this section.						
1. Total Charter School Regular ADA per EC 42238.05(b)	0.00	0.00	0.00	0.00	0.00	0%
2. Charter School County Program ADA						
a. County School Tuition Fund	0.00	0.00	0.00	0.00	0.00	0%
b. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
c. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
d. Probation Referred, on Probation or Parole, or Mandatory Expelled per EC 2574(c)(4)(A)	0.00	0.00	0.00	0.00	0.00	0%
e. Total, Charter School County Program ADA (Sum of Lines C2a through C2d)	0.00	0.00	0.00	0.00	0.00	0%
3. Charter School Funded County Program ADA						
a. County Community Schools per EC 1981(a)(b)&(d)	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2e, and C3f)	0.00	0.00	0.00	0.00	0.00	0%



Object	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):								
A. BEGINNING CASH	2,021,661.62	2,115,121.40	2,120,369.26	2,229,988.42	2,274,030.42	2,263,849.73	2,255,615.35	2,217,701.89
B. RECEIPTS								
LCFF/Revenue Limit Sources								
Principal Apportionment	31,342.00	31,342.00	83,110.00	56,417.00	56,417.00	83,110.00	56,417.00	66,688.00
Property Taxes						31,821.00		
Miscellaneous Funds							3,395.54	80,271.00
Federal Revenue			(0.45)	13,256.91				
Other State Revenue	92,861.70	32,342.00	112,198.00	91,849.39	39,156.00	38,698.00	22,909.00	22,909.00
Other Local Revenue			1,500.00	53,487.00		1,500.00	40,115.00	
Interfund Transfers In								
All Other Financing Sources								
TOTAL RECEIPTS	124,203.70	63,684.00	196,807.55	215,010.30	95,573.00	155,129.00	122,836.54	149,868.00
C. DISBURSEMENTS								
Certificated Salaries	9,037.50	9,237.50	30,618.61	30,888.61	31,038.61	30,000.00	30,000.00	30,000.00
Classified Salaries	17,515.60	17,746.17	26,312.19	27,426.14	27,843.37	26,750.00	26,750.00	26,750.00
Employee Benefits	13,063.70	13,118.54	25,615.14	25,844.38	25,919.82	26,000.00	26,000.00	26,000.00
Books and Supplies		3,502.74	3,409.11	2,941.31	2,941.03	3,000.00	3,000.00	3,000.00
Services	49,517.14	10,387.27	8,061.78	74,316.75	15,398.07	20,000.00	75,000.00	15,000.00
Capital Outlay				13,089.11				
Other Outgo	150,000.00							
Interfund Transfers Out								
All Other Financing Uses								
TOTAL DISBURSEMENTS	239,133.94	59,972.22	94,018.83	174,508.30	103,140.90	105,750.00	160,750.00	100,750.00
D. BALANCE SHEET ITEMS								
Assets and Deferred Outflows								
Cash Not in Treasury	500.00							
Accounts Receivable	328,670.23	4,557.00	8,255.45	1,665.00	816.21			21,067.04
Due From Other Funds								
Stores								
Prepaid Expenditures								
Other Current Assets								
Deferred Outflows of Resources								
SUBTOTAL	329,170.23	4,557.00	8,255.45	1,665.00	816.21	0.00	0.00	21,067.04
Liabilities and Deferred Inflows								
Accounts Payable	279,925.55	9,020.92	1,427.01	(1,873.00)	3,431.00	57,613.38		143,442.44
Due To Other Funds								
Current Loans								
Unearned Revenues	71,362.70							
Deferred Inflows of Resources								
SUBTOTAL	351,288.25	9,020.92	1,427.01	(1,873.00)	3,431.00	57,613.38	0.00	143,442.44
Nonoperating								
Suspense Clearing								
TOTAL BALANCE SHEET ITEMS	(22,118.02)	(4,463.92)	6,828.44	3,538.00	(2,612.79)	(57,613.38)	0.00	(122,375.40)
E. NET INCREASE/DECREASE (B - C + D)	93,459.78	5,247.88	109,619.16	44,042.00	(10,180.69)	(8,234.38)	(37,913.46)	(73,257.40)
F. ENDING CASH (A + E)	2,115,121.40	2,120,369.26	2,229,988.42	2,274,030.42	2,263,849.73	2,255,615.35	2,217,701.89	2,144,444.49
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								

Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF								
(Enter Month Name)								
A. BEGINNING CASH								
B. RECEIPTS								
LCFF/Revenue Limit Sources	2,144,444.49	2,147,684.49	2,187,397.49	2,189,897.49				
Principal Apportionment								
Property Taxes	93,381.00	66,688.00	66,688.00	76,709.00	16,671.00		784,980.00	784,980.00
Miscellaneous Funds	20,250.00			5,785.00			57,856.00	57,856.00
Federal Revenue		43,616.00		1,897.00	31,815.00		0.00	0.00
Other State Revenue	22,909.00	22,909.00	49,562.00	26,596.00	23,240.00		154,051.00	154,051.00
Other Local Revenue	1,500.00			71,957.00			598,139.00	598,139.00
Interfund Transfers In							170,059.00	170,059.00
All Other Financing Sources							0.00	0.00
TOTAL RECEIPTS	117,790.00	153,463.00	116,250.00	182,744.00	71,726.00	0.00	1,765,085.09	1,765,085.00
C. DISBURSEMENTS								
Certificated Salaries	30,000.00	30,000.00	30,000.00	33,760.17			324,581.00	324,581.00
Classified Salaries	26,750.00	26,750.00	26,750.00	28,086.53			305,430.00	305,430.00
Employee Benefits	26,000.00	26,000.00	26,000.00	26,000.00	31,458.42		317,020.00	317,020.00
Books and Supplies	3,000.00	3,000.00	3,000.00	3,000.00	5,054.81		38,849.00	38,849.00
Services	15,000.00	15,000.00	15,000.00	75,000.00	184,081.99		571,743.00	571,743.00
Capital Outlay					30,042.89		43,132.00	43,132.00
Other Outgo				50,778.00			200,778.00	200,778.00
Interfund Transfers Out							0.00	0.00
7600-7629							0.00	0.00
All Other Financing Uses							0.00	0.00
TOTAL DISBURSEMENTS	100,750.00	100,750.00	100,750.00	216,624.70	250,638.11	0.00	1,801,533.00	1,801,533.00
D. BALANCE SHEET ITEMS								
Assets and Deferred Outflows								
Cash Not in Treasury							0.00	
Accounts Receivable							328,670.23	
Due From Other Funds							0.00	
Stores							0.00	
Prepaid Expenditures							0.00	
Other Current Assets							0.00	
Deferred Outflows of Resources							0.00	
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00	328,670.23	
Liabilities and Deferred Inflows								
Accounts Payable	13,800.00	13,000.00	13,000.00	14,508.99			279,925.55	
Due To Other Funds							0.00	
Current Loans							0.00	
Unearned Revenues							71,362.70	
Deferred Inflows of Resources							0.00	
SUBTOTAL	13,800.00	13,000.00	13,000.00	14,508.99	0.00	0.00	351,288.25	
Nonoperating								
Suspense Clearing							0.00	
TOTAL BALANCE SHEET ITEMS	(13,800.00)	(13,000.00)	(13,000.00)	(14,508.99)	0.00	0.00	(22,618.02)	
E. NET INCREASE/DECREASE (B - C + D)	3,240.00	39,713.00	2,500.00	(48,389.69)	(178,912.11)	0.00	(59,065.93)	(36,448.00)
F. ENDING CASH (A + E)	2,147,684.49	2,187,397.49	2,189,897.49	2,141,507.80				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								
							1,962,595.89	

Object	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name)								
A. BEGINNING CASH	2,141,507.80	2,105,607.80	2,115,207.80	2,118,132.80	2,144,710.80	2,131,248.80	2,165,994.80	2,185,827.80
B. RECEIPTS								
LCFF/Revenue Limit Sources								
Principal Apportionment	33,910.00	33,910.00	76,384.00	61,039.00	61,039.00	76,384.00	81,039.00	61,039.00
Property Taxes						31,821.00		
Miscellaneous Funds								
Federal Revenue								
Other State Revenue	20,690.00	20,690.00	37,241.00	67,273.00	37,689.00	37,241.00	3,384.00	72,369.00
Other Local Revenue			1,500.00	53,659.00		1,500.00	77,356.00	37,241.00
Interfund Transfers In							40,244.00	
All Other Financing Sources								
TOTAL RECEIPTS	54,600.00	54,600.00	115,125.00	181,971.00	98,738.00	146,946.00	182,033.00	170,649.00
C. DISBURSEMENTS								
Certificated Salaries	9,000.00	9,000.00	30,750.00	30,750.00	30,750.00	30,750.00	30,750.00	30,750.00
Classified Salaries	18,000.00	18,000.00	27,200.00	27,200.00	27,200.00	27,200.00	27,200.00	27,200.00
Employee Benefits	13,500.00	13,500.00	28,750.00	28,750.00	28,750.00	28,750.00	28,750.00	28,750.00
Books and Supplies		3,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Services	50,000.00	1,000.00	25,000.00	25,000.00	25,000.00	25,000.00	75,000.00	25,000.00
Capital Outlay				43,193.00				
Other Outgo								
Interfund Transfers Out								
All Other Financing Uses								
TOTAL DISBURSEMENTS	90,500.00	45,000.00	112,200.00	155,993.00	112,200.00	112,200.00	182,200.00	112,200.00
D. BALANCE SHEET ITEMS								
Assets and Deferred Outflows								
Cash Not in Treasury								
Accounts Receivable								
Due From Other Funds								
Stores								
Prepaid Expenditures								
Other Current Assets								
Deferred Outflows of Resources								
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows								
Accounts Payable								
Due To Other Funds								
Current Loans								
Unearned Revenues								
Deferred Inflows of Resources								
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nonoperating								
Suspense Clearing								
TOTAL BALANCE SHEET ITEMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)	(35,900.00)	9,600.00	2,925.00	26,578.00	(13,462.00)	34,746.00	19,833.00	58,449.00
F. ENDING CASH (A + E)	2,105,607.80	2,115,207.80	2,118,132.80	2,144,710.80	2,131,248.80	2,165,994.80	2,185,827.80	2,244,276.80
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								

Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):								
A. BEGINNING CASH	2,244,276.80	2,247,201.80	2,296,411.80	2,312,548.80				
B. RECEIPTS								
LFFF/Revenue Limit Sources								
Principal Apportionment	76,384.00	61,038.00	61,038.00	76,383.00			739,587.00	739,587.00
Property Taxes	20,250.00	20,250.00	5,786.00	5,786.00			57,857.00	57,857.00
Miscellaneous Funds							0.00	0.00
Federal Revenue	37,241.00	42,881.00	57,299.00	1,687.00	31,184.00		151,625.00	151,625.00
Other State Revenue	1,500.00	37,241.00	37,241.00	37,241.00	20,061.00		524,514.00	524,514.00
Other Local Revenue				69,574.00			166,977.00	166,977.00
Interfund Transfers In							0.00	0.00
All Other Financing Sources							0.00	0.00
TOTAL RECEIPTS	115,125.00	161,410.00	118,337.00	189,681.00	51,245.00	0.00	1,640,460.00	1,641,460.00
C. DISBURSEMENTS								
Certificated Salaries	30,750.00	30,750.00	30,750.00	34,230.00			328,980.00	328,980.00
Classified Salaries	27,200.00	27,200.00	27,200.00	27,637.00			308,437.00	308,437.00
Employee Benefits	26,750.00	26,750.00	26,750.00	26,750.00	27,224.00		321,724.00	321,724.00
Books and Supplies	2,500.00	2,500.00	2,500.00	2,500.00	3,090.00		31,590.00	31,590.00
Services	25,000.00	25,000.00	15,000.00	75,000.00	49,198.00		449,198.00	449,198.00
Capital Outlay							43,193.00	43,193.00
Other Outgo				4,100.00			4,100.00	4,100.00
Interfund Transfers Out							0.00	0.00
All Other Financing Uses							0.00	0.00
TOTAL DISBURSEMENTS	112,200.00	112,200.00	102,200.00	170,217.00	79,512.00	0.00	1,478,222.00	1,487,222.00
D. BALANCE SHEET ITEMS								
Assets and Deferred Outflows								
Cash Not in Treasury							0.00	0.00
Accounts Receivable							0.00	0.00
Due From Other Funds							0.00	0.00
Stores							0.00	0.00
Prepaid Expenditures							0.00	0.00
Other Current Assets							0.00	0.00
Deferred Outflows of Resources							0.00	0.00
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows								
Accounts Payable							0.00	0.00
Due To Other Funds							0.00	0.00
Current Loans							0.00	0.00
Unearned Revenues							0.00	0.00
Deferred Inflows of Resources							0.00	0.00
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nonoperating							0.00	0.00
Suspense Clearing							0.00	0.00
TOTAL BALANCE SHEET ITEMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)	2,925.00	49,210.00	16,137.00	19,464.00	(28,267.00)	0.00	162,238.00	154,238.00
F. ENDING CASH (A + E)	2,247,201.80	2,296,411.80	2,312,548.80	2,332,012.80				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS							2,303,745.80	

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702) (Functions 7200-7700, goals 0000 and 9000) 161,038.00
- 2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702) (Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 785,993.00

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 20.49%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. _____
Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	222,643.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	12,595.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	8,400.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	9,904.25
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	253,542.25
9. Carry-Forward Adjustment (Part IV, Line F)	127,729.57
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	381,271.82

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	461,339.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	160,986.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	111,966.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	88,939.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	106,931.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	189,289.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	90,000.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	38,432.75
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	1,247,882.75

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs)
(Line A8 divided by Line B18) 20.32%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2015-16 see www.cde.ca.gov/fg/ac/ric)
(Line A10 divided by Line B18) 30.55%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>253,542.25</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>(15,000.69)</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (8.88%) times Part III, Line B18); zero if negative	<u>127,729.57</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (8.88%) times Part III, Line B18) or (the highest rate used to recover costs from any program (9.73%) times Part III, Line B18); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>127,729.57</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
<p>Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.</p>	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>127,729.57</u>

Approved indirect cost rate: 8.88%
Highest rate used in any program: 9.73%

Note: In one or more resources, the rate used is greater than the approved rate.

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	3020	6,186.00	602.00	9.73%
01	6500	338,171.00	20,000.00	5.91%
01	6520	23,453.00	1,279.00	5.45%
01	6680	110,947.00	1,553.00	1.40%

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2015-16 Projection (C)	% Change (Cols. E-C/C) (D)	2016-17 Projection (E)
County Operations Grant ADA (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted from Form AI, Line B5)						
		0.00	0.00%		0.00%	
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	842,836.00	-5.39%	797,444.00	0.00%	797,444.00
2. Federal Revenues	8100-8299	0.00	0.00%		0.00%	
3. Other State Revenues	8300-8599	458.00	0.00%	458.00	0.00%	458.00
4. Other Local Revenues	8600-8799	166,461.00	0.31%	166,977.00	-0.01%	166,964.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	(36,418.00)	4.80%	(38,166.00)	3.29%	(39,421.00)
6. Total (Sum lines A1 thru A5c)		973,337.00	-4.79%	926,713.00	-0.14%	925,445.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				79,282.00		81,887.00
b. Step & Column Adjustment				2,605.00		2,048.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	79,282.00	3.29%	81,887.00	2.50%	83,935.00
2. Classified Salaries						
a. Base Salaries				228,061.00		229,922.00
b. Step & Column Adjustment				1,861.00		278.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	228,061.00	0.82%	229,922.00	0.12%	230,200.00
3. Employee Benefits	3000-3999	199,778.00	1.83%	203,425.00	0.48%	204,398.00
4. Books and Supplies	4000-4999	23,553.00	0.00%	23,553.00	-5.69%	22,214.00
5. Services and Other Operating Expenditures	5000-5999	267,023.00	-1.39%	263,321.00	0.08%	263,521.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	200,778.00	-97.96%	4,100.00	-26.78%	3,002.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(23,434.00)	-1.13%	(23,170.00)	-1.42%	(22,841.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		975,041.00	-19.69%	783,038.00	0.18%	784,429.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		(1,704.00)		143,675.00		141,016.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		1,941,359.00		1,939,655.00		2,083,330.00
2. Ending Fund Balance (Sum lines C and D1)		1,939,655.00		2,083,330.00		2,224,346.00
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	500.00		500.00		500.00
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	88,585.00		118,732.00		148,079.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	180,153.00				
2. Unassigned/Unappropriated	9790	1,670,417.00		1,964,098.00		2,075,767.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		1,939,655.00		2,083,330.00		2,224,346.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2015-16 Projection (C)	% Change (Cols. E-C/C) (D)	2016-17 Projection (E)
E. AVAILABLE RESERVES						
1. County School Service Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	180,153.00		0.00		0.00
c. Unassigned/Unappropriated	9790	1,670,417.00		1,964,098.00		2,075,767.00
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves (Sum lines E1a thru E2c)		1,850,570.00		1,964,098.00		2,075,767.00
F. ASSUMPTIONS						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2015-16 Projection (C)	% Change (Cols. E-C/C) (D)	2016-17 Projection (E)
County Operations Grant ADA (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted from Form AI, Line B5)						
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	0.00	0.00%	0.00	0.00%	0.00
2. Federal Revenues	8100-8299	154,051.00	-1.64%	151,525.00	-0.01%	151,515.00
3. Other State Revenues	8300-8599	597,681.00	-12.32%	524,056.00	0.31%	525,672.00
4. Other Local Revenues	8600-8799	3,598.00	-100.00%	0.00	0.00%	0.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	
c. Contributions	8980-8999	36,418.00	4.80%	38,166.00	3.29%	39,421.00
6. Total (Sum lines A1 thru A5c)		791,748.00	-9.85%	713,747.00	0.40%	716,608.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				245,299.00		247,093.00
b. Step & Column Adjustment				1,794.00		2,063.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	245,299.00	0.73%	247,093.00	0.83%	249,156.00
2. Classified Salaries						
a. Base Salaries				77,369.00		78,515.00
b. Step & Column Adjustment				1,146.00		585.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	77,369.00	1.48%	78,515.00	0.75%	79,100.00
3. Employee Benefits	3000-3999	117,242.00	0.90%	118,299.00	0.83%	119,284.00
4. Books and Supplies	4000-4999	15,296.00	-23.92%	11,637.00	0.00%	11,637.00
5. Services and Other Operating Expenditures	5000-5999	304,720.00	-39.00%	185,877.00	0.03%	185,939.00
6. Capital Outlay	6000-6999	43,132.00	0.14%	43,193.00	-90.29%	4,193.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	23,434.00	-1.13%	23,170.00	-1.42%	22,841.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		826,492.00	-14.36%	707,784.00	-5.03%	672,150.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		(34,744.00)		5,963.00		44,458.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		62,940.00		28,196.00		34,159.00
2. Ending Fund Balance (Sum lines C and D1)		28,196.00		34,159.00		78,617.00
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	28,196.00		34,159.00		78,617.00
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		28,196.00		34,159.00		78,617.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2015-16 Projection (C)	% Change (Cols. E-C/C) (D)	2016-17 Projection (E)
E. AVAILABLE RESERVES						
1. County School Service Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated Amount	9790					
(Enter current year reserve projections in Column A, and other reserve projections in Columns C and E for subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						

F. ASSUMPTIONS

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2015-16 Projection (C)	% Change (Cols. E-C/C) (D)	2016-17 Projection (E)
County Operations Grant ADA (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted from Form AI, Line B5)						
		0.00	0.00%	0.00	0.00%	0.00
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	842,836.00	-5.39%	797,444.00	0.00%	797,444.00
2. Federal Revenues	8100-8299	154,051.00	-1.64%	151,525.00	-0.01%	151,515.00
3. Other State Revenues	8300-8599	598,139.00	-12.31%	524,514.00	0.31%	526,130.00
4. Other Local Revenues	8600-8799	170,059.00	-1.81%	166,977.00	-0.01%	166,964.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		1,765,085.00	-7.06%	1,640,460.00	0.10%	1,642,053.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				324,581.00		328,980.00
b. Step & Column Adjustment				4,399.00		4,111.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	324,581.00	1.36%	328,980.00	1.25%	333,091.00
2. Classified Salaries						
a. Base Salaries				305,430.00		308,437.00
b. Step & Column Adjustment				3,007.00		863.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	305,430.00	0.98%	308,437.00	0.28%	309,300.00
3. Employee Benefits	3000-3999	317,020.00	1.48%	321,724.00	0.61%	323,682.00
4. Books and Supplies	4000-4999	38,849.00	-9.42%	35,190.00	-3.81%	33,851.00
5. Services and Other Operating Expenditures	5000-5999	571,743.00	-21.43%	449,198.00	0.06%	449,460.00
6. Capital Outlay	6000-6999	43,132.00	0.14%	43,193.00	-90.29%	4,193.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	200,778.00	-97.96%	4,100.00	-26.78%	3,002.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		1,801,533.00	-17.25%	1,490,822.00	-2.30%	1,456,579.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		(36,448.00)		149,638.00		185,474.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1c)		2,004,299.00		1,967,851.00		2,117,489.00
2. Ending Fund Balance (Sum lines C and D1)		1,967,851.00		2,117,489.00		2,302,963.00
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	500.00		500.00		500.00
b. Restricted	9740	28,196.00		34,159.00		78,617.00
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	88,585.00		118,732.00		148,079.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	180,153.00		0.00		0.00
2. Unassigned/Unappropriated	9790	1,670,417.00		1,964,098.00		2,075,767.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		1,967,851.00		2,117,489.00		2,302,963.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2015-16 Projection (C)	% Change (Cols. E-C/C) (D)	2016-17 Projection (E)
E. AVAILABLE RESERVES (Unrestricted except as noted)						
1. County School Service Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	180,153.00		0.00		0.00
c. Unassigned/Unappropriated	9790	1,670,417.00		1,964,098.00		2,075,767.00
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z			0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1 thru E2b)		1,850,570.00		1,964,098.00		2,075,767.00
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		102.72%		131.75%		142.51%
F. RECOMMENDED RESERVES						
1. Special Education Pass-through Exclusions						
For counties that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	Yes					
b. If you are the SELPA AU and are excluding special education pass-through funds: 1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds (Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)						
		0.00		0.00		0.00
2. County Office's Total Expenditures and Other Financing Uses Used to determine the reserve standard percentage level on line F3d (Line B11, plus line F1b2 if line F1a is No)						
		1,801,533.00		1,490,822.00		1,456,579.00
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		1,801,533.00		1,490,822.00		1,456,579.00
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		1,801,533.00		1,490,822.00		1,456,579.00
d. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 8 for calculation details)		5%		5%		5%
e. Reserve Standard - By Percent (Line F3c times F3d)		90,076.65		74,541.10		72,828.95
f. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 8 for calculation details)		64,000.00		64,000.00		64,000.00
g. Reserve Standard (Greater of Line F3e or F3f)		90,076.65		74,541.10		72,828.95
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

Section I - Expenditures	Funds 01, 09, and 62			2014-15 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	1,801,533.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	235,864.00
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	30,032.00
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	0.00
4. Other Transfers Out	All	9200	7200-7299	150,000.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	205,917.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				385,949.00
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures before adjustments (Line A minus lines B and C10, plus lines D1 and D2)				1,179,720.00
F. Charter school expenditure adjustments (From Section IV)				0.00
G. Total expenditures subject to MOE (Line E plus Line F)				1,179,720.00

Section II - Expenditures Per ADA		2014-15 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form AI, Column D, sum of lines B3 and C4)*		1.00
B. Charter school ADA adjustments (From Section IV)		0.00
C. Adjusted total ADA (Lines A plus B)		1.00
D. Expenditures per ADA (Line I.G divided by Line II.C)		1,179,720.00
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		
	Total	Per ADA
A. Base expenditures (Preloaded expenditures extracted from prior year Unaudited Actuals MOE calculation). (Note: If the prior year MOE was not met, in its final determination, CDE will adjust the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	1,121,003.58	83,844.70
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section V)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	1,121,003.58	83,844.70
B. Required effort (Line A.2 times 90%)	1,008,903.22	75,460.23
C. Current year expenditures (Line I.G and Line II.D)	1,179,720.00	1,179,720.00
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under NCLB covered programs in FY 2016-17 may be reduced by the lower of the two percentages)	0.00%	0.00%

*Interim Periods - Annual ADA not available from Form AI. For your convenience, Projected Year Totals Estimated Funded ADA has been preloaded. Manual adjustment may be required to reflect estimated Annual ADA.

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the interim certification.

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

STANDARD: Projected County Operations Grant average daily attendance (ADA) has not changed for any of the current fiscal year or two subsequent fiscal years by more than two percent since budget adoption. Projected ADA for county operated programs has not changed for any of the current fiscal year or two subsequent fiscal years by more than two percent since budget adoption.

County Office ADA Standard Percentage Range: -2.0% to +2.0%

1A. Calculating the County Office's ADA Variances

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise enter data into the first column for all fiscal years. If Form MYPI exists, County Operations Grant ADA will be extracted for the two subsequent years; otherwise enter this data. First Interim Projected Year Totals data for Current Year are extracted; enter data for the remaining two subsequent years into the second column.

Program / Fiscal Year	Estimated Funded ADA		Percent Change	Status
	Budget Adoption Budget (Form 01CS, Item 1B-2)	First Interim Projected Year Totals (Form AI) (Form MYPI)		
County Program ADA (Form A/AI, Line B1e)				
Current Year (2014-15)	13.23	0.00	-100.0%	Not Met
1st Subsequent Year (2015-16)	10.21	0.00	-100.0%	Not Met
2nd Subsequent Year (2016-17)	10.21	0.00	-100.0%	Not Met
District Funded County Program ADA (Form A/AI, Line B2f)				
Current Year (2014-15)	0.00	1.00	New	Not Met
1st Subsequent Year (2015-16)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2016-17)	0.00	0.00	0.0%	Met
County Operations Grant ADA (Form A/AI, Line B5)				
Current Year (2014-15)	0.00	0.00	0.0%	Met
1st Subsequent Year (2015-16)			0.0%	Not Met
2nd Subsequent Year (2016-17)			0.0%	Not Met
Charter School County Program ADA (Form A/AI, Line C2e)				
Current Year (2014-15)	0.00	0.00	0.0%	Met
1st Subsequent Year (2015-16)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2016-17)	0.00	0.00	0.0%	Met

1B. Comparison of County Office ADA to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected ADA for County Operations Grant or county operated programs has changed since budget adoption by more than two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard, a description of the methods and assumptions used in projecting ADA, and what changes will be made to improve the accuracy of projections in this area.

Explanation:
(required if NOT met)

Out-of-State ADA is recorder under the District. A student was placed in a NPS.

2. CRITERION: LCFF Revenue

STANDARD: Projected LCFF revenue, for any of the current fiscal year or two subsequent fiscal years, has not changed by more than two percent since budget adoption.

County Office LCFF Revenue Standard Percentage Range:

-2.0% to +2.0%

2A. Calculating the County Office's Projected Change in LCFF Revenue

This criterion is disabled for county offices of education during transition to full LCFF implementation.

2B. Comparison of County Office LCFF Revenue to the Standard

This criterion is disabled for county offices of education during transition to full LCFF implementation.

3. CRITERION: Salaries and Benefits

STANDARD: Projected total salaries and benefits for any of the current fiscal year or two subsequent fiscal years has not changed by more than five percent since budget adoption.

It is likely that for many county offices the 2014-15 and 2015-16 change from the historical average ratio will exceed the standard because certain revenues that were restricted prior to the LCFF are now unrestricted within the LCFF.

County Office Salaries and Benefits Standard Percentage Range: -5.0% to +5.0%

3A. Calculating the County Office's Projected Change in Salaries and Benefits

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. In the First Interim column, Current Year data are extracted. If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; otherwise, enter this data.

Fiscal Year	Salaries and Benefits		Percent Change	Status
	Budget Adoption (Form 01, Objects 1000-3999) (Form 01CS, Item 3B)	First Interim Projected Year Totals (Form 01, Objects 1000-3999) (Form MYPI, Lines B1-B3)		
Current Year (2014-15)	986,322.00	947,031.00	-4.0%	Met
1st Subsequent Year (2015-16)	1,004,094.00	959,141.00	-4.5%	Met
2nd Subsequent Year (2016-17)	1,018,651.00	966,073.00	-5.2%	Not Met

3B. Comparison of County Office Salaries and Benefits to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. **STANDARD NOT MET** - Projected salary and benefit costs have changed since budget adoption by more than the standard in any of the current fiscal year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting salaries and benefits.

Explanation:
(required if NOT met)

The budget included a vacant part time special education classified position for all three years and removed from the first interim.

4. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state, and other local) or expenditures (including books and supplies, and services and other operating) for any of the current fiscal year or two subsequent fiscal years have not changed by more than five percent since budget adoption.

Changes that exceed five percent in any major object category must be explained.

County Office's Other Revenues and Expenditures Standard Percentage Range:	-5.0% to +5.0%
County Office's Other Revenues and Expenditures Explanation Percentage Range:	-5.0% to +5.0%

4A. Calculating the County Office's Change by Major Object Category and Comparison to the Explanation Percentage Range

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. First Interim data for Current Year are extracted. If First Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column.

Explanations must be entered for each category if the percent change for any year exceeds the county office's explanation percentage range.

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 4B)	First interim Projected Year Totals (Fund 01/Form MYPI)	Percent Change	Change Is Outside Explanation Range
Federal Revenue (Fund 01, Objects 8100-8299) (MYPI, Line A2)				
Current Year (2014-15)	155,411.00	154,051.00	-0.9%	No
1st Subsequent Year (2015-16)	153,583.00	151,525.00	-1.3%	No
2nd Subsequent Year (2016-17)	153,083.00	151,515.00	-1.0%	No

Explanation:
(required if Yes)

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)				
Current Year (2014-15)	494,955.00	598,139.00	20.8%	Yes
1st Subsequent Year (2015-16)	383,528.00	524,514.00	36.8%	Yes
2nd Subsequent Year (2016-17)	372,451.00	526,130.00	41.3%	Yes

Explanation:
(required if Yes)

The increase in revenue is all related to the revised Special Education AB602 funding allocation.

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)				
Current Year (2014-15)	166,019.00	170,059.00	2.4%	No
1st Subsequent Year (2015-16)	163,681.00	166,977.00	2.0%	No
2nd Subsequent Year (2016-17)	166,344.00	166,964.00	0.4%	No

Explanation:
(required if Yes)

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)				
Current Year (2014-15)	34,588.00	38,849.00	12.3%	Yes
1st Subsequent Year (2015-16)	23,293.00	35,190.00	51.1%	Yes
2nd Subsequent Year (2016-17)	21,201.00	33,851.00	59.7%	Yes

Explanation:
(required if Yes)

Original MYP did not include any budget for carryover lottery resources. In addition, for fiscal years 15/16 & 16/17 the MYP increased ROP/CTE supply allocation.

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)				
Current Year (2014-15)	433,507.00	571,743.00	31.9%	Yes
1st Subsequent Year (2015-16)	366,718.00	449,198.00	22.5%	Yes
2nd Subsequent Year (2016-17)	366,796.00	449,460.00	22.5%	Yes

Explanation:
(required if Yes)

Original MYP did not consider the revised MOU, adopted Jan. 2014, between the SPJUSD and SCOE for technology services, which is the majority of the increase. The current year First Interim established a budget for NPS private placement.

4B. Calculating the County Office's Change in Total Operating Revenues and Expenditures

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Budget Adoption Budget	First Interim Projected Year Totals	Percent Change	Status
Total Federal, State, and Other Local Revenues (Section 4A)				
Current Year (2014-15)	816,385.00	922,249.00	13.0%	Not Met
1st Subsequent Year (2015-16)	700,792.00	843,016.00	20.3%	Not Met
2nd Subsequent Year (2016-17)	691,878.00	844,609.00	22.1%	Not Met
Total Books and Supplies, and Services and Other Operating Expenditures (Section 4A)				
Current Year (2014-15)	468,095.00	610,592.00	30.4%	Not Met
1st Subsequent Year (2015-16)	390,011.00	484,388.00	24.2%	Not Met
2nd Subsequent Year (2016-17)	387,997.00	483,311.00	24.6%	Not Met

4C. Comparison of County Office Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 4A if the status in Section 4B is not met; no entry is allowed below.

- 1a. STANDARD NOT MET - Projected total operating revenues have changed since budget adoption by more than the standard in one or more of the current or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 4A above and will also display in the explanation box below.

Explanation:

Federal Revenue
(linked from 4A
if NOT met)

Explanation:

Other State Revenue
(linked from 4A
if NOT met)

The increase in revenue is all related to the revised Special Education AB602 funding allocation.

Explanation:

Other Local Revenue
(linked from 4A
if NOT met)

- 1b. STANDARD NOT MET - Projected total operating expenditures have changed since budget adoption by more than the standard in one or more of the current or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating expenditures within the standard must be entered in Section 4A above and will also display in the explanation box below.

Explanation:

Books and Supplies
(linked from 4A
if NOT met)

Original MYP did not include any budget for carryover lottery resources. In addition, for fiscal years 15/16 & 16/17 the MYP increased ROP/CTE supply allocation.

Explanation:

Services and Other Exps
(linked from 4A
if NOT met)

Original MYP did not consider the revised MOU, adopted Jan. 2014, between the SPJUSD and SCOE for technology services, which is the majority of the increase. The current year First Interim established a budget for NPS private placement.

5. CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since budget adoption in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the county office is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the County Office's Compliance with the Contribution Requirement for EC Section 17070.75 as modified by Section 17070.766 and amended by SB 70 (Chapter 7, Statutes of 2011), effective 2008-09 through 2014-15 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: SB 70 (Chapter 7, Statutes of 2011) extends EC Section 17070.766 from 2008-09 through 2014-15. EC Section 17070.766 reduced the contributions required by EC Section 17070.75 from 3 percent to 1 percent. Therefore, the calculation in this section has been revised accordingly for that period.

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter Budget Adoption data into lines 1 and 2. All other data are extracted.

	Budget Adoption 1% Required Minimum Contribution (Form 01CS, Item 5)	First Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1. OMMA/RMA Contribution	6,934.35	0.00	Not Met
2. Budget Adoption Contribution (information only) (Form 01CS, Criterion 5)		0.00	

If status is not met, enter an X in the box that best describes why the minimum required contribution was not made:

<input checked="" type="checkbox"/>	Not applicable (county office does not participate in the Leroy F. Green School Facilities Act of 1998)
<input type="checkbox"/>	Other (explanation must be provided)

Explanation:
(required if NOT met
and Other is marked)

6. CRITERION: Deficit Spending

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the county office's available reserves¹ as a percentage of total expenditures and other financing uses² in any of the current fiscal year or two subsequent fiscal years.

¹ Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the County School Service Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the County School Service Fund.

² A county office of education that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

6A. Calculating the County Office's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
County Office's Available Reserves Percentage (Criterion 8B, Line 9)	102.7%	131.8%	142.5%
County Office's Deficit Standard Percentage Levels (one-third of available reserves percentage):	34.2%	43.9%	47.5%

6B. Calculating the County Office's Special Education Pass-through Exclusions (only for county offices that serve as the AU of a SELPA)

DATA ENTRY: For SELPA AUs, if Form MYPI exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Current Year data are extracted.

For county offices that serve as the AU of a SELPA (Form MYPI, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude pass-through funds distributed to SELPA members from the calculations for deficit spending and reserves?
2. If you are the SELPA AU and are excluding special education pass-through funds:
 - a. Enter the name(s) of the SELPA(s): _____

	Current Year Projected Year Totals (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)	0.00	0.00	0.00

6C. Calculating the County Office's Deficit Spending Percentages

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Net Change in Unrestricted Fund Balance (Form 01I, Section E) (Form MYPI, Line C)	Projected Year Totals Total Unrestricted Expenditures and Other Financing Uses (Form 01I, Objects 1000-7999) (Form MYPI, Line B11)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
Current Year (2014-15)	(1,704.00)	975,041.00	0.2%	Met
1st Subsequent Year (2015-16)	143,675.00	783,038.00	N/A	Met
2nd Subsequent Year (2016-17)	141,016.00	784,429.00	N/A	Met

6D. Comparison of County Office Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)

7. CRITERION: Fund and Cash Balances

A. FUND BALANCE STANDARD: Projected county school service fund balances will be positive at the end of the current fiscal year and two subsequent fiscal years.

7A-1. Determining if the County Office's County School Service Fund Ending Balance is Positive

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance County School Service Fund Projected Year Totals (Form 01I, Line F2)/(Form MYPI, Line D2)	Status
Current Year (2014-15)	1,967,851.00	Met
1st Subsequent Year (2015-16)	2,117,489.00	Met
2nd Subsequent Year (2016-17)	2,302,963.00	Met

7A-2. Comparison of the County Office's Ending Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected county school service fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation:
(required if NOT met)

B. CASH BALANCE STANDARD: Projected county school service fund cash balance will be positive at the end of the current fiscal year.

7B-1. Determining if the County Office's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance County School Service Fund (Form CASH, Line F, June Column)	Status
Current Year (2014-15)	2,141,507.80	Met

7B-2. Comparison of the County Office's Ending Cash Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected county school service fund cash balance will be positive at the end of the current fiscal year.

Explanation:
(required if NOT met)

8. CRITERION: Reserves

STANDARD: Available reserves¹ for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts as applied to total expenditures and other financing uses²:

Percentage Level ³	County Office Total Expenditures and Other Financing Uses ³	
5% or \$64,000 (greater of)	0	to \$5,757,999
4% or \$288,000 (greater of)	\$5,758,000	to \$14,392,999
3% or \$576,000 (greater of)	\$14,393,000	to \$64,772,000
2% or \$1,943,000 (greater of)	\$64,772,001	and over

¹ Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the County School Service Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the County School Service Fund.

² A county office of education that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

³ Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (EC Section 2557), rounded to the nearest thousand.

	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
County Office's Expenditures and Other Financing Uses (Criterion 8A1), plus SELPA Pass-through (Criterion 6B2b) if Criterion 6B, Line 1 is No:	1,801,533	1,490,822	1,456,579
County Office's Reserve Standard Percentage Level:	5%	5%	5%

8A. Calculating the County Office's Reserve Standard

DATA ENTRY: If Form MYPI exists, all data are extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

	Current Year Projected Year Totals (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
1. Expenditures and Other Financing Uses (Form 011, objects 1000-7999) (Form MYPI, Line B11)	1,801,533.00	1,490,822.00	1,456,579.00
2. Plus: Special Education Pass-through (Criterion 6B, Line 2b if Criterion 6B, Line 1 is No)			
3. Total Expenditures and Other Financing Uses (Line A1 plus Line A2)	1,801,533.00	1,490,822.00	1,456,579.00
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line A3 times Line A4)	90,076.65	74,541.10	72,828.95
6. Reserve Standard - by Amount (From percentage level chart above)	64,000.00	64,000.00	64,000.00
7. County Office's Reserve Standard (Greater of Line A5 or Line A6)	90,076.65	74,541.10	72,828.95

8B. Calculating the County Office's Available Reserve Amount

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts (Unrestricted resources 0000-1999 except line 4)	Current Year Projected Year Totals (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
1. County School Service Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00	0.00	0.00
2. County School Service Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	180,153.00		
3. County School Service Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	1,670,417.00	1,964,098.00	2,075,767.00
4. County School Service Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)		0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00	0.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00	0.00	0.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00	0.00	0.00
8. County Office's Available Reserve Amount (Lines B1 thru B7)	1,850,570.00	1,964,098.00	2,075,767.00
9. County Office's Available Reserve Percentage (Information only) (Line 8 divided by Section 8A, Line 3)	102.72%	131.75%	142.51%
County Office's Reserve Standard (Section 8A, Line 7):	90,076.65	74,541.10	72,828.95
Status:	Met	Met	Met

8C. Comparison of County Office Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

S1. Contingent Liabilities

1a. Does your county office have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since budget adoption that may impact the budget?

1b. If Yes, identify the liabilities and how they may impact the budget:

S2. Use of One-time Revenues for Ongoing Expenditures

1a. Does your county office have ongoing county school service fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

S3. Temporary Interfund Borrowings

1a. Does your county office have projected temporary borrowings between funds?
(Refer to Education Code Section 42603)

1b. If Yes, identify the interfund borrowings:

S4. Contingent Revenues

1a. Does your county office have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

S5. Contributions

Identify projected contributions from unrestricted resources in the county school service fund to restricted resources in the county school service fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since budget adoption.

Identify projected transfers to or from the county school service fund to cover operating deficits in either the county school service fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than \$20,000 and more than five percent since budget adoption.

Identify capital project cost overruns that have occurred since budget adoption that may impact the county school service fund budget.

County Office's Contributions and Transfers Standard: -5.0% to +5.0%
or -\$20,000 to +\$20,000

S5A. Identification of the County Office's Projected Contributions, Transfers, and Capital Projects that may Impact the County School Service Fund

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the First Interim's Current Year data will be extracted. Enter First Interim Contributions for the 1st and 2nd Subsequent Years. For Transfers In and Transfers Out, if Form MYP exists, the data will be extracted into the First Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	Budget Adoption (Form 01CS, Item S5A)	First Interim Projected Year Totals	Percent Change	Amount of Change	Status
1a. Contributions, Unrestricted County School Service Fund (Fund 01, Resources 0000-1999, Object 8980)					
Current Year (2014-15)	(157,239.00)	(36,418.00)	-76.8%	(120,821.00)	Not Met
1st Subsequent Year (2015-16)	(178,594.00)	(38,166.00)	-78.6%	(140,428.00)	Not Met
2nd Subsequent Year (2016-17)	(193,322.00)	(39,421.00)	-79.6%	(153,901.00)	Not Met
1b. Transfers In, County School Service Fund *					
Current Year (2014-15)	60,017.00	0.00	-100.0%	(60,017.00)	Not Met
1st Subsequent Year (2015-16)	60,017.00	0.00	-100.0%	(60,017.00)	Not Met
2nd Subsequent Year (2016-17)	60,017.00	0.00	-100.0%	(60,017.00)	Not Met
1c. Transfers Out, County School Service Fund *					
Current Year (2014-15)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2015-16)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2016-17)	0.00	0.00	0.0%	0.00	Met

1d. Capital Project Cost Overruns

Have capital project cost overruns occurred since budget adoption that may impact the county school service fund operational budget?

No

* Include transfers used to cover operating deficits in either the county school service fund or any other fund.

S5B. Status of the County Office's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for item 1d.

1a. NOT MET - The projected contributions from the unrestricted county school service fund to restricted county school service fund programs have changed since budget adoption by more than the standard for any of the current year or subsequent two fiscal years. Identify restricted programs and contribution amount for each program and whether contributions are ongoing or one-time in nature. Explain the county office's plan, with timeframes, for reducing or eliminating the contribution.

Explanation:
(required if NOT met)

For all years, due to the increase in estimated AB602 revenue encroachment to the Special Education program is eliminated.

1b. NOT MET - The projected transfers in to the county school service fund have changed since budget adoption by more than the standard for any of the current year or subsequent two fiscal years. Identify the amounts transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the county office's plan, with timeframes, for reducing or eliminating the transfers.

Explanation:
(required if NOT met)

The First Interim eliminates projected SRS, Forest Receipts Revenue.

1c. MET - Projected transfers out have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

1d. NO - There have been no capital project cost overruns occurring since budget adoption that may impact the county school service fund operational budget.

Project Information:
(required if YES)

S6. Long-term Commitments

Identify all existing and new multiyear commitments¹ and their annual required payment for the current year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

¹Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

S6A. Identification of the County Office's Long-term Commitments

DATA ENTRY: If Budget Adoption (Form 01CS, Item S6A) data exist, long-term commitment data will be extracted and it will only be necessary to click the appropriate button for Item 1b. Extracted data may be overwritten to update long-term commitment data in item 2, as applicable. If no Budget Adoption data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

1. a. Does your county office have long-term (multiyear) commitments?
(If No, skip items 1b and 2 and sections S6B and S6C)

b. If Yes to item 1a, have new long-term (multiyear) commitments been incurred since budget adoption?

2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2014
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Capital Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	1	unrestricted	unused vacation	13,750

Other Long-term Commitments (do not include OPEB):

Type of Commitment	# of Years Remaining	Funding Sources (Revenues)	Debt Service (Expenditures)	Principal Balance as of July 1, 2014
TOTAL:				13,750

Type of Commitment (continued):	Prior Year (2013-14) Annual Payment (P & I)	Current Year (2014-15) Annual Payment (P & I)	1st Subsequent Year (2015-16) Annual Payment (P & I)	2nd Subsequent Year (2016-17) Annual Payment (P & I)
Capital Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	11,287	13,750	0	0

Other Long-term Commitments (continued):

Type of Commitment	Prior Year (2013-14) Annual Payment (P & I)	Current Year (2014-15) Annual Payment (P & I)	1st Subsequent Year (2015-16) Annual Payment (P & I)	2nd Subsequent Year (2016-17) Annual Payment (P & I)
Total Annual Payments:	11,287	13,750	0	0
Has total annual payment increased over prior year (2013-14)?	Yes	No	No	No

S6B. Comparison of the County Office's Annual Payments to Prior Year Annual Payment

DATA ENTRY: Enter an explanation if Yes.

- 1a. Yes - Annual payments for long-term commitments have increased in one or more of the current or two subsequent fiscal years. Explain how the increase in annual payments will be funded.

Explanation:
(required if Yes to
increase in total
annual payments)

Unused vacation hours increased.

S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments

DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

Explanation:
(Required if Yes)

S7. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since budget adoption, and indicate whether the changes are the result of a new actuarial valuation.

S7A. Identification of the County Office's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7A) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1. a. Does your county office provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)
- b. If Yes to Item 1a, have there been changes since budget adoption in OPEB liabilities?
- c. If Yes to Item 1a, have there been changes since budget adoption in OPEB contributions?

2. OPEB Liabilities

	Budget Adoption (Form 01CS, Item S7A)	First Interim
a. OPEB actuarial accrued liability (AAL)	181,654.00	263,373.00
b. OPEB unfunded actuarial accrued liability (UAAL)	181,654.00	263,373.00
c. Are AAL and UAAL based on the county office's estimate or an actuarial valuation?	Actuarial	Actuarial
d. If based on an actuarial valuation, indicate the date of the OPEB valuation	Jul 01, 2011	Jul 01, 2014

3. OPEB Contributions

	Budget Adoption (Form 01CS, Item S7A)	First Interim
a. OPEB annual required contribution (ARC) per actuarial valuation or Alternative Measurement Method		
Current Year (2014-15)	26,768.00	30,970.00
1st Subsequent Year (2015-16)	26,768.00	30,147.00
2nd Subsequent Year (2016-17)	26,768.00	29,347.00
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)		
Current Year (2014-15)	0.00	0.00
1st Subsequent Year (2015-16)	0.00	0.00
2nd Subsequent Year (2016-17)	0.00	0.00
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)		
Current Year (2014-15)	12,958.00	12,958.00
1st Subsequent Year (2015-16)	0.00	0.00
2nd Subsequent Year (2016-17)	0.00	0.00
d. Number of retirees receiving OPEB benefits		
Current Year (2014-15)	1	1
1st Subsequent Year (2015-16)	0	0
2nd Subsequent Year (2016-17)	0	0

4. Comments:

S7B. Identification of the County Office's Unfunded Liability for Self-insurance Programs

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7B) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1. a. Does your county office operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which is covered in Section S7A) (If No, skip items 1b-4)

Yes

b. If Yes to item 1a, have there been changes since budget adoption in self-insurance liabilities?

No

c. If Yes to item 1a, have there been changes since budget adoption in self-insurance contributions?

--

2. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs
- b. Unfunded liability for self-insurance programs

	Budget Adoption (Form 01CS, Item S7B)	First Interim
a.	0	0
b.	0	0

3. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs
 - Current Year (2014-15)
 - 1st Subsequent Year (2015-16)
 - 2nd Subsequent Year (2016-17)
- b. Amount contributed (funded) for self-insurance programs
 - Current Year (2014-15)
 - 1st Subsequent Year (2015-16)
 - 2nd Subsequent Year (2016-17)

	Budget Adoption (Form 01CS, Item S7B)	First Interim
a. Current Year (2014-15)	188,496	186,515
a. 1st Subsequent Year (2015-16)	190,735	190,234
a. 2nd Subsequent Year (2016-17)	192,971	191,603

b. Current Year (2014-15)	188,496	186,515
b. 1st Subsequent Year (2015-16)	190,735	190,234
b. 2nd Subsequent Year (2016-17)	192,971	191,603

4. Comments:

Health & Welfare premiums and Workman Comp insurance cost paid to JPAs.

S8. Status of Labor Agreements

Analyze the status of employee labor agreements. Identify new labor agreements that have been ratified since budget adoption, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues, and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:

The county office of education must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the California Department of Education (CDE) with an analysis of the cost of the settlement and its impact on the operating budget.

The CDE shall review the analysis relative to the criteria and standards, and may provide written comments to the president of the governing board and the county superintendent of schools.

S8A. Cost Analysis of County Office's Labor Agreements - Certificated (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Certificated Labor Agreements as of the Previous Reporting Period

Were all certificated labor negotiations settled as of budget adoption?

Yes

If Yes, complete number of FTEs, then skip to section S8B.

If No, continue with section S8A.

Certificated (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2013-14)	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
Number of certificated (non-management) full-time-equivalent (FTE) positions	4.6	3.6	3.6	3.6

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, and the corresponding public disclosure documents have not been filed with the CDE, complete questions 2-4.

n/a

If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 5 and 6.

No

Negotiations Settled Since Budget Adoption

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

Current Year
(2014-15)

1st Subsequent Year
(2015-16)

2nd Subsequent Year
(2016-17)

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

One Year Agreement

Total cost of salary settlement

% change in salary schedule from prior year

or

Multiyear Agreement

Total cost of salary settlement

% change in salary schedule from prior year
(may enter text, such as "Reopener")

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

5. Cost of a one percent increase in salary and statutory benefits

Current Year
(2014-15)

1st Subsequent Year
(2015-16)

2nd Subsequent Year
(2016-17)

6. Amount included for any tentative salary schedule increases

Certificated (Non-management) Health and Welfare (H&W) Benefits	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
1. Are costs of H&W benefit changes included in the interim and MYPs?			
2. Total cost of H&W benefits			
3. Percent of H&W cost paid by employer			
4. Percent projected change in H&W cost over prior year			

Certificated (Non-management) Prior Year Settlements Negotiated Since Budget Adoption

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?

--	--	--

If Yes, amount of new costs included in the interim and MYPs

If Yes, explain the nature of the new costs:

Certificated (Non-management) Step and Column Adjustments	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
1. Are step & column adjustments included in the interim and MYPs?			
2. Cost of step & column adjustments			
3. Percent change in step & column over prior year			

Certificated (Non-management) Attrition (layoffs and retirements)	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
1. Are savings from attrition included in the budget and MYPs?			
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?			

Certificated (Non-management) - Other
List other significant contract changes that have occurred since budget adoption and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

S8B. Cost Analysis of County Office's Labor Agreements - Classified (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Classified Labor Agreements as of the Previous Reporting Period

Were all classified labor negotiations settled as of budget adoption?

If Yes, complete number of FTEs, then skip to section S8C.

Yes

If No, continue with section S8B.

Classified (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2013-14)	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
Number of classified (non-management) FTE positions	5.8	4.8	4.8	4.8

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, and the corresponding public disclosure documents have not been filed with the CDE, complete questions 2-4.

n/a

If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 5 and 6.

No

Negotiations Settled Since Budget Adoption

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

Current Year
(2014-15)

1st Subsequent Year
(2015-16)

2nd Subsequent Year
(2016-17)

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

One Year Agreement

Total cost of salary settlement

% change in salary schedule from prior year

or

Multiyear Agreement

Total cost of salary settlement

% change in salary schedule from prior year
(may enter text, such as "Reopener")

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

5. Cost of a one percent increase in salary and statutory benefits

Current Year
(2014-15)

1st Subsequent Year
(2015-16)

2nd Subsequent Year
(2016-17)

6. Amount included for any tentative salary schedule increases

Classified (Non-management) Health and Welfare (H&W) Benefits

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)

Classified (Non-management) Prior Year Settlements Negotiated Since Budget Adoption

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?
If Yes, amount of new costs included in the interim and MYPs
If Yes, explain the nature of the new costs:

Classified (Non-management) Step and Column Adjustments

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)

Classified (Non-management) Attrition (layoffs and retirements)

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)

Classified (Non-management) - Other

List other significant contract changes that have occurred since budget adoption and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

S8C. Cost Analysis of County Office's Labor Agreements - Management/Supervisor/Confidential Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period

Were all managerial/confidential labor negotiations settled as of budget adoption?
If Yes or n/a, complete number of FTEs, then skip to S9.
If No, continue with section S8C.

Management/Supervisor/Confidential Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2013-14)	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
Number of management, supervisor, and confidential FTE positions	4.0	4.2	4.2	4.2

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, and the corresponding public disclosure documents have not been filed with the CDE, complete question 2.

If No, complete questions 3 and 4.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 3 and 4.

Negotiations Settled Since Budget Adoption

2. Salary settlement:

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

Total cost of salary settlement

Change in salary schedule from prior year (may enter text, such as "Reopener")

	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
Total cost of salary settlement			
Change in salary schedule from prior year (may enter text, such as "Reopener")			

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits

4. Amount included for any tentative salary schedule increases

	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
Amount included for any tentative salary schedule increases			

Management/Supervisor/Confidential Health and Welfare (H&W) Benefits

- Are costs of H&W benefit changes included in the interim and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
Are costs of H&W benefit changes included in the interim and MYPs?			
Total cost of H&W benefits			
Percent of H&W cost paid by employer			
Percent projected change in H&W cost over prior year			

Management/Supervisor/Confidential Step and Column Adjustments

- Are step & column adjustments included in the budget and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

	Budget Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
Are step & column adjustments included in the budget and MYPs?			
Cost of step & column adjustments			
Percent change in step & column over prior year			

Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)

- Are costs of other benefits included in the interim and MYPs?
- Total cost of other benefits
- Percent change in cost of other benefits over prior year

	Current Year (2014-15)	1st Subsequent Year (2015-16)	2nd Subsequent Year (2016-17)
Are costs of other benefits included in the interim and MYPs?			
Total cost of other benefits			
Percent change in cost of other benefits over prior year			

S9. Status of Other Funds

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

S9A. Identification of Other Funds with Negative Ending Fund Balances

DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the county school service fund projected to have a negative fund balance at the end of the current fiscal year?

No

If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A2 through A8; Item A1 is automatically completed based on data from Criterion 7.

- A1. Do cash flow projections show that the county office will end the current fiscal year with a negative cash balance in the county school service fund? (Data from Criterion 7B-1, Cash Balance, are used to determine Yes or No)
- A2. Is the system of personnel position control independent from the payroll system?
- A3. Is the County Operations Grant ADA decreasing in both the prior and current fiscal years?
- A4. Are new charter schools operating in county office boundaries that impact the county office's ADA, either in the prior or current fiscal year?
- A5. Has the county office entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?
- A6. Does the county office provide uncapped (100% employer paid) health benefits for current or retired employees?
- A7. Does the county office have any reports that indicate fiscal distress? (If Yes, provide copies to the CDE.)
- A8. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:
(optional)

End of County Office First Interim Criteria and Standards Review

POLICY GUIDESHEET

October 2014

Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

BP/AR 1312.3 - Uniform Complaint Procedures

(BP/AR revised)

Mandated policy updated to expand the scope of the uniform complaint procedures to include complaints regarding a district's failure to comply with legal requirements related to the implementation of the local control and accountability plan and to reflect **NEW TITLE 5 REGULATIONS** (Register 2013, No. 38) regarding noncompliance with state law prohibiting the charging of student fees.

Mandated regulation updated to more clearly spell out district responsibilities, especially with regards to discrimination complaints. Revised regulation also specifies clear and effective practices that facilitate prompt and fair resolution of complaints, including training for compliance officer(s), establishment of well-defined timelines, and provision of comprehensive requirements regarding essential components of the complaint process such as findings of facts, notification, translation, and corrective action.

BP 5131.2 - Bullying

(BP revised)

Optional policy updated to provide for an informal, site-level reporting process leading to investigation of any bullying complaint pursuant to the uniform complaint procedures and to clarify when suspension and expulsion may be used as corrective action for a student who commits an act of bullying.

BP/AR 5145.3 - Nondiscrimination/Harassment

(BP/AR revised)

Mandated policy revised to specify that discrimination includes disparate treatment and to provide for an informal, site-level reporting process leading to investigation pursuant to the uniform complaint procedures.

Mandated regulation reorganizes the list of measures a district could implement to prevent discrimination under a new heading "Measures to Prevent Discrimination," and clarifies the requirement for translation under certain circumstances. Within section "Process for Initiating and Responding to Complaints," added new paragraphs for reporting of incidents by employees and to specify district's responsibility to investigate an incident even when a formal complaint is not filed. Within section "Transgender and Gender-Nonconforming Students," refined materials related to the privacy rights of all students.

BP/AR 5145.7 – Sexual Harassment

(BP/AR revised)

Mandated policy revised to provide for the use of the uniform complaint procedures to investigate and resolve sexual harassment complaints and to add language for disciplining any employee who commits sexual harassment against a student. Additionally, language formerly in policy regarding confidentiality has been moved to the regulation.

Mandated regulation revised to require designation of the employee(s) responsible for coordinating the district's Title IX compliance efforts. Material formerly in policy expanded and reorganized under a new section "Confidentiality." Section "School-level Complaint Process/Grievance Procedures" reorganized into two separate sections, "Reporting Process and Complaint Investigation and Resolution" and "Response Pending Investigation," to integrate site-level processes with the uniform complaint procedures.

AR 6146.2 - Certificate of Proficiency/High School Equivalency

(AR revised)

Regulation updated to reflect **NEW TITLE 5 REGULATIONS** (Register 2013, No. 39) which delete the requirement that the SBE use only the General Educational Development (GED) test for the purpose of awarding the California High School Equivalency Certificate, and subsequent action by the SBE (March 2014) designating three tests that may be used to earn the certificate: the GED, High School Equivalency Test (HiSET), and Test Assessing Secondary Completion (TASC).

BP/AR 6172 - Gifted and Talented Student Program

(BP/AR revised)

Policy updated to reflect **NEW LAW** (AB 97, 2013) which eliminated categorical funding and requirements for the Gifted and Talented Education (GATE) program. Policy retains key concepts regarding the identification of gifted and talented students for specialized instructional programs, types of educational opportunities that may be offered to such students, and the participation of key stakeholders in program planning, implementation, and evaluation.

Regulation updated to reflect **NEW LAW** (AB 97, 2013) which eliminated GATE requirements. Regulation deletes definitions, requirement for a program plan with specified components, and appeals by parents/guardians when their child is not selected for the program. Regulation also revises material on identification of gifted and talented students to delete detailed requirement for evaluation by experts.

E 9323.2 - Actions by the Board

(E revised)

Exhibit updated to reflect **NEW LAW** (AB 97, 2013) which repealed Education Code 17583, including the requirement for a two-thirds vote of the board to transfer excess local funds from a deferred maintenance fund under certain circumstances. List of actions requiring a four-fifths vote of the board expanded to add two resolutions related to district borrowing.

Sierra County/Sierra-Plumas Joint USD

Board Policy

Sexual Harassment

BP 5145.7

Students

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. The Superintendent or designee is responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual

harassment could occur between people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

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

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

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

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

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

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Policy SIERRA COUNTY OFFICE OF EDUCATION

adopted: April 10, 2007 Sierraville, California

revised: August 9, 2011

revised: August 14, 2012

revised: December 9, 2014 Loyalton, California

Sierra County/Sierra-Plumas Joint USD

Board Policy

Nondiscrimination/Harassment

BP 5145.3

Students

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)
 (cf. 1330 - Use of Facilities)
 (cf. 4131 - Staff Development)
 (cf. 4231 - Staff Development)
 (cf. 4331 - Staff Development)
 (cf. 6145 - Extracurricular and Cocurricular Activities)
 (cf. 6145.2 - Athletic Competition)
 (cf. 6164.2 - Guidance/Counseling Services)

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)
 (cf. 4119.21/4219.21/4319.21 - Professional Standards)
 (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
 (cf. 5144 - Discipline)
 (cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
 (cf. 5145.2 - Freedom of Speech/Expression)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
 48900.3 Suspension or expulsion for act of hate violence
 48900.4 Suspension or expulsion for threats or harassment
 48904 Liability of parent/guardian for willful student misconduct
 48907 Student exercise of free expression
 48950 Freedom of speech
 48985 Translation of notices
 49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

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

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

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

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

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

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

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

Policy SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

adopted: April 10, 2007 SIERRA COUNTY OFFICE OF EDUCATION

revised: September 11, 2012 Sierraville, California

revised: June 19, 2013

revised: March 11, 2014 Loyalton, California

revised: December 9, 2014

Sierra County/Sierra-Plumas Joint USD

Board Policy

Uniform Complaint Procedures

BP 1312.3

Community Relations

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics

(cf. 5131.2 - Bullying)

4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)

5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

7. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

In filing and investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, unlawful discrimination, or bullying, the Superintendent or designee shall keep confidential the identity of

the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
 (cf. 5125 - Student Records)
 (cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)
 (cf. 4231 - Staff Development)
 (cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional

materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
 8200-8498 Child care and development programs
 8500-8538 Adult basic education
 18100-18203 School libraries
 32289 School safety plan, uniform complaint procedures
 35186 Williams uniform complaint procedures
 48985 Notices in language other than English
 49010-49013 Student fees
 49060-49079 Student records
 49490-49590 Child nutrition programs
 52060-52077 Local control and accountability plan, especially
 52075 Complaint for lack of compliance with local control and accountability plan requirements
 52160-52178 Bilingual education programs
 52300-52490 Career technical education
 52500-52616.24 Adult schools
 52800-52870 School-based program coordination
 54400-54425 Compensatory education programs
 54440-54445 Migrant education
 54460-54529 Compensatory education programs
 56000-56867 Special education programs
 59000-59300 Special schools and centers
 64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
 12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition
 422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section
 4600-4687 Uniform complaint procedures
 4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws
 1232g Family Educational Rights and Privacy Act
 1681-1688 Title IX of the Education Amendments of 1972
 6301-6577 Title I basic programs

6801-6871 Title III language instruction for limited English proficient and immigrant students
 7101-7184 Safe and Drug-Free Schools and Communities Act
 7201-7283g Title V promoting informed parental choice and innovative programs
 7301-7372 Title V rural and low-income school programs
 12101-12213 Title II equal opportunity for individuals with disabilities
 UNITED STATES CODE, TITLE 29
 794 Section 504 of Rehabilitation Act of 1973
 UNITED STATES CODE, TITLE 42
 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
 6101-6107 Age Discrimination Act of 1975
 CODE OF FEDERAL REGULATIONS, TITLE 28
 35.107 Nondiscrimination on basis of disability; complaints
 CODE OF FEDERAL REGULATIONS, TITLE 34
 99.1-99.67 Family Educational Rights and Privacy
 100.3 Prohibition of discrimination on basis of race, color or national origin
 104.7 Designation of responsible employee for Section 504
 106.8 Designation of responsible employee for Title IX
 106.9 Notification of nondiscrimination on basis of sex
 110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
 Questions and Answers on Title IX and Sexual Violence, April 2014
 Dear Colleague Letter: Bullying of Students with Disabilities, August 2013
 Dear Colleague Letter: Sexual Violence, April 2011
 Dear Colleague Letter: Harassment and Bullying, October 2010
 Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other
 Students, or Third Parties, January 2001
 WEB SITES
 CSBA: <http://www.csba.org>
 California Department of Education: <http://www.cde.ca.gov>
 U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Policy SIERRA COUNTY OFFICE OF EDUCATION
 adopted: April 10, 2007 Sierraville, California
 revised: August 10, 2010
 revised: June 12, 2012
 revised: February 12, 2013
 revised: December 9, 2014

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Sexual Harassment

AR 5145.7

Students

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Superintendent
(title or position)

109 Beckwith Road
P.O.Box 955
Loyalton, CA, 96118
(address)

530 993-1660 Ext *837
(telephone number)

mgrant@spjUSD.org
(email)

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any

decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual

harassment involving a student shall, within one school day, report his/her observation to the district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted **the Sierra-Plumas Joint Unified School District Governing Board**.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

When a report of sexual harassment is submitted, the compliance officer **or designee** shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate

measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)

(cf. 1113 - District and School Web Sites)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Regulation SIERRA COUNTY OFFICE OF EDUCATION
 approved: April 10, 2007 Sierraville, California
 revised: August 9, 2011
 revised: August 14, 2012
 revised: December 9, 2014 Loyalton, California

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Nondiscrimination/Harassment

AR 5145.3

Students

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Superintendent

(title or position)

P. O. Box 955, 109 School Street, Loyalton CA 96118

(address)

530 993-1660 Ext *837

(telephone number)

mgrant@spjUSD.org

(email)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, employees, volunteers, and the general public and post them on the

district's web site and other locations that are easily accessible to students. (Education Code 234.1)

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)

3. Annually notify all students and parents/guardians of the district's nondiscrimination policy. The notice shall inform students and parents/guardians of the possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to determine how best to accommodate that student. The notice shall inform students and parents/guardians that the district will not typically notify them of individual instances of transgender students participating in a program or activity.

(cf. 5145.6 - Parental Notifications)

4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

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

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

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

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

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

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a transgender student because his/her mannerisms, hairstyle, or style of dress correspond to his/her gender identity, or a non-transgender student because his/her mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her gender or are perceived as indicative of the other sex
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity because the student is transgender or gender-nonconforming
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her

private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the physical, emotional, and other significant risks to the student, the compliance officer may consider discussing with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the compliance officer shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.

3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. If available and requested by any student, regardless of the underlying reason, the district shall offer options to address privacy concerns in sex-segregated facilities, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)
 (cf. 6145.2 - Athletic Competition)
 (cf. 6153 - School-Sponsored Trips)
 (cf. 7110 - Facilities Master Plan)

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5125 - Student Records)
 (cf. 5125.1 - Release of Directory Information)

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.

7. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Uniform Complaint Procedures

AR 1312.3

Community Relations

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

_____ Superintendent _____

(title or position)

_____ 109 Beckwith Road, Loyalton CA 96118 _____

_____ P. O. Box 958 _____

(address)

_____ 530 993-1660 Ext. *837 _____

(telephone number)

_____ mgrant@spjUSD.org _____

(email)

The compliance officer who receives a complaint may assign an administrative employee as compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly

investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)The Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - Fees and Charges)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination.
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
 - e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

(cf. 0460 - Local Control and Accountability Plan)

 - f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
 - g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
 - h. Copies of the district's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination, or bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)
3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the

allegation.

5. When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of asexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint and shall provide the complainant and/or his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Final Written Decision

The district's decision shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may

be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)

- d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the notice may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
 - b. Individual remedies offered or provided to the subject of the complaint
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, and bullying, based on state law, the decision shall also include a notice to the complainant that:

- 1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
- 2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
- 3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger

school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Regulation SIERRA COUNTY OFFICE OF EDUCATION
approved: April 10, 2007 Loyalton, California

revised: September 11, 2012

revised: February 12, 2013

revised: February 11, 2014

revised December 9, 2014

Sierra County/Sierra-Plumas Joint USD

Exhibit

Actions By The Board

E 9323.2

Board Bylaws

ACTIONS REQUIRING A SUPER MAJORITY VOTE

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)

(cf. 3280 - Sale or Lease of District-Owned Real Property)
2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Request for temporary borrowing pursuant to Government Code 53820-53833, to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)
(cf. 7150 - Site Selection and Development)
(cf. 7160 - Charter School Facilities)
7. When the district has an average daily attendance (ADA) of 2,500 or less and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)
8. When the district is organized to serve only grades K-8 and seeks to situate a community

day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

9. When the district desires to operate a community day school to serve any of grades K-6 (and no higher grades) on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

(cf. 6185 - Community Day School)

10. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

11. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

12. Resolution to place a parcel tax on the ballot (Government Code 53724)

13. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. Expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)
3. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823-53824)
4. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)
2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Exhibit SIERRA COUNTY OFFICE OF EDUCATION
 version: February 12, 2013 Sierraville, California
 revision: December 9, 2014 Loyalton, California

Sierra County/Sierra-Plumas Joint USD

Board Policy

Bullying

BP 5131.2

Students

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts,

social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6163.4 - Student Use of Technology)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or

designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Complaints and Investigation

Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. Within two business days of receiving a report of bullying, the principal shall notify a district compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as

defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)
 (cf. 5144 - Discipline)
 (cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
 (cf. 6159.4 - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4117.3 - Dismissal)
 (cf. 4118 - Suspension/Disciplinary Action)
 (cf. 4119.21/4219.21/4319.21 - Professional Standards)
 (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
 32282 Comprehensive safety plan
 32283.5 Bullying; online training
 35181 Governing board policy on responsibilities of students
 35291-35291.5 Rules
 48900-48925 Suspension or expulsion
 48985 Translation of notices
 52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime
 647 Use of camera or other instrument to invade person's privacy; misdemeanor
 647.7 Use of camera or other instrument to invade person's privacy; punishment
 653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094
 Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
 Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

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

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Bullying at School, 2003

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

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

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

Common Sense Media: <http://www.common sense media.org>

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

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

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

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation SIERRA COUNTY OFFICE OF EDUCATION

approved: June 12, 2012 Loyalton, California

revised: June 19, 2013

revised: December 9, 2014