

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

December 13, 2019

2:00pm Closed Session

2:15pm Regular Session

Downieville School, 130 School St, Downieville CA 95936

Videoconferencing will be available at Sierra County Office of Education, Room 4, 109 Beckwith Rd, Loyalton CA 96118

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 meeting will be recorded.

B. ROLL CALL

C. APPROVAL OF AGENDA

D. PUBLIC COMMENT FOR CLOSED SESSION

At this time, the meeting opens for any public comments regarding the Closed Session items.

E. CLOSED SESSION

The Board of Trustees, Superintendent James Berardi and Business Manager Nona Griesert will move into Closed Session to discuss the following item(s):

1. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator for the Board: James Berardi, Superintendent

Employee Organizations:

Unrepresented Employees: Sierra-Plumas Teachers' Association
Classified Employees
Confidential Employees
Administrative Employees

F. RETURN TO OPEN SESSION and ADJOURN FOR BREAK

G. 2:15PM – RECONVENE

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

J. ANNUAL ORGANIZATIONAL MEETING—BOARD ORGANIZATION

1. Election of Officers for 2020

The Secretary of the Board/County Superintendent will call for the election of a President. After the election is completed, the Secretary will turn the meeting over to the newly elected President. The President will then call for the election of the Vice President and the Clerk of the Board.

- a. President
- b. Vice President
- c. Clerk of the Board

2. The President will appoint the County Superintendent, James Berardi, as Secretary of the Board and direct the Secretary to inform the appropriate agencies of the Sierra County Office of Education of the newly elected officers.

3. Approval of the Sierra County Board of Education Meeting Calendar for 2020**

SIERRA COUNTY OFFICE OF EDUCATION

AGENDA

1

K. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
 - a. Assignment of Daniel Williams, Adult Education, Custodian/Maintenance, 6 hours weekly
2. Business Report
 - a. Account Object Summary-Balance from 07/01/2019 to 11/30/2019**
 - b. The Sierra County Office of Education will be closed to the public for winter break from December 23, 2019 through January 3, 2020 (returning January 6)
3. Staff Reports (5 minutes)
4. Board Member Reports (5 minutes)
5. 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

L. CONSENT CALENDAR

1. Approval of minutes for the Special Board Meeting held November 07, 2019**
2. Approval of minutes for the Regular Board Meeting held November 12, 2019**
3. Approval of Board Report-Checks Dated 11/01/2019 through 11/30/2019**

M. ACTION ITEMS

1. Old Business
 - a. Update on Solar Project
2. New Business
 - a. Adoption of 2019-2020 First Interim Actuals and Criteria & Standards Report as of October 31, 2019**
 - b. Approval of proposed increase on Classified Salary Schedules per California Minimum Wage Law, Effective January 1, 2020**
 - c. Discussion of updates and options for the Local Control Accountability Plan – training attended November 14-15
 - d. Approval of Federal Addendum to Local Control Accountability Plan*
 - e. Adoption of Resolution No. 20-008C, Alternative Bid Procedure for Public Works Projects**
ROLL CALL VOTE
 - f. Approval of updated Injury and Illness Prevention Plan**

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- g. 0520—Intervention for Underperforming Schools
 1. Board Policy, *NEW***
- h. 0520.1—Comprehensive and Targeted Support and Improvement
 1. Board Policy, *NEW***
- i. 1431—Waivers
 1. Board Policy, *revisions***
- j. 4117.6—Decision Not to Rehire
 1. Administrative Regulation, *DELETE***
(Incorporated into BP 4116 revised 11/12/19)

- k. 4119.22~4219.22~4319.22—Dress and Grooming
 - 1. Board Policy, *revisions***
- l. 4218—Dismissal/Suspension/Disciplinary Action
 - 1. Board Policy, *revisions***
 - 2. Administrative Regulation, *revisions***
- m. 5141.26—Tuberculosis Testing
 - 1. Board Policy, *revisions***
 - 2. Administrative Regulation, *revisions***
- n. 5142—Safety
 - 1. Board Policy, *revisions***
 - 2. Administrative Regulation, *revisions***
- o. 7140—Architectural and Engineering Services
 - 1. Board Policy, *revisions***
 - 2. Administrative Regulation, *revisions***
- p. 9323—Meeting Conduct
 - 1. Board Bylaw, *revisions***

N. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on January 14, 2020 at Sierra County Office of Education, 109 Beckwith Rd, Loyalton CA 96118, beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting at 6:00pm.
- 2. Suggested Agenda Items
 - a. _____
 - b. _____

O. ADJOURN



James Berardi, Superintendent
Secretary to the County Board of Education

- *** prior month handout
- ** enclosed
- * handout

SIERRA COUNTY BOARD OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
GOVERNING BOARD
MEETING SCHEDULE
YEAR 2020

All regular meetings are held on the second Tuesday of the month
with the exception of *June* and *December*.

JANUARY 14, 2020	109 Beckwith Road, Loyalton CA
FEBRUARY 11, 2020	130 School Street, Downieville CA
MARCH 10, 2020	109 Beckwith Road, Loyalton CA
APRIL 14, 2020	130 School Street, Downieville CA
MAY 12, 2020.....	109 Beckwith Road, Loyalton CA
JUNE 23, 2020.....	130 School Street, Downieville CA
JULY 14, 2020	109 Beckwith Road, Loyalton CA
AUGUST 11, 2020.....	130 School Street, Downieville CA
SEPTEMBER 8, 2020.....	109 Beckwith Road, Loyalton CA
OCTOBER 13, 2020	130 School Street, Downieville CA
NOVEMBER 10, 2020	109 Beckwith Road, Loyalton CA
DECEMBER 14, 2020.....	130 School Street, Downieville CA

The **Sierra County Board of Education** regular meetings will begin 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.

Closed Session may be held before or after the regular meetings.

Special Meetings and Emergency Meetings are held in Loyalton, CA, unless otherwise decided by the Board President.

Balances through November						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	288,697.00	288,697.00	181,172.60	83,031.68	24,492.72
1115	Certificated Extra Duty	250.00	250.00		70.00	180.00
1120	Certificated Substitutes	12,325.00	12,325.00		4,650.00	7,675.00
1200	Certificated Pupil Support Ser	30,561.00	30,561.00	17,827.11	12,733.65	.24
1300	Certificated Supervisor Admini	260,757.00	260,757.00	108,094.80	97,530.13	55,132.07
1310	Teacher in Charge	10,000.00	10,000.00			10,000.00
	Total for Object 1000	602,590.00	602,590.00	307,094.51	198,015.46	97,480.03
2100	Instructional Aides' Salaries	196,300.00	196,300.00	85,511.59	39,382.95	71,405.46
2115	Classified Extra Duty	1,000.00	1,000.00		377.10	622.90
2120	Classified Substitutes	7,755.00	7,755.00		498.21	7,256.79
2200	Classified Support Salaries	28,846.00	28,846.00	7,882.85	4,852.45	16,110.70
2215	Classified Support Extra Duty	1,000.00	1,000.00		591.89	408.11
2220	Classified Substitute Salaries	1,000.00	1,000.00			1,000.00
2300	Classified Supervisors' Admini	104,378.00	104,378.00	60,361.00	43,415.00	602.00
2400	Clerical Technical Office Staf	127,065.00	127,065.00	74,161.71	50,342.52	2,560.77
2420	Clerical Substiture	250.00	250.00			250.00
2900	Other Classified Salaries	9,000.00	9,000.00		1,626.00	7,374.00
	Total for Object 2000	476,594.00	476,594.00	227,917.15	141,086.12	107,590.73
3101	STRS Certificated Positions	122,401.00	122,401.00	52,513.16	32,310.61	37,577.23
3102	STRS Classified Positions	803.00	803.00	575.96	246.84	19.80-
3201	PERS Certificated Positions				84.80	84.80-
3202	PERS Classified Positions	89,597.00	89,597.00	45,184.02	27,515.53	16,897.45
3301	OASDI Certificated Positions	932.00	932.00		26.66	905.34
3302	OASDI Classified Positions	27,727.00	27,727.00	13,751.75	8,559.12	5,416.13
3311	Medicare Certificated Position	8,344.00	8,344.00	4,247.11	2,735.97	1,360.92
3312	Medicare Classified Positions	6,814.00	6,814.00	3,265.07	2,024.93	1,524.00
3401	Health & Welfare Benefits Cert	108,577.00	108,577.00	59,220.49	34,321.69	15,034.82
3402	Health & Welfare Benefits Clas	84,444.00	84,444.00	68,346.46	40,050.60	23,953.06-
3501	SUI Certificated	300.00	300.00	153.65	99.10	47.25
3502	SUI Classified	239.00	239.00	114.01	69.73	55.26
3601	Workers' Compensation Certific	19,262.00	19,262.00	10,390.10	6,405.06	2,466.84
3602	Workers' Compensation Classifi	15,378.00	15,378.00	7,987.30	4,745.68	2,645.02
3902	Golden Handshake-Class				5,520.00	5,520.00-
	Total for Object 3000	484,818.00	484,818.00	265,749.08	164,716.32	54,352.60
4100	Approved Textbooks Core Curric	460.00	460.00			460.00

Balances through November						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
4300	Materials and Supplies	42,512.00	42,512.00	4,217.84	8,169.41	30,124.75
4320	Custodial Grounds Supplies	500.00	500.00	36.21	626.70	162.91-
4330	Office Supplies	1,000.00	1,000.00	180.00	451.67	368.33
4350	Vehicle Upkeep	6,000.00	6,000.00	2,462.62	844.73	2,692.65
4400	Noncapitalized Equipment	17,849.00	17,849.00	1,419.97	4,836.21	11,592.82
Total for Object 4000		68,321.00	68,321.00	8,316.64	14,928.72	45,075.64
5100	Subagreements for Services	43,000.00	43,000.00			43,000.00
5200	Travel and Conference	47,304.00	47,304.00	6,577.82	6,884.33	33,841.85
5300	Dues and Membership	20,438.00	20,438.00	2,797.43	12,275.11	5,365.46
5400	Insurance	11,000.00	11,000.00		10,994.00	6.00
5500	Operation Housekeeping Service	11,500.00	11,500.00	4,415.89	1,915.85	5,168.26
5600	Rentals, Leases, Repairs, Nonc	3,100.00	3,100.00	478.17	587.65	2,034.18
5801	Legal Services	30,500.00	30,500.00	10,000.00		20,500.00
5803	Legal Publications	500.00	500.00			500.00
5805	Personnel Expense	842.00	842.00	200.00		642.00
5806	Negotiations	1,000.00	1,000.00			1,000.00
5808	Other Services & Fees	1,500.00	1,500.00	930.44	569.56	.00
5810	Contracted Services	443,765.00	443,765.00	255,121.84	132,741.48	55,901.68
5899	SPJUSD to Reimburse			2,843.93	807.31	3,651.24-
5900	Communications	10,500.00	10,500.00	5,411.56	4,615.82	472.62
Total for Object 5000		624,949.00	624,949.00	288,777.08	171,391.11	164,780.81
6200	Building and Improvement of Bu			19,716.00	6,800.00	26,516.00-
6400	Equipment	20,000.00	20,000.00			20,000.00
6500	Equipment Replacement	15,000.00	15,000.00			15,000.00
Total for Object 6000		35,000.00	35,000.00	19,716.00	6,800.00	8,484.00
7110	County Tuition Inter Dist Agree	5,501.00	5,501.00			5,501.00
7141	Tuition, excess cost etc betwe	24,428.00	24,428.00			24,428.00
7310	Direct Support/Indirect Costs					.00
Total for Object 7000		29,929.00	29,929.00	.00	.00	29,929.00
Total for Fund 01 and Expense accounts		2,322,201.00	2,322,201.00	1,117,570.46	696,937.73	507,692.81
Fund 11 - ADULT ED						
1100	Teachers Salaries				1,097.70	1,097.70-
1300	Certificated Supervisor Admini	89,732.00	89,732.00	52,343.69	37,388.35	.04-
Total for Object 1000		89,732.00	89,732.00	52,343.69	38,486.05	1,097.74-

Balances through November						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 11 - ADULT ED (continued)						
2100	Instructional Aides' Salaries	5,684.00	5,684.00		75.56	5,608.44
3101	STRS Certificated Positions	15,344.00	15,344.00	8,950.76	6,393.40	.16-
3202	PERS Classified Positions	1,179.00	1,179.00		14.90	1,164.10
3301	OASDI Certificated Positions				68.06	68.06-
3302	OASDI Classified Positions	352.00	352.00			352.00
3311	Medicare Certificated Position	1,301.00	1,301.00	759.01	558.07	16.08-
3312	Medicare Classified Positions	82.00	82.00		1.10	80.90
3401	Health & Welfare Benefits Cert	12,767.00	12,767.00	7,447.30	5,319.50	.20
3501	SUI Certificated	45.00	45.00	26.18	19.25	.43-
3502	SUI Classified	3.00	3.00		.04	2.96
3601	Workers' Compensation Certific	3,004.00	3,004.00	1,856.75	1,303.28	156.03-
3602	Workers' Compensation Classifi	190.00	190.00		2.53	187.47
	Total for Object 3000	34,267.00	34,267.00	19,040.00	13,680.13	1,546.87
4100	Approved Textbooks Core Curric	10,000.00	10,000.00	2,499.77	1,105.13-	8,605.36
4300	Materials and Supplies	5,000.00	5,000.00	2,489.25	324.13	2,186.62
4320	Custodial Grounds Supplies			1,229.97		1,229.97-
4400	Noncapitalized Equipment	2,132.00	2,132.00	15,708.98	15,708.98-	2,132.00
	Total for Object 4000	17,132.00	17,132.00	21,927.97	16,489.98-	11,694.01
5200	Travel and Conference	15,000.00	15,000.00		2,893.07	12,106.93
5203	MILEAGE	1,000.00	1,000.00	3,077.80	1,457.86-	619.94-
5300	Dues and Membership	250.00	250.00		800.00	550.00-
5500	Operation Housekeeping Service	2,500.00	2,500.00			2,500.00
5600	Rentals, Leases, Repairs, Nonc			2,231.00		2,231.00-
5810	Contracted Services	40,000.00	40,000.00	12,097.73	10,287.48-	38,189.75
	Total for Object 5000	58,750.00	58,750.00	17,406.53	8,052.27-	49,395.74
6200	Building and Improvement of Bu			14,415.00	33,906.31	48,321.31-
6400	Equipment	22,500.00	22,500.00	7,510.30		14,989.70
	Total for Object 6000	22,500.00	22,500.00	21,925.30	33,906.31	33,331.61-
7619	Other Authorized Interfund Tra	935.00	935.00			935.00
	Total for Fund 11 and Expense accounts	229,000.00	229,000.00	132,643.49	61,605.80	34,750.71
Fund 16 - FOREST RES						
7211	Transfers of Pass-through Rev				6,253.72	6,253.72-
7619	Other Authorized Interfund Tra	52,121.00	52,121.00		1,103.60	51,017.40
	Total for Fund 16, Expense accounts and Object 7000	52,121.00	52,121.00	.00	7,357.32	44,763.68

Selection Filtered by User Permissions, (Org = 1, Online/Offline = N, Fiscal Year = 2020, Period = 5, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

ESCAPE ONLINE

Balances through November						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Total for Org 001 - Sierra County Office of Education		<u>2,603,322.00</u>	<u>2,603,322.00</u>	<u>1,250,213.95</u>	<u>765,900.85</u>	<u>587,207.20</u>

MINUTES FOR THE *SPECIAL MEETING* OF THE
SIERRA COUNTY BOARD OF EDUCATION
&
GOVERNING BOARD OF THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
November 07, 2019
Sierra County Office of Education, 109 Beckwith Rd, Rm 4, Loyalton CA 96118
No videoconferencing available.

A. CALL TO ORDER

SPJUSD President MIKE MOORE called the *DISTRICT* meeting to order at *10:05am*.
GANT/STANNARD

5/0

SPJUSD President MIKE MOORE called the *COUNTY* meeting to order at *10:06am* in the absence of SCOE President PATTY HALL.

WRIGHT/GANT

5/0

B. ROLL CALL

PRESENT: Patty Hall, SCOE President – *arrived at 10:20am*
Mike Moore, SPJUSD President
Allen Wright, SCOE & SPJUSD Vice President
Nicole Stannard, SCOE Clerk
Jenny Gant, SPJUSD Clerk

ABSENT: None

C. FLAG SALUTE

~~C.D.~~ APPROVAL OF AGENDA

WRIGHT/GANT

5/0

~~D.E.~~ PUBLIC COMMENT

1. Current location – *none*
2. Videoconference location – *not available*

~~E.F.~~ ACTION ITEMS

1. Begin discussion of moving the December 2019 meeting to take place on or after Friday, December 13th due to AB 2449
AB 2449 shifts the window of the Annual Organizational Meeting. The 15-day window for 2019 is Friday, December 13 to Friday, December 27, 2019. The Annual Organizational Meeting must take place within the prescribed window.
Looking at moving the regular meeting for December to Friday the 13th, 2019. Will discuss again and vote on the change of date at the regular meetings being held next week November 12, 2019.
2. Budget Workshop with Business Manager, Nona Griesert
PowerPoint presentation and discussion began at 10:10am.
handout included with minutes

BREAK FOR LUNCH AT 11:50am

RECONVENE AT 12:30pm

3. Board Planning and Superintendent Goals
Discussion began at 12:30pm.

F.G. ADVANCED PLANNING

1. Next Regular Board Meetings will be held on November 12, 2019 at Sierra County Office of Education, 109 Beckwith Rd, Loyalton CA 96118, beginning with Closed Session ~~as needed~~ at 5:00pm and the Regular Board Meeting at 6:00pm.

G.H. ADJOURN at 1:53pm

HALL/WRIGHT

5/0

Nicole Stannard, SCOE Clerk

Jenny Gant, SPJUSD Clerk

James Berardi, Superintendent

MINUTES FOR THE REGULAR MEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION

November 12, 2019

Sierra County Office of Education, 109 Beckwith Rd, Loyalton CA 96118

Videoconferenced to Downieville School, 130 School St, Downieville CA 95936

5:00pm Closed Session

6:00pm Regular Session

A. CALL TO ORDER

Vice President ALLEN WRIGHT called the meeting to order at 5:01pm.

B. ROLL CALL

PRESENT: Allen Wright, Vice President
Nicole Stannard, Clerk
Mike Moore, Member
Jenny Gant, Member

ABSENT: Patty Hall, President

C. APPROVAL OF AGENDA

MOORE/STANNARD

4/0

D. PUBLIC COMMENT FOR CLOSED SESSION

1. Current location – *none*
2. Videoconference location – *none*

E. CLOSED SESSION

MOORE/GANT

4/0

The Board of Trustees, Superintendent James Berardi and Business Manager Nona Griesert moved into Closed Session at 5:03pm to discuss the following item(s):

1. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator for the Board: James Berardi, Superintendent

Employee Organizations:

Unrepresented Employees: Sierra-Plumas Teachers' Association

Classified Employees

Confidential Employees

Administrative Employees

2. Government Code 54956.9

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One potential case

F. RETURN TO OPEN SESSION at 5:53pm and ADJOURN FOR BREAK

G. 6:00PM – RECONVENE

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

WRIGHT:

Negotiations—direction given to Superintendent for ongoing negotiations with Classified Staff.

Anticipated Litigation—discussion only, no action taken.

J. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. Report out from October meeting with California County Superintendents Educational Services Association (CCSESA)

BERARDI: Attended first General Meeting for CCSESA. Got a chance to meet with other Superintendents from small counties and single-county counties like ours. Main discussions around reconfiguring CCSESA organization/hierarchy and impact of timber sales on small districts.

- b. Report out from the Special Board Meeting held November 7th – Budget and Board Planning Workshop

BERARDI: Overall good, productive meeting. Compliance is main focus for goals this year.

2. Business Report

- a. Account Object Summary-Balance from 07/01/2019 to 10/31/2019

3. Staff Reports

- a. SELPA—BETHKE: *Echoing BERARDI, currently focused on training and progress towards compliance.*

4. Board Member Reports

None

5. Public Comment

- a. Current location – *none*
b. Videoconference location – *none*

K. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held October 08, 2019

2. Approval of Board Report-Checks Dated 10/01/2019 through 10/31/2019

GANT/STANNARD

4/0

L. ACTION ITEMS

1. Old Business

- a. Discussion and approval of moving the December 2019 meeting to take place on or after Friday, December 13th due to AB 2449

AB 2449 shifts the window of the Annual Organizational Meeting. The 15-day window for 2019 is Friday, December 13 to Friday, December 27, 2019. The

Annual Organizational Meeting must take place within the prescribed window.

MOORE motioned to move meeting to Friday, December 13, 2019 at 2:00pm. Second by GANT.

4/0

2. New Business

- a. Adoption of Resolution No. 20-007C, Secure Rural Schools and Community Self-Determination Act

GANT/MOORE

ROLL CALL VOTE:

STANNARD – AYE

GANT – AYE

WRIGHT – AYE

MOORE – AYE

4/0

- b. Approval of Federal Addendum to Local Control Accountability Plan
BERARDI: New addition to LCAP that needs Board approval.
MOORE/STANNARD
4/0

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- c. 0460—Local Control and Accountability Plan
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions**MOORE/GANT*
4/0
- d. 4116—Probationary/Permanent Status
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions**MOORE motioned to approve BP as presented and AR with removal of the optional section for “Permanency Achieved in Other Districts”. Second by GANT.*
4/0
- e. 4119.22~4219.22~4319.22—Dress and Grooming
 - 1. Board Policy, *revisions**GANT motioned to approve with only the added portion required by law.*
Second by MOORE.
MOORE withdrew his second. GANT withdrew motion.
Notes on this policy say it is “optional” yet there are government codes and laws being referenced.
*MOORE motioned to **table to future meeting** – crosscheck Gov Codes.*
Second by STANNARD.
4/0
- f. 4216—Probationary/Permanent Status
 - 1. Board Policy, *revisions**MOORE/GANT*
4/0
- g. 4218—Dismissal/Suspension/Disciplinary Action
 - 1. Board Policy, *NEW*
 - 2. Administrative Regulation, *revisions**GANT motioned to approve with removal of paragraph 2 on page 3 in AR.*
Second by STANNARD.
4/0
- h. 5131—Conduct
 - 1. Board Policy, *revisions**STANNARD/MOORE*
4/0
- i. 5131.8—Mobile Communication Devices
 - 1. Board Policy, *NEW**MOORE/GANT*
4/0
- j. 5132—Dress and Grooming
 - 1. Board Policy, *revisions**MOORE/STANNARD*
4/0

- k. 9223—Filling Vacancies
 - 1. Board Bylaw, *revisions*
GANT motioned to approve BB as revised, but with the added phrase “at their expense” on page 3. Second by STANNARD.
4/0
- l. 4212—Appointment and Conditions of Employment
 - 1. Administrative Regulation, *revisions*
GANT/MOORE
4/0

M. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on December 13~~0~~, 2019 at Downieville School, 130 School St, Downieville CA 95936, ~~beginning with at 2:00pm.~~ Closed Session will be added to the meeting schedule as needed ~~at 5:00pm and the Regular Board Meeting at 6:00pm.~~
- 2. Suggested Agenda Items
None

N. ADJOURN at 6:49pm
MOORE/STANNARD
4/0

Nicole Stannard, Clerk

James Berardi, Superintendent
Secretary to the County Board of Education

**SIERRA COUNTY OFFICE OF EDUCATION—SCOE
CLOSED SESSION REPORTING FORM**

DATE: November 12, 2019

CLOSED SESSION BEGAN AT: 5:03 P.M.

BOARD MEMBERS PRESENT:

AVS Patty Hall Allen Wright Mike Moore Jenny Gant Nicole Stannard

OTHERS PRESENT:

- James Berardi, Superintendent
- Nona Griesert, Business Manager
- _____
- _____

I. SESSION TOPIC(S):

<p>Item #1—Government Code 54957.6 CONFERENCE WITH LABOR NEGOTIATORS Agency Negotiator for the Board: James Berardi, Superintendent Employee Organizations: Unrepresented Employees: Sierra-Plumas Teachers' Association Classified Employees Confidential Employees Administrative Employees</p> <p>RESULT:</p> <p><input checked="" type="checkbox"/> DIRECTION WAS GIVEN TO SUPERINTENDENT</p> <p><input type="checkbox"/> THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN: HALL _____ WRIGHT _____ MOORE _____ GANT _____ STANNARD _____</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION: HALL _____ WRIGHT _____ MOORE _____ GANT _____ STANNARD _____</p> <hr/> <p>Item #2—Government Code 54956.9 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One potential case</p> <p>RESULT:</p> <p><input type="checkbox"/> DIRECTION WAS GIVEN TO SUPERINTENDENT</p> <p><input checked="" type="checkbox"/> THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN: HALL _____ WRIGHT _____ MOORE _____ GANT _____ STANNARD _____</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION: HALL _____ WRIGHT _____ MOORE _____ GANT _____ STANNARD _____</p>

II. MOTION TO ADJOURN CLOSED SESSION AT 5:53 P.M. AND RETURN TO OPEN SESSION

BY: Mike Moore (NAME) SECONDED: Allen Wright (NAME)

MOTION PASSED / FAILED

PRESIDED BY: Allen Wright
Patty Hall, PRESIDENT
Allen Wright VP SCOE

RECORDED BY: Nicole Stannard
Nicole Stannard, CLERK

Checks Dated 11/01/2019 through 11/30/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00015444	11/07/2019	CIT	01-5900	PHONE SYSTEM/MAINTENANCE		773.08
00015445	11/07/2019	WAYNE M. CREEL	11-5810	EMT-1 COURSE INSTRUCTION		1,960.00
00015446	11/07/2019	ANNA GOODWIN	01-5810	NURSE SERVICES		2,485.00
00015447	11/07/2019	NONA GRIESERT	01-5200	MILEAGE	139.02	
			01-5899	MILEAGE	417.06	556.08
00015448	11/07/2019	JANIS HARDEMAN	01-5810	NURSE SERVICES		1,470.00
00015449	11/07/2019	WENDY JACKSON	11-5200	FLIGHT	579.36	
				PER DIEM/FLIGHT	137.10	716.46
00015450	11/07/2019	JANE V. LEE, M.A., LMFT	01-5810	COUNSELING SERVICES		1,337.60
00015451	11/07/2019	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE		202.52
00015452	11/07/2019	LITHIA CHRYSLER JEEP OF RENO	11-6400	VEHICLE		29,940.25
00015453	11/07/2019	MARY LOWE	01-5810	COUNSELING SERVICES		3,385.80
00015454	11/07/2019	LESLIE MARSDEN, MOT, OTR/L	01-5810	OCCUPATIONAL THERAPY SERVICES		1,882.50
00015455	11/07/2019	MIKE MOORE	01-5200	PER DIEM		29.00
00015456	11/07/2019	NCS PEARSON, INC.	01-4300	BEHAVIOR ASSESSMENT		77.50
00015457	11/07/2019	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		30.00
00015458	11/07/2019	SIERRA VALLEY HOME CENTER	01-4300	SHOP SUPPLIES		41.56
00015459	11/07/2019	TRI COUNTY SCHOOLS INSURANCE GROUP	01-3902	NOV 19 HEALTH INSURANCE	1,104.00	
			01-9535	NOV 19 HEALTH INSURANCE	2,159.00	
			76-9576	NOV 19 HEALTH INSURANCE	18,796.80	22,059.80
00015460	11/07/2019	U.S. BANK	01-4300	CLASSROOM SUPPLIES	387.54	
				PIGMENTS - EPOXY	35.81	
				TABLE EPOXY	203.69	
			01-5200	REGISTRATION	283.00	
				SUPT. TRAVEL EXPENSES	360.00	
			01-5899	SUPT. TRAVEL EXPENSES	240.00	
				Unpaid Sales Tax	19.85-	1,490.19
00015461	11/07/2019	VOYAGER	01-4350	FUEL EXPENSE	60.79	
			01-5200	FUEL EXPENSE	74.06	
			01-5899	FUEL EXPENSE	150.25	285.10
00015462	11/07/2019	ALLEN WRIGHT	01-5200	PER DIEM		7.25
00015463	11/05/2019	DOUBLETREE SUITES	01-5200	HOTEL - PASSCO MEETING	76.48	
			01-5899	HOTEL - PASSCO MEETING	229.43	305.91
Total Number of Checks					20	69,035.60

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

Checks Dated 11/01/2019 through 11/30/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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Fund Summary

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
01	County School Service Fund	17	17,641.94
11	ADULT EDUCATION	3	32,616.71
76	Payroll Clearing	1	18,796.80
Total Number of Checks		20	69,055.45
Less Unpaid Sales Tax Liability			19.85
Net (Check Amount)			69,035.60

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

Sierra County Office of Education



First Interim Budget 2019/20

December 13, 2019
James Berardi/Superintendent

Sierra County Office of Education
2019-2020 First Interim
Actuals as of October 31, 2019
Presented December 13, 2019

The First Interim budget report is a snapshot in time of the revenue and expenditure forecasts for the current fiscal year as well as a projection of the two subsequent fiscal years. It is a time to adjust the budget based upon the enacted State Budget and subsequent trailer bills, the closing of the prior fiscal year, and other factors that impact revenue and expenditures. The First Interim report covers the period of time from July 1 through October 31 each fiscal year. Keep in mind that a budget and multi-year projection are just that - projections, not forecasts. Projections are expected to change as various factors change, they are not predictions. Projections are the mathematical result of today's decisions based on a given set of assumptions. Forecasts, on the other hand, are predictions of the future; there is a higher implied reliability factor than for projections. Projections will change anytime the underlying factors change.



The Big Picture

The U.S. economy is doing well despite concerns of a potential recession. The hard data, which refers to actual numbers about the economy such as unemployment and retail sales, continues to reflect economic strength. The U.S. unemployment rate fell to a 50-year low in September (its lowest level since December 1969) while retail sales grew more than expected in August. The U.S. consumer is also in a solid place. Retail sales rose 0.4% in August topping a Dow Jones estimate of 0.2%.

The Legislative Analyst's Office reported that it's State Fiscal Health Index that is designed to track the strength of economic conditions relevant to the state's fiscal health. The most recent four months have been in decline. While a four-month trend is not enough to draw firm conclusions, each additional month of decline in the index increases the risk that an economic slowdown is on the horizon.



The Department of Finance reports that California's unemployment rate in July was 4.1%, matching the state's lowest unemployment rate on record. Preliminary state general fund cash for the first two months is on par with the forecast, up to \$186 million. The population growth rate has been cut in half over the past three years as the number of Californians moving to other states has picked up. In large part, this is a result of California's high housing prices and the lack of enough affordable construction.

California's economy is slowing and a recession may well be looming ahead according to key economists in a recent report. Senior economist David Shulman said "Make no mistake, although we have lowered the risk of a recession, the second half of 2020 remains problematic for the economy."



GENERAL FUND

REVENUE

Below are the changes in revenue projections since the budget adoption.

Local Control Funding Formula

LCFF State Revenue decreased by **(\$1,509)** since budget adoption.

Federal Revenue

Federal Revenue increased **\$9,980** since the budget adoption.

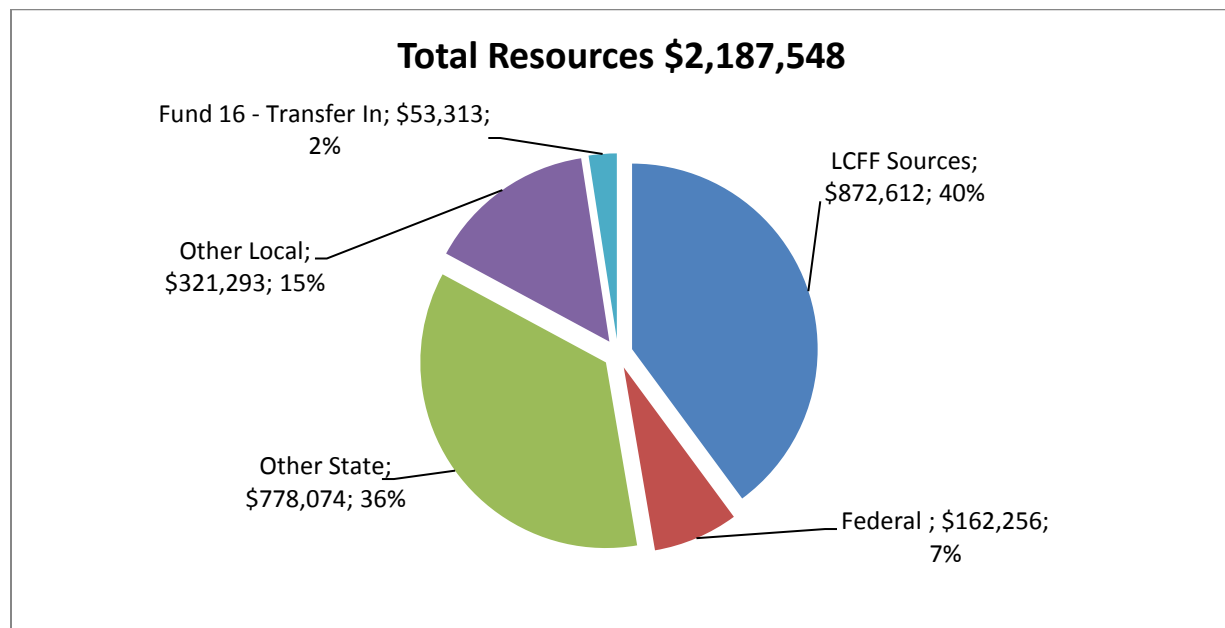
Other State Revenue

Restricted Other State Revenue increased by **\$201,004** since the budget adoption for the following reason:

<u>Funding Description</u>	<u>Favorable (Unfavorable)</u>
• One Time Mandated Cost increase	\$ -0-
• State Lottery - Unrestricted	(\$ 223)
• State Lottery - Restricted	(\$ 27)
• Special Education	\$ 6,057
• TUPE RS6585	\$ 37,500
• Classified School Emp Prof'l Dev	(\$ 586)
• Foster Youth	\$ 90,283
• STRS/PERS on Behalf	<u>\$ 68,000</u>
Net Change	\$201,004

Local Revenue

Local Revenue did not have a change since the budget adoption.

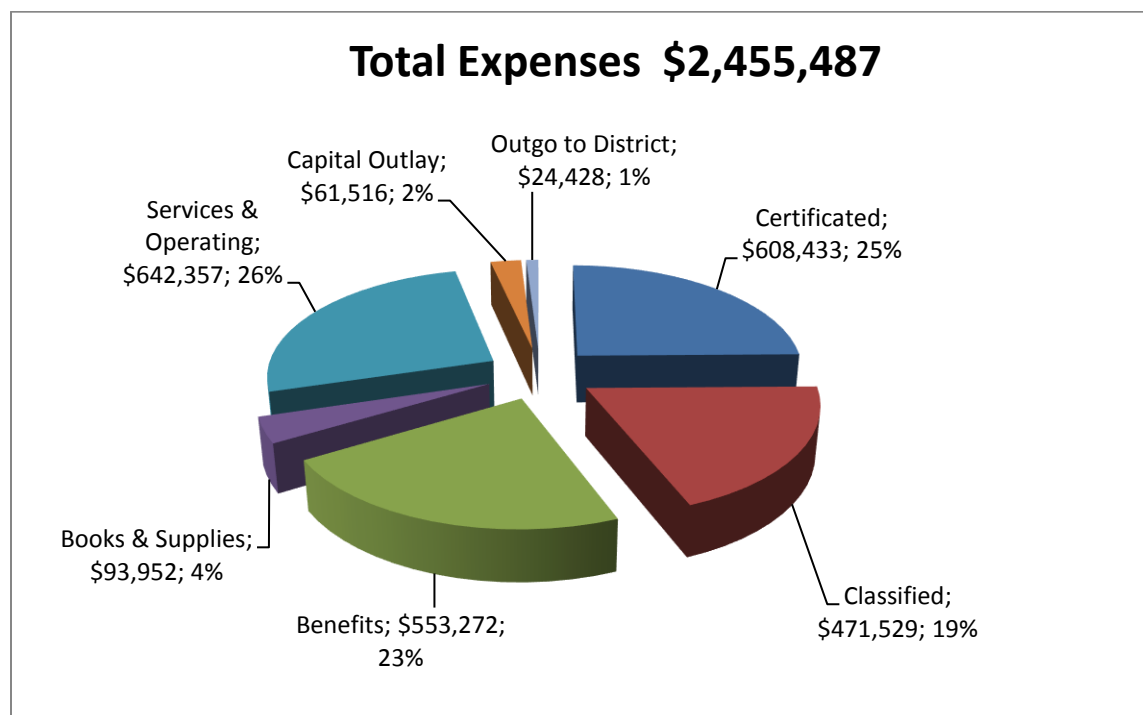


Description	2016-17 Actuals	2017-18 Actuals	2018-19 Unaudited Actuals	2019-2020 Adopted Budget	2019-2020 First Interim
LCFF Resources	\$ 775,048	\$ 854,206	\$ 851,039	874,121	\$872,612
Federal	274,540	194,130	158,912	152,276	162,256
Other State	688,411	660,753	634,134	577,070	778,074
Other Local	340,611	370,430	486,100	321,293	321,293
Total	\$2,078,640	\$2,079,519	\$2,130,185	\$1,924,760	\$2,134,235

EXPENDITURES

General Fund Expenditures

Expenditures increased by \$133,286 (General Fund, Unrestricted/Restricted, Page 1) from the Board Approved Adopted Budget.



Expenditures Comparison

Description	2016-17 Actuals	2017-18 Actuals	2018-19 Unaudited Actuals	2019-2020 Adopted Budget	2019-2020 First Interim
Certificated	\$ 504,973	\$ 560,268	\$ 675,798	\$ 602,590	\$ 608,433
Classified	374,437	398,276	401,509	476,594	471,529
Benefits	418,617	494,494	553,278	484,818	553,272
Books & Supplies	46,569	25,289	35,460	68,321	93,952
Services & Operating	503,111	506,018	519,917	624,949	642,357
Capital Outlay	81,843	10,916	291,968	35,000	61,516
Other Outgo	129,294	34,249	47,204	29,929	24,428
Total	\$2,058,844	\$2,029,510	\$2,525,134	\$2,322,201	2,455,487

Net Increase (Decrease) in Fund Balance

Fiscal Year	Amount
2015-16 actuals	388,497
2016-17 actuals	36,578
2017-18 actuals	115,142
2018-19 unaudited	(336,375)
2019-20 projected	(267,939)

Projected Ending Fund Balance

2015-16	\$2,694,339 actuals
2016-17	\$2,698,358 actuals
2017-18	\$2,846,059 actuals
2018-19	\$2,509,684 unaudited
2019-20	\$2,241,746 projected

Personnel	FTE	
Certificated	4.60	} 21.15 FTE
Superintendent	.15	
Administrative	3.60	
Classified	9.80	
Confidential	3.00	

Direct Services Contracted to provide special education services

Speech
 Occupational Therapy
 Adapted P.E.
 Public Nurse

Comments

1. COLA of 3.26% for 2019/20.
2. No salary increases in addition to step and column for employees projected in the current or subsequent 2 years.
3. Certificated health and welfare (H/W) soft cap selected plan employee range (14,398.50 to 19,534.50); Certificated employees hired effective 2017/18 hard capped at \$17,536; all other employees H/W is capped at \$17,536. H/W cost is \$201,940.
4. PERS rate increase from 18.062% to 19.721%, for a projected annual cost of \$72,785.
5. STRS rate increase from 16.28% to 17.10%.for a projected annual cost of \$85,647.
6. Reimburse Sierra-Plumas JUSD to provide foster youth, business, curriculum, and technology services.
7. Forest Reserve Revenue budget is \$52,121
8. Positive Certification
9. Projected ending cash balance: \$2,241,746

Gen Fund Budget Comparison Worksheet

		Unrestricted				Restricted				Total				
Year:		18/19	19/20	Pos (Neg)	%	18/19	19/20	Pos (Neg)	%	18/19	19/20	Pos (Neg)	%	
Period:		Adopted	First Interim	Difference	Change	Adopted	First Interim	Difference	Change	Adopted	First Interim	Difference	Change	
		Budget				Budget				Budget				
Revenues														
	LCFF Revenues	8010-8099	874,121	872,612	(1,509)	-0.17%	-	-	-	-	-	-	-	
	Federal Revenues	8100-8299	-	-	-	-	-	-	-	874,121	872,612	(1,509)	-0.17%	
	State Revenues	8300-8599	5,859	5,636	(223)	-3.81%	152,276	162,256	9,980	152,276	162,256	9,980	6.55%	
	Local Revenues	8600-8799	316,793	316,793	-	0.00%	571,211	772,438	201,227	577,070	778,074	201,004	34.83%	
	Total Revenues		1,196,773	1,195,041	(1,732)	-0.14%	4,500	4,500	-	321,293	321,293	-	0.00%	
							727,987	939,194	211,207	1,924,760	2,134,235	209,475	10.88%	
Expenditures														
	Certificated Salaries	1000-1999	292,154	285,742	(6,412)	-2.19%	310,436	322,691	12,255	3.95%	602,590	608,433	5,843	0.97%
	Classified Salaries	2000-2999	295,735	249,812	(45,923)	-15.53%	180,859	221,717	40,858	22.59%	476,594	471,529	(5,065)	-1.06%
	Benefits & Taxes	3000-3999	281,108	238,229	(42,879)	-15.25%	203,710	315,043	111,333	54.65%	484,818	553,272	68,454	14.12%
	Materials & Supplies	4000-4999	20,178	31,517	11,339	56.19%	48,143	62,435	14,292	29.69%	68,321	93,952	25,631	37.52%
	Operating Expenditures	5000-5999	381,204	366,143	(15,061)	-3.95%	243,745	276,214	32,469	13.32%	624,949	642,357	17,408	2.79%
	Capital Outlay	6000-6599	35,000	35,000	-	0.00%	-	26,516	26,516	35,000	61,516	26,516	75.76%	
	Other Outgo	7xxx's	24,428	24,428	-	0.00%	5,501	-	(5,501)	-100.00%	29,929	24,428	(5,501)	-18.38%
	Other Outgo	7300-7399	(2,736)	(3,604)	(868)	31.73%	2,736	3,604	868	31.73%	-	-	-	-
	Total Expenditures		1,327,071	1,227,267	(99,804)	-7.52%	995,130	1,228,220	233,090	23.42%	2,322,201	2,455,487	133,286	5.74%
	Rev less Exp		(130,298)	(32,226)	98,072	-75.27%	(267,143)	(289,026)	(21,883)	8.19%	(397,441)	(321,252)	76,189	-19.17%
Other Sources/Uses														
	Transfers In	8910-8979	53,056	53,313	257	0.48%	-	-	-	53,056	53,313	257	0.48%	
	Contributions	8980-8999	(267,143)	(267,926)	(783)	0.29%	267,143	267,926	783	0.29%	-	-	-	-
	Transfers Out	7610-7699	-	-	-	-	-	-	-	-	-	-	-	
	Total Other Sources		(214,087)	(214,613)	(526)	0.25%	267,143	267,926	783	0.29%	53,056	53,313	257	0.48%
	Change in Fund Bal		(344,385)	(246,839)	97,546	-28.32%	-	(21,100)	(21,100)	(344,385)	(267,939)	76,446	-22.20%	
	Beg Fund Bal		2,231,194	2,488,585	257,391	11.54%	-	21,100	21,100	2,231,194	2,509,685	278,491	12.48%	
	Adjustments		-	-	-	-	-	-	-	-	-	-	-	
	Adj Beg Fund Bal		2,231,194	2,488,585	257,391	11.54%	-	21,100	21,100	2,231,194	2,509,685	278,491	12.48%	
	End Fund Bal		1,886,809	2,241,746	354,937	18.81%	-	-	-	1,886,809	2,241,746	354,937	18.81%	
	Non Spendable		500	500	-	-	-	-	-	500	500	-	-	
	Restricted		-	-	-	-	-	-	-	-	-	-	-	
	Committed		-	-	-	-	-	-	-	-	-	-	-	
	OPEB		93,849	93,849	-	-	-	-	-	93,849	93,849	-	-	
	Assigned		-	-	-	-	-	-	-	-	-	-	-	
	Deferred Maintenance		50,000	50,000	-	-	-	-	-	50,000	50,000	-	-	
	REU		232,000	245,000	13,000	-	-	-	-	232,000	245,000	13,000	-	
	Unassigned		1,510,460	1,852,397	341,937	22.64%	-	-	-	1,510,460	1,852,397	341,937	22.64%	

REU is: 10.0% 10.0%

Tickmark Legend

Sierra County Office of Education
 2019/20 First Interim Budget

1	Restricted revenue increased in SpEd approx \$6k, new TUPE RS6685 increase \$37,500, award for Foster Youth Program increase approx \$90k, increase budget for STRS/PERS on Behalf \$68k.
2	Unrestricted Classified Salaries for Academic Advisor position not being filled reduced approx <\$46k>.
3	Unrestricted benefits reduced due to H&W approx <\$37k>, PERS reduced approx <\$13k>, other adjustments to various statutory benefits approx \$4k.
4	Unrestricted Materials & Supplies increased approx \$11 for Lottery carryover and increased EPA estimate.
5	Restricted Classified Salaries increased for McKinney Vento approx \$2k, SpEd increased approx \$16k, Foster Youth increased approx \$23k
6	Restricted benefits for SpEd increased approx \$21k, McKinney Vento increased approx \$500, Foster Youth increased approx \$22k, STRS/PERS on behalf increase approx \$68k.
7	Restricted Materials & Supplies for SpEd reduced approx <\$3,500>, McKinney Vento increased approx \$1k, Restricted Lottery increased approx \$1,300, new TUPE RS6685 increased approx \$12,500 Foster Youth increased approx \$3k.
8	Restricted Operating Expenditures for McKinney Vento increased approx \$6,700, SpEd reduced approx <\$23k>, new TUPE RS6685 increased approx \$25k, Foster Youth increased approx \$24k.
9	Restricted Capital Outlay increased for Prop 39 carryover from prior year.
10	
11	
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13	
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16	
17	
18	
19	
20	

Multi Year Projection

		2019/20 <i>Budget</i>			2020/21 <i>MYP</i>			2021/22 <i>MYP</i>		
		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
		A	B	C	D	E	F	G	H	I
Revenues										
LCFF Revenues	8010-8099	872,612	-	872,612	900,294	-	900,294	925,456	-	925,456
Federal Revenues	8100-8299	-	162,256	162,256	-	152,256	152,256	-	152,256	152,256
State Revenues	8300-8599	5,636	772,438	778,074	5,656	682,155	687,811	5,656	682,155	687,811
Local Revenues	8600-8799	316,793	4,500	321,293	316,793	4,500	321,293	316,793	4,500	321,293
Transfers In	8910-8979	53,313	-	53,313	53,313	-	53,313	53,313	-	53,313
Contributions	8980-8999	(267,926)	267,926	-	(303,098)	303,098	-	(315,049)	315,049	-
Total Revenues		980,428	1,207,120	2,187,548	972,958	1,142,009	2,114,967	986,169	1,153,960	2,140,129
Expenditures										
Certificated Salaries	1000-1999	285,742	322,691	608,433	290,028	326,563	616,591	294,378	331,461	625,839
Classified Salaries	2000-2999	249,812	221,717	471,529	254,808	226,151	480,959	259,904	230,674	490,578
Benefits & Taxes	3000-3999	238,229	315,043	553,272	240,756	255,607	496,363	243,342	258,137	501,479
Materials & Supplies	4000-4999	31,517	62,435	93,952	31,517	58,266	89,783	31,517	58,266	89,783
Operating Expenditures	5000-5999	366,143	276,214	642,357	366,143	245,302	611,445	366,143	245,302	611,445
Capital Outlay	6000-6599	35,000	26,516	61,516	35,000	26,516	61,516	35,000	26,516	61,516
Other Outgo	7xxx's	24,428	-	24,428	24,428	-	24,428	24,428	-	24,428
Other Outgo	7300-7399	(3,604)	3,604	-	(3,604)	3,604	-	(3,604)	3,604	-
Transfers Out	7600-7629	-	-	-	-	-	-	-	-	-
Total Expenditures		1,227,267	1,228,220	2,455,487	1,239,076	1,142,009	2,381,085	1,251,108	1,153,960	2,405,068
Rev less Exp		(246,839)	(21,100)	(267,939)	(266,118)	-	(266,118)	(264,939)	-	(264,939)
Change in Fund Bal		(246,839)	(21,100)	(267,939)	(266,118)	-	(266,118)	(264,939)	-	(264,939)
Beg Fund Bal		2,488,585	21,100	2,509,685	2,241,746	-	2,241,746	1,975,628	-	1,975,628
Adjustments		-	-	-	-	-	-	-	-	-
Adj Beg Fund Bal		2,488,585	21,100	2,509,685	2,241,746	-	2,241,746	1,975,628	-	1,975,628
End Fund Bal		2,241,746	-	2,241,746	1,975,628	-	1,975,628	1,710,689	-	1,710,689
Non Spendable		500	-	500	500	-	500	500	-	500
Restricted		-	-	-	-	-	-	-	-	-
Comitted										
OPEB		93,849	-	93,849	92,485	-	92,485	92,485	-	92,485
Assigned										
Deferred Maintenance		50,000	-	50,000	100,000	-	100,000	150,000	-	150,000
REU		245,000	-	245,000	245,000	-	245,000	245,000	-	245,000
Unassigned		1,852,397	-	1,852,397	1,730,128	-	1,730,128	1,465,189	-	1,465,189

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For:			
		2019-20 Original Budget	2019-20 Board Approved Operating Budget	2019-20 Actuals to Date	2019-20 Projected Totals
01I	General Fund/County School Service Fund	GS	GS	GS	GS
09I	Charter Schools Special Revenue Fund				
10I	Special Education Pass-Through Fund				
11I	Adult Education Fund	G	G	G	G
12I	Child Development Fund				
13I	Cafeteria Special Revenue Fund				
14I	Deferred Maintenance Fund				
15I	Pupil Transportation Equipment Fund				
16I	Forest Reserve Fund	G	G		G
17I	Special Reserve Fund for Other Than Capital Outlay Projects				
18I	School Bus Emissions Reduction Fund				
19I	Foundation Special Revenue Fund				
20I	Special Reserve Fund for Postemployment Benefits				
21I	Building Fund				
25I	Capital Facilities Fund				
30I	State School Building Lease-Purchase Fund				
35I	County School Facilities Fund				
40I	Special Reserve Fund for Capital Outlay Projects				
53I	Tax Override Fund				
56I	Debt Service Fund				
57I	Foundation Permanent Fund				
61I	Cafeteria Enterprise Fund				
62I	Charter Schools Enterprise Fund				
63I	Other Enterprise Fund				
66I	Warehouse Revolving Fund				
67I	Self-Insurance Fund				
71I	Retiree Benefit Fund				
73I	Foundation Private-Purpose Trust Fund				
AI	Average Daily Attendance	S	S		S
CASH	Cashflow Worksheet				S
CHG	Change Order Form				
CI	Interim Certification				S
ESMOE	Every Student Succeeds Act Maintenance of Effort				GS
ICR	Indirect Cost Rate Worksheet				S
MYPI	Multiyear Projections - General Fund				GS
SIAI	Summary of Interfund Activities - Projected Year Totals				G
01CSI	Criteria and Standards Review				S

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	874,121.00	874,121.00	266,115.00	872,612.00	(1,509.00)	-0.2%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	5,859.00	5,859.00	260.77	5,636.00	(223.00)	-3.8%
4) Other Local Revenue		8600-8799	316,793.00	316,793.00	124,019.30	316,793.00	0.00	0.0%
5) TOTAL, REVENUES			1,196,773.00	1,196,773.00	390,395.07	1,195,041.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	292,154.00	292,154.00	76,419.42	285,742.00	6,412.00	2.2%
2) Classified Salaries		2000-2999	295,735.00	295,735.00	79,409.65	249,812.00	45,923.00	15.5%
3) Employee Benefits		3000-3999	281,108.00	281,108.00	85,454.85	238,229.00	42,879.00	15.3%
4) Books and Supplies		4000-4999	20,178.00	20,178.00	7,034.64	31,517.00	(11,339.00)	-56.2%
5) Services and Other Operating Expenditures		5000-5999	381,204.00	381,204.00	116,450.16	366,143.00	15,061.00	4.0%
6) Capital Outlay		6000-6999	35,000.00	35,000.00	0.00	35,000.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	24,428.00	24,428.00	0.00	24,428.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(2,736.00)	(2,736.00)	(9.30)	(3,604.00)	868.00	-31.7%
9) TOTAL, EXPENDITURES			1,327,071.00	1,327,071.00	364,759.42	1,227,267.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(130,298.00)	(130,298.00)	25,635.65	(32,226.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	53,056.00	53,056.00	0.00	53,313.00	257.00	0.5%
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	(267,143.00)	(267,143.00)	0.00	(267,926.00)	(783.00)	0.3%
4) TOTAL, OTHER FINANCING SOURCES/USES			(214,087.00)	(214,087.00)	0.00	(214,613.00)		

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)			(344,385.00)	(344,385.00)	25,635.65	(246,839.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	0.00	0.00		2,488,585.00	2,488,585.00	New
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		2,488,585.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00		2,488,585.00		
2) Ending Balance, June 30 (E + F1e)			(344,385.00)	(344,385.00)		2,241,746.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		500.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted								
		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		93,849.00		
OPEB	0000	9760				93,849.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		50,000.00		
Deferred Maintenance	0000	9780				50,000.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		245,000.00		
Unassigned/Unappropriated Amount			(344,385.00)	(344,385.00)		1,852,397.00		

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	669,924.00	669,924.00	227,966.00	652,601.00	(17,323.00)	-2.6%
Education Protection Account State Aid - Current Year		8012	136,783.00	136,783.00	38,149.00	152,597.00	15,814.00	11.6%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	601.00	601.00	0.00	601.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	63,324.00	63,324.00	0.00	63,324.00	0.00	0.0%
Unsecured Roll Taxes		8042	2,809.00	2,809.00	0.00	2,809.00	0.00	0.0%
Prior Years' Taxes		8043	50.00	50.00	0.00	50.00	0.00	0.0%
Supplemental Taxes		8044	630.00	630.00	0.00	630.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
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			874,121.00	874,121.00	266,115.00	872,612.00	(1,509.00)	-0.2%
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			874,121.00	874,121.00	266,115.00	872,612.00	(1,509.00)	-0.2%
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		
Donated Food Commodities		8221	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		
Title I, Part A, Basic	3010	8290						
Title I, Part D, Local Delinquent Programs	3025	8290						
Title II, Part A, Supporting Effective Instruction	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)
Title III, Part A, Immigrant Student Program	4201	8290						
Title III, Part A, English Learner Program	4203	8290						
Public Charter Schools Grant Program (PCSGP)	4610	8290						
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3183, 3185, 4050, 4123, 4124, 4126, 4127, 4128, 4204, 5510, 5630	8290						
Career and Technical Education	3500-3599	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 Prior Years	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	3,759.00	3,759.00	0.00	3,759.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	2,100.00	2,100.00	260.77	1,877.00	(223.00)	-10.6%
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%
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
Career Technical Education Incentive Grant Program	6387	8590						
Drug/Alcohol/Tobacco Funds	6650, 6680, 6685, 6690, 6695	8590						
California Clean Energy Jobs Act	6230	8590						
Specialized Secondary	7370	8590						
American Indian Early Childhood Education	7210	8590						
Quality Education Investment Act	7400	8590						
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			5,859.00	5,859.00	260.77	5,636.00	(223.00)	-3.8%

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		
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	30,000.00	30,000.00	0.00	30,000.00	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	286,389.00	286,389.00	124,019.30	286,389.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00		
All Other Local Revenue		8699	404.00	404.00	0.00	404.00	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			316,793.00	316,793.00	124,019.30	316,793.00	0.00	0.0%
TOTAL, REVENUES			1,196,773.00	1,196,773.00	390,395.07	1,195,041.00	(1,732.00)	-0.1%

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	74,250.00	74,250.00	11,949.20	74,400.00	(150.00)	-0.2%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	217,904.00	217,904.00	64,470.22	211,342.00	6,562.00	3.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			292,154.00	292,154.00	76,419.42	285,742.00	6,412.00	2.2%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	58,482.00	58,482.00	3,371.05	12,445.00	46,037.00	78.7%
Classified Support Salaries		2200	5,560.00	5,560.00	1,854.08	5,563.00	(3.00)	-0.1%
Classified Supervisors' and Administrators' Salaries		2300	104,378.00	104,378.00	34,732.00	104,371.00	7.00	0.0%
Clerical, Technical and Office Salaries		2400	127,315.00	127,315.00	39,452.52	127,433.00	(118.00)	-0.1%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			295,735.00	295,735.00	79,409.65	249,812.00	45,923.00	15.5%
EMPLOYEE BENEFITS								
STRS		3101-3102	49,197.00	49,197.00	13,232.29	49,598.00	(401.00)	-0.8%
PERS		3201-3202	65,908.00	65,908.00	16,974.97	52,229.00	13,679.00	20.8%
OASDI/Medicare/Alternative		3301-3302	26,168.00	26,168.00	6,989.60	22,551.00	3,617.00	13.8%
Health and Welfare Benefits		3401-3402	120,618.00	120,618.00	38,762.82	83,037.00	37,581.00	31.2%
Unemployment Insurance		3501-3502	295.00	295.00	77.84	269.00	26.00	8.8%
Workers' Compensation		3601-3602	18,922.00	18,922.00	5,001.33	17,295.00	1,627.00	8.6%
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	4,416.00	13,250.00	(13,250.00)	New
TOTAL, EMPLOYEE BENEFITS			281,108.00	281,108.00	85,454.85	238,229.00	42,879.00	15.3%
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	15,317.00	15,317.00	2,198.43	24,017.00	(8,700.00)	-56.8%
Noncapitalized Equipment		4400	4,861.00	4,861.00	4,836.21	7,500.00	(2,639.00)	-54.3%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			20,178.00	20,178.00	7,034.64	31,517.00	(11,339.00)	-56.2%
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	17,998.00	17,998.00	178.49	21,498.00	(3,500.00)	-19.4%
Dues and Memberships		5300	18,676.00	18,676.00	11,005.10	12,500.00	6,176.00	33.1%
Insurance		5400-5450	1,000.00	1,000.00	0.00	0.00	1,000.00	100.0%
Operations and Housekeeping Services		5500	4,000.00	4,000.00	1,162.74	7,000.00	(3,000.00)	-75.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	2,500.00	2,500.00	396.63	1,250.00	1,250.00	50.0%
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	327,030.00	327,030.00	100,060.10	313,895.00	13,135.00	4.0%
Communications		5900	10,000.00	10,000.00	3,647.10	10,000.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			381,204.00	381,204.00	116,450.16	366,143.00	15,061.00	4.0%

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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	20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
Equipment Replacement		6500	15,000.00	15,000.00	0.00	15,000.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			35,000.00	35,000.00	0.00	35,000.00	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	24,428.00	24,428.00	0.00	24,428.00	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						
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	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)			24,428.00	24,428.00	0.00	24,428.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	(2,736.00)	(2,736.00)	(9.30)	(3,604.00)	868.00	-31.7%
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			(2,736.00)	(2,736.00)	(9.30)	(3,604.00)	868.00	-31.7%
TOTAL, EXPENDITURES			1,327,071.00	1,327,071.00	364,759.42	1,227,267.00	99,804.00	7.5%

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)
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	53,056.00	53,056.00	0.00	53,313.00	257.00	0.5%
(a) TOTAL, INTERFUND TRANSFERS IN			53,056.00	53,056.00	0.00	53,313.00	257.00	0.5%
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 Disposal of Capital Assets		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	(267,143.00)	(267,143.00)	0.00	(267,926.00)	(783.00)	0.3%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(267,143.00)	(267,143.00)	0.00	(267,926.00)	(783.00)	0.3%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(214,087.00)	(214,087.00)	0.00	(214,613.00)	(526.00)	0.2%

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	152,276.00	152,276.00	0.00	162,256.00	9,980.00	6.6%
3) Other State Revenue		8300-8599	571,211.00	571,211.00	94,105.32	772,438.00	201,227.00	35.2%
4) Other Local Revenue		8600-8799	4,500.00	4,500.00	0.00	4,500.00	0.00	0.0%
5) TOTAL, REVENUES			727,987.00	727,987.00	94,105.32	939,194.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	310,436.00	310,436.00	75,239.32	322,691.00	(12,255.00)	-3.9%
2) Classified Salaries		2000-2999	180,859.00	180,859.00	27,178.41	221,717.00	(40,858.00)	-22.6%
3) Employee Benefits		3000-3999	203,710.00	203,710.00	39,773.04	315,043.00	(111,333.00)	-54.7%
4) Books and Supplies		4000-4999	48,143.00	48,143.00	7,087.19	62,435.00	(14,292.00)	-29.7%
5) Services and Other Operating Expenditures		5000-5999	243,745.00	243,745.00	41,532.32	276,214.00	(32,469.00)	-13.3%
6) Capital Outlay		6000-6999	0.00	0.00	6,800.00	26,516.00	(26,516.00)	New
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	5,501.00	5,501.00	0.00	0.00	5,501.00	100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	2,736.00	2,736.00	9.30	3,604.00	(868.00)	-31.7%
9) TOTAL, EXPENDITURES			995,130.00	995,130.00	197,619.58	1,228,220.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(267,143.00)	(267,143.00)	(103,514.26)	(289,026.00)		
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	267,143.00	267,143.00	0.00	267,926.00	783.00	0.3%
4) TOTAL, OTHER FINANCING SOURCES/USES			267,143.00	267,143.00	0.00	267,926.00		

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)			0.00	0.00	(103,514.26)	(21,100.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	0.00	0.00		21,100.00	21,100.00	New
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		21,100.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00		21,100.00		
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 Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted								
		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9780	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	109,379.00	109,379.00	0.00	109,379.00	0.00	0.0%
Special Education Discretionary Grants		8182	25,799.00	25,799.00	0.00	25,779.00	(20.00)	-0.1%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
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%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	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)
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3183, 3185, 4050, 4123, 4124, 4126, 4127, 4128, 4204, 5510, 5630							
Other NCLB / Every Student Succeeds Act		8290	0.00	0.00	0.00	10,000.00	10,000.00	New
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	17,098.00	17,098.00	0.00	17,098.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			152,276.00	152,276.00	0.00	162,256.00	9,980.00	6.6%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311	459,459.00	459,459.00	0.00	467,764.00	8,305.00	1.8%
Prior Years	6500	8319	2,886.00	2,886.00	0.00	0.00	(2,886.00)	-100.0%
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		
Lottery - Unrestricted and Instructional Materials		8560	690.00	690.00	101.32	663.00	(27.00)	-3.9%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6680, 6685, 6690, 6695	8590	37,500.00	37,500.00	75,000.00	75,000.00	37,500.00	100.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	70,676.00	70,676.00	19,004.00	229,011.00	158,335.00	224.0%
TOTAL, OTHER STATE REVENUE			571,211.00	571,211.00	94,105.32	772,438.00	201,227.00	35.2%

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%) Adjustme		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	4,500.00	4,500.00	0.00	4,500.00	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			4,500.00	4,500.00	0.00	4,500.00	0.00	0.0%
TOTAL, REVENUES			727,987.00	727,987.00	94,105.32	939,194.00	211,207.00	29.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	227,022.00	227,022.00	47,434.60	232,677.00	(5,655.00)	-2.5%
Certificated Pupil Support Salaries		1200	30,561.00	30,561.00	10,186.92	30,561.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	52,853.00	52,853.00	17,617.80	59,453.00	(6,600.00)	-12.5%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			310,436.00	310,436.00	75,239.32	322,691.00	(12,255.00)	-3.9%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	146,573.00	146,573.00	23,049.09	159,880.00	(13,307.00)	-9.1%
Classified Support Salaries		2200	25,286.00	25,286.00	2,515.32	33,779.00	(8,493.00)	-33.6%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	10,348.00	(10,348.00)	New
Clerical, Technical and Office Salaries		2400	0.00	0.00	450.00	1,750.00	(1,750.00)	New
Other Classified Salaries		2900	9,000.00	9,000.00	1,164.00	15,960.00	(6,960.00)	-77.3%
TOTAL, CLASSIFIED SALARIES			180,859.00	180,859.00	27,178.41	221,717.00	(40,858.00)	-22.6%
EMPLOYEE BENEFITS								
STRS		3101-3102	74,007.00	74,007.00	11,697.95	146,289.00	(72,282.00)	-97.7%
PERS		3201-3202	23,689.00	23,689.00	4,153.92	33,930.00	(10,241.00)	-43.2%
OASDI/Medicare/Alternative		3301-3302	17,649.00	17,649.00	3,117.65	21,113.00	(3,464.00)	-19.6%
Health and Welfare Benefits		3401-3402	72,403.00	72,403.00	17,385.62	95,634.00	(23,231.00)	-32.1%
Unemployment Insurance		3501-3502	244.00	244.00	50.77	270.00	(26.00)	-10.7%
Workers' Compensation		3601-3602	15,718.00	15,718.00	3,367.13	17,807.00	(2,089.00)	-13.3%
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	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			203,710.00	203,710.00	39,773.04	315,043.00	(111,333.00)	-54.7%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	460.00	460.00	0.00	1,924.00	(1,464.00)	-318.3%
Books and Other Reference Materials		4200	0.00	0.00	0.00	1,000.00	(1,000.00)	New
Materials and Supplies		4300	34,695.00	34,695.00	7,087.19	47,035.00	(12,340.00)	-35.6%
Noncapitalized Equipment		4400	12,988.00	12,988.00	0.00	12,476.00	512.00	3.9%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			48,143.00	48,143.00	7,087.19	62,435.00	(14,292.00)	-29.7%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	43,000.00	43,000.00	0.00	43,000.00	0.00	0.0%
Travel and Conferences		5200	29,306.00	29,306.00	5,813.51	14,085.00	15,221.00	51.9%
Dues and Memberships		5300	1,762.00	1,762.00	1,127.52	1,805.00	(43.00)	-2.4%
Insurance		5400-5450	10,000.00	10,000.00	10,994.00	11,000.00	(1,000.00)	-10.0%
Operations and Housekeeping Services		5500	7,500.00	7,500.00	550.59	7,500.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	600.00	600.00	191.02	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	151,077.00	151,077.00	22,660.04	197,724.00	(46,647.00)	-30.9%
Communications		5900	500.00	500.00	195.64	500.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			243,745.00	243,745.00	41,532.32	276,214.00	(32,469.00)	-13.3%

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	6,800.00	26,516.00	(26,516.00)	New
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	6,800.00	26,516.00	(26,516.00)	New
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	5,501.00	5,501.00	0.00	0.00	5,501.00	100.0%
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)			5,501.00	5,501.00	0.00	0.00	5,501.00	100.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	2,736.00	2,736.00	9.30	3,604.00	(868.00)	-31.7%
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			2,736.00	2,736.00	9.30	3,604.00	(868.00)	-31.7%
TOTAL, EXPENDITURES			995,130.00	995,130.00	197,619.58	1,228,220.00	(233,090.00)	-23.4%

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)
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 Disposal of Capital Assets		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	267,143.00	267,143.00	0.00	267,926.00	783.00	0.3%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			267,143.00	267,143.00	0.00	267,926.00	783.00	0.3%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			267,143.00	267,143.00	0.00	267,926.00	(783.00)	0.3%

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	874,121.00	874,121.00	266,115.00	872,612.00	(1,509.00)	-0.2%
2) Federal Revenue		8100-8299	152,276.00	152,276.00	0.00	162,256.00	9,980.00	6.6%
3) Other State Revenue		8300-8599	577,070.00	577,070.00	94,366.09	778,074.00	201,004.00	34.8%
4) Other Local Revenue		8600-8799	321,293.00	321,293.00	124,019.30	321,293.00	0.00	0.0%
5) TOTAL, REVENUES			1,924,760.00	1,924,760.00	484,500.39	2,134,235.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	602,590.00	602,590.00	151,658.74	608,433.00	(5,843.00)	-1.0%
2) Classified Salaries		2000-2999	476,594.00	476,594.00	106,588.06	471,529.00	5,065.00	1.1%
3) Employee Benefits		3000-3999	484,818.00	484,818.00	125,227.89	553,272.00	(68,454.00)	-14.1%
4) Books and Supplies		4000-4999	68,321.00	68,321.00	14,121.83	93,952.00	(25,631.00)	-37.5%
5) Services and Other Operating Expenditures		5000-5999	624,949.00	624,949.00	157,982.48	642,357.00	(17,408.00)	-2.8%
6) Capital Outlay		6000-6999	35,000.00	35,000.00	6,800.00	61,516.00	(26,516.00)	-75.8%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	29,929.00	29,929.00	0.00	24,428.00	5,501.00	18.4%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			2,322,201.00	2,322,201.00	562,379.00	2,455,487.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(397,441.00)	(397,441.00)	(77,878.61)	(321,252.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	53,056.00	53,056.00	0.00	53,313.00	257.00	0.5%
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			53,056.00	53,056.00	0.00	53,313.00		

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)			(344,385.00)	(344,385.00)	(77,878.61)	(267,939.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	0.00	0.00		2,509,685.00	2,509,685.00	New
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		2,509,685.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00		2,509,685.00		
2) Ending Balance, June 30 (E + F1e)			(344,385.00)	(344,385.00)		2,241,746.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		500.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted								
		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		93,849.00		
OPEB	0000	9760				93,849.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		50,000.00		
Deferred Maintenance	0000	9780				50,000.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		245,000.00		
Unassigned/Unappropriated Amount		9790	(344,385.00)	(344,385.00)		1,852,397.00		

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	669,924.00	669,924.00	227,966.00	652,601.00	(17,323.00)	-2.6%
Education Protection Account State Aid - Current Year		8012	136,783.00	136,783.00	38,149.00	152,597.00	15,814.00	11.6%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	601.00	601.00	0.00	601.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	63,324.00	63,324.00	0.00	63,324.00	0.00	0.0%
Unsecured Roll Taxes		8042	2,809.00	2,809.00	0.00	2,809.00	0.00	0.0%
Prior Years' Taxes		8043	50.00	50.00	0.00	50.00	0.00	0.0%
Supplemental Taxes		8044	630.00	630.00	0.00	630.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
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			874,121.00	874,121.00	266,115.00	872,612.00	(1,509.00)	-0.2%
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			874,121.00	874,121.00	266,115.00	872,612.00	(1,509.00)	-0.2%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	109,379.00	109,379.00	0.00	109,379.00	0.00	0.0%
Special Education Discretionary Grants		8182	25,799.00	25,799.00	0.00	25,779.00	(20.00)	-0.1%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	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)
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3183, 3185, 4050, 4123, 4124, 4126, 4127, 4128,							
Other NCLB / Every Student Succeeds Act	4204, 5510, 5630	8290	0.00	0.00	0.00	10,000.00	10,000.00	New
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	17,098.00	17,098.00	0.00	17,098.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			152,276.00	152,276.00	0.00	162,256.00	9,980.00	6.6%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311	459,459.00	459,459.00	0.00	467,764.00	8,305.00	1.8%
Prior Years	6500	8319	2,886.00	2,886.00	0.00	0.00	(2,886.00)	-100.0%
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	3,759.00	3,759.00	0.00	3,759.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materi		8560	2,790.00	2,790.00	362.09	2,540.00	(250.00)	-9.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6680, 6685, 6690, 6695	8590	37,500.00	37,500.00	75,000.00	75,000.00	37,500.00	100.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	70,676.00	70,676.00	19,004.00	229,011.00	158,335.00	224.0%
TOTAL, OTHER STATE REVENUE			577,070.00	577,070.00	94,366.09	778,074.00	201,004.00	34.8%

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	30,000.00	30,000.00	0.00	30,000.00	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	286,389.00	286,389.00	124,019.30	286,389.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	4,904.00	4,904.00	0.00	4,904.00	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			321,293.00	321,293.00	124,019.30	321,293.00	0.00	0.0%
TOTAL, REVENUES			1,924,760.00	1,924,760.00	484,500.39	2,134,235.00	209,475.00	10.9%

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)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	301,272.00	301,272.00	59,383.80	307,077.00	(5,805.00)	-1.9%
Certificated Pupil Support Salaries		1200	30,561.00	30,561.00	10,186.92	30,561.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	270,757.00	270,757.00	82,088.02	270,795.00	(38.00)	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			602,590.00	602,590.00	151,658.74	608,433.00	(5,843.00)	-1.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	205,055.00	205,055.00	26,420.14	172,325.00	32,730.00	16.0%
Classified Support Salaries		2200	30,846.00	30,846.00	4,369.40	39,342.00	(8,496.00)	-27.5%
Classified Supervisors' and Administrators' Salaries		2300	104,378.00	104,378.00	34,732.00	114,719.00	(10,341.00)	-9.9%
Clerical, Technical and Office Salaries		2400	127,315.00	127,315.00	39,902.52	129,183.00	(1,868.00)	-1.5%
Other Classified Salaries		2900	9,000.00	9,000.00	1,164.00	15,960.00	(6,960.00)	-77.3%
TOTAL, CLASSIFIED SALARIES			476,594.00	476,594.00	106,588.06	471,529.00	5,065.00	1.1%
EMPLOYEE BENEFITS								
STRS		3101-3102	123,204.00	123,204.00	24,930.24	195,887.00	(72,683.00)	-59.0%
PERS		3201-3202	89,597.00	89,597.00	21,128.89	86,159.00	3,438.00	3.8%
OASDI/Medicare/Alternative		3301-3302	43,817.00	43,817.00	10,107.25	43,664.00	153.00	0.3%
Health and Welfare Benefits		3401-3402	193,021.00	193,021.00	56,148.44	178,671.00	14,350.00	7.4%
Unemployment Insurance		3501-3502	539.00	539.00	128.61	539.00	0.00	0.0%
Workers' Compensation		3601-3602	34,640.00	34,640.00	8,368.46	35,102.00	(462.00)	-1.3%
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	0.00	0.00	4,416.00	13,250.00	(13,250.00)	New
TOTAL, EMPLOYEE BENEFITS			484,818.00	484,818.00	125,227.89	553,272.00	(68,454.00)	-14.1%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	460.00	460.00	0.00	1,924.00	(1,464.00)	-318.3%
Books and Other Reference Materials		4200	0.00	0.00	0.00	1,000.00	(1,000.00)	New
Materials and Supplies		4300	50,012.00	50,012.00	9,285.62	71,052.00	(21,040.00)	-42.1%
Noncapitalized Equipment		4400	17,849.00	17,849.00	4,836.21	19,976.00	(2,127.00)	-11.9%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			68,321.00	68,321.00	14,121.83	93,952.00	(25,631.00)	-37.5%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	43,000.00	43,000.00	0.00	43,000.00	0.00	0.0%
Travel and Conferences		5200	47,304.00	47,304.00	5,992.00	35,583.00	11,721.00	24.8%
Dues and Memberships		5300	20,438.00	20,438.00	12,132.62	14,305.00	6,133.00	30.0%
Insurance		5400-5450	11,000.00	11,000.00	10,994.00	11,000.00	0.00	0.0%
Operations and Housekeeping Services		5500	11,500.00	11,500.00	1,713.33	14,500.00	(3,000.00)	-26.1%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	3,100.00	3,100.00	587.65	1,850.00	1,250.00	40.3%
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	478,107.00	478,107.00	122,720.14	511,619.00	(33,512.00)	-7.0%
Communications		5900	10,500.00	10,500.00	3,842.74	10,500.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			624,949.00	624,949.00	157,982.48	642,357.00	(17,408.00)	-2.8%

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)
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	6,800.00	26,516.00	(26,516.00)	New
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	20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
Equipment Replacement		6500	15,000.00	15,000.00	0.00	15,000.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			35,000.00	35,000.00	6,800.00	61,516.00	(26,516.00)	-75.8%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	5,501.00	5,501.00	0.00	0.00	5,501.00	100.0%
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	24,428.00	24,428.00	0.00	24,428.00	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)			29,929.00	29,929.00	0.00	24,428.00	5,501.00	18.4%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			2,322,201.00	2,322,201.00	562,379.00	2,455,487.00	(133,286.00)	-5.7%

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	53,056.00	53,056.00	0.00	53,313.00	257.00	0.5%
(a) TOTAL, INTERFUND TRANSFERS IN			53,056.00	53,056.00	0.00	53,313.00	257.00	0.5%
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 Disposal of Capital Assets		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)			53,056.00	53,056.00	0.00	53,313.00	(257.00)	0.5%

<u>Resource</u>	<u>Description</u>	<u>2019-20 Projected Year Totals</u>
Total, Restricted Balance		<u>0.00</u>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	5,200.00	5,200.00	New
4) Other Local Revenue		8600-8799	229,000.00	229,000.00	0.00	292,000.00	63,000.00	27.5%
5) TOTAL REVENUES			229,000.00	229,000.00	0.00	297,200.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	89,732.00	89,732.00	31,008.38	124,732.00	(35,000.00)	-39.0%
2) Classified Salaries		2000-2999	5,684.00	5,684.00	75.58	23,052.00	(17,368.00)	-305.6%
3) Employee Benefits		3000-3999	34,267.00	34,267.00	10,960.13	52,447.00	(18,180.00)	-53.1%
4) Books and Supplies		4000-4999	17,132.00	17,132.00	(16,489.98)	33,500.00	(16,368.00)	-95.5%
5) Services and Other Operating Expenditures		5000-5999	58,750.00	58,750.00	(10,728.73)	68,425.00	(9,675.00)	-16.5%
6) Capital Outlay		6000-6999	22,500.00	22,500.00	3,966.06	160,000.00	(137,500.00)	-611.1%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			228,065.00	228,065.00	18,791.42	462,158.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			935.00	935.00	(18,791.42)	(164,956.00)		
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	935.00	935.00	0.00	1,192.00	(257.00)	-27.5%
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			(935.00)	(935.00)	0.00	(1,192.00)		

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	(18,791.42)	(168,148.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	0.00	0.00		168,148.00	168,148.00	New
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		168,148.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00		168,148.00		
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 Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	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	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
LCFF SOURCES								
LCFF Transfers								
LCFF Transfers - Current Year		8091	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								
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	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%
Adult Education Program	6391	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	5,200.00	5,200.00	New
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	5,200.00	5,200.00	New
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	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	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	229,000.00	229,000.00	0.00	292,000.00	63,000.00	27.5%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			229,000.00	229,000.00	0.00	292,000.00	63,000.00	27.5%
TOTAL, REVENUES			229,000.00	229,000.00	0.00	297,200.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	0.00	0.00	1,097.70	35,000.00	(35,000.00)	New
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	89,732.00	89,732.00	29,910.68	89,732.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			89,732.00	89,732.00	31,008.38	124,732.00	(35,000.00)	-39.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	5,684.00	5,684.00	75.56	6,000.00	(316.00)	-5.6%
Classified Support Salaries		2200	0.00	0.00	0.00	17,052.00	(17,052.00)	New
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			5,684.00	5,684.00	75.56	23,052.00	(17,368.00)	-305.6%
EMPLOYEE BENEFITS								
STRS		3101-3102	15,344.00	15,344.00	5,114.72	26,529.00	(11,185.00)	-72.9%
PERS		3201-3202	1,179.00	1,179.00	14.90	4,556.00	(3,377.00)	-286.4%
OASDI/Medicare/Alternative		3301-3302	1,735.00	1,735.00	518.80	3,572.00	(1,837.00)	-105.9%
Health and Welfare Benefits		3401-3402	12,767.00	12,767.00	4,255.80	12,767.00	0.00	0.0%
Unemployment Insurance		3501-3502	48.00	48.00	15.55	75.00	(27.00)	-56.3%
Workers' Compensation		3601-3602	3,194.00	3,194.00	1,040.56	4,948.00	(1,754.00)	-54.9%
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			34,267.00	34,267.00	10,960.13	52,447.00	(18,180.00)	-53.1%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	10,000.00	10,000.00	(1,105.13)	7,500.00	2,500.00	25.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	5,000.00	5,000.00	324.13	10,000.00	(5,000.00)	-100.0%
Noncapitalized Equipment		4400	2,132.00	2,132.00	(15,708.98)	16,000.00	(13,868.00)	-850.5%
TOTAL, BOOKS AND SUPPLIES			17,132.00	17,132.00	(16,489.98)	33,500.00	(16,368.00)	-95.5%

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 Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	16,000.00	16,000.00	718.75	15,000.00	1,000.00	6.3%
Dues and Memberships		5300	250.00	250.00	800.00	1,000.00	(750.00)	-300.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	2,500.00	2,500.00	0.00	13,000.00	(10,500.00)	-420.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	2,500.00	(2,500.00)	New
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	40,000.00	40,000.00	(12,247.46)	36,925.00	3,075.00	7.7%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			58,750.00	58,750.00	(10,728.73)	68,425.00	(9,675.00)	-16.5%
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	33,906.31	100,000.00	(100,000.00)	New
Equipment		6400	22,500.00	22,500.00	(29,940.25)	60,000.00	(37,500.00)	-166.7%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			22,500.00	22,500.00	3,966.06	160,000.00	(137,500.00)	-811.1%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
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%
Other Transfers Out								
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%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			228,065.00	228,065.00	18,791.42	462,156.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	935.00	935.00	0.00	1,192.00	(257.00)	-27.5%
(b) TOTAL, INTERFUND TRANSFERS OUT			935.00	935.00	0.00	1,192.00	(257.00)	-27.5%
OTHER SOURCES/USES								
SOURCES								
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%
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								
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(935.00)	(935.00)	0.00	(1,192.00)		

<u>Resource</u>	<u>Description</u>	<u>2019/20 Projected Year Totals</u>
	Total, Restricted Balance	<u>0.00</u>

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	52,121.00	52,121.00	0.00	52,121.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL, REVENUES			52,121.00	52,121.00	0.00	52,121.00		
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	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			52,121.00	52,121.00	0.00	52,121.00		
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	52,121.00	52,121.00	0.00	52,121.00	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			(52,121.00)	(52,121.00)	0.00	(52,121.00)		

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 Items		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	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount			0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
Forest Reserve Funds		8260	52,121.00	52,121.00	0.00	52,121.00	0.00	0.0%
Pass-Through Revenues From Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			52,121.00	52,121.00	0.00	52,121.00	0.00	0.0%
OTHER LOCAL REVENUE								
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%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUES			52,121.00	52,121.00	0.00	52,121.00		
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
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%
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%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	52,121.00	52,121.00	0.00	52,121.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			52,121.00	52,121.00	0.00	52,121.00	0.00	0.0%

<u>Resource</u>	<u>Description</u>	<u>2019/20 Projected Year Totals</u>
	Total, Restricted Balance	<u>0.00</u>

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	396.18	396.18	0.00	396.43	0.25	0%
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	396.18	0.00	0.00	0%
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
4. Total, District Regular ADA (Sum of Lines A1 through A3)	396.18	396.18	396.18	396.43	0.25	0%
5. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	2.12	2.12	2.12	2.12	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	12.27	12.27	12.27	15.99	3.72	30%
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	14.39	14.39	14.39	18.11	3.72	26%
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	410.57	410.57	410.57	414.54	3.97	1%
7. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

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 Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0%
2. District Funded County Program ADA						
a. County Community Schools	396.18	396.18	396.18	396.43	0.25	0%
b. Special Education-Special Day Class	2.12	2.12	2.12	2.12	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	12.27	12.27	12.27	12.53	0.26	2%
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	410.57	410.57	410.57	411.08	0.51	0%
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	410.57	410.57	410.57	411.08	0.51	0%
4. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
5. County Operations Grant ADA	14.39	14.39	14.39	15.99	1.60	11%
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 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0%
3. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. 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, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0%
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0%
7. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	0.00	0.00	0.00	0.00	0.00	0%

		July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name)									
A. BEGINNING CASH	November	2,509,685.00	2,451,127.77	2,495,089.45	2,490,891.24	2,571,072.57	2,446,780.59	2,443,641.48	2,528,725.13
B. RECEIPTS									
LCFF/Revenue Limit Sources	8010-8019	59,991.00	59,991.00	146,133.00			139,955.00	105,759.00	89,200.00
Principal Apportionment	8020-8079						38,722.47		
Property Taxes	8080-8099					6,000.00			
Miscellaneous Funds	8100-8299							35,200.00	26,800.00
Federal Revenue	8300-8599		81,140.00		13,226.09	1,024.00	1,088.00	101,474.07	101,758.00
Other State Revenue	8600-8799				124,019.30		11,354.48	1,410.00	146,963.26
Other Local Revenue	8910-8929					1,103.60			
Interfund Transfers In	8930-8979								
All Other Financing Sources									
TOTAL RECEIPTS		59,991.00	141,131.00	146,133.00	137,245.39	8,127.60	191,119.95	243,843.07	364,721.26
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	25,297.68	22,967.68	56,479.74	46,913.64	46,356.72	52,705.93	50,187.35	57,159.69
Classified Salaries	2000-2999	19,846.99	20,005.08	32,333.13	34,402.86	34,498.06	37,929.48	30,791.92	32,409.99
Employee Benefits	3000-3999	22,559.55	22,683.09	40,600.24	39,385.01	39,488.43	41,986.38	40,074.05	41,512.70
Books and Supplies	4000-4999	(13.33)	762.21	5,507.56	7,865.39	806.89	1,716.92	11,118.78	1,264.78
Services	5000-5999	55,059.16	20,320.72	14,436.04	68,166.56	13,408.63	24,920.35	22,962.32	77,247.93
Capital Outlay	6000-6599		6,800.00				35,000.00		
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
TOTAL DISBURSEMENTS		122,750.05	93,538.78	149,356.71	196,733.46	134,558.73	194,259.06	158,759.42	209,595.09
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows		(500.00)							
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299	1,071.41			140,796.40				(141,867.81)
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resources	9490								
SUBTOTAL		1,071.41	0.00	0.00	140,796.40	0.00	0.00	0.00	(141,867.81)
Liabilities and Deferred Inflows		(20,887.52)	3,630.54	974.50	1,127.00	(2,139.15)			(462.48)
Accounts Payable	9500-9599								
Due To Other Funds	9610	(3,130.41)							
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resources	9690								
SUBTOTAL		(3,130.41)	3,630.54	974.50	1,127.00	(2,139.15)	0.00	0.00	(462.48)
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		4,201.82	(3,630.54)	(974.50)	139,669.40	2,139.15	0.00	0.00	(141,405.33)
E. NET INCREASE/DECREASE (B - C + D)		(58,557.23)	43,961.68	(4,198.21)	80,181.33	(124,291.98)	(3,139.11)	85,083.65	13,720.84
F. ENDING CASH (A + E)		2,451,127.77	2,495,089.45	2,490,891.24	2,571,072.57	2,446,780.59	2,443,641.48	2,528,725.13	2,542,445.97
G. ENDING CASH PLUS CASH ACCRUALS AND ADJUSTMENTS									

ACTUALS THROUGH THE MONTH OF (Enter Month Name):	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
A. BEGINNING CASH	November	2,542,445.97	2,629,891.37	2,701,399.19	2,647,418.70				
B. RECEIPTS									
LCFF/Revenue Limit Sources	8010-8019	125,001.00	79,168.00					805,198.00	805,198.00
Principal Apportionment	8020-8079		25,212.20		3,479.33			67,414.00	67,414.00
Property Taxes	8080-8099							0.00	0.00
Miscellaneous Funds	8100-8299		16,498.00	28,790.00	35,000.00	13,968.00		162,256.00	162,256.00
Federal Revenue	8300-8599	125,900.00	107,579.05	99,814.00	145,070.79			778,074.00	778,074.00
Other State Revenue	8600-8799	8,901.95	21,928.23	3,738.00	2,977.78			321,293.00	321,293.00
Other Local Revenue	8910-8929				52,209.40			53,313.00	53,313.00
Interfund Transfers In	8930-8979							0.00	0.00
All Other Financing Sources									
TOTAL RECEIPTS		259,802.95	250,385.48	132,342.00	238,737.30	13,968.00	0.00	2,187,548.00	2,187,548.00
C. DISBURSEMENTS									
Classified Salaries	1000-1999	58,350.74	53,963.16	57,228.07	80,822.60			608,433.00	608,433.00
Classified Salaries	2000-2999	35,696.55	33,781.58	45,493.16	114,340.20			471,529.00	471,529.00
Employee Benefits	3000-3999	40,221.41	40,883.77	42,611.29	66,934.32	74,331.76		553,272.00	553,272.00
Books and Supplies	4000-4999	1,854.47	11,926.22	16,016.65	35,125.46			93,952.00	93,952.00
Services	5000-5999	31,110.24	38,322.93	22,591.32	229,588.85	24,221.95		642,357.00	642,357.00
Capital Outlay	6000-6599	5,124.14		2,382.00	8,584.86			61,516.00	61,516.00
Other Outgo	7000-7499				24,428.00			24,428.00	24,428.00
Interfund Transfers Out	7600-7629							0.00	0.00
All Other Financing Uses	7630-7699							0.00	0.00
TOTAL DISBURSEMENTS		172,357.55	178,877.66	186,322.49	559,824.29	98,553.71	0.00	2,455,487.00	2,455,487.00
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not in Treasury	9111-9199							0.00	0.00
Accounts Receivable	9200-9299							0.00	0.00
Due From Other Funds	9310							0.00	0.00
Stores	9320							0.00	0.00
Prepaid Expenditures	9330							0.00	0.00
Other Current Assets	9340							0.00	0.00
Deferred Outflows of Resources	9490							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	9500-9599							0.00	0.00
Due To Other Funds	9610							0.00	0.00
Current Loans	9640							0.00	0.00
Unearned Revenues	9650							0.00	0.00
Deferred Inflows of Resources	9690							0.00	0.00
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nonoperating									
Suspense Clearing	9910							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)		87,445.40	71,507.82	(53,980.49)	(321,086.99)	(84,585.71)	0.00	(267,939.00)	(267,939.00)
F. ENDING CASH (A + E)		2,629,891.37	2,701,399.19	2,647,418.70	2,326,331.71				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								2,241,746.00	2,241,746.00

ACTUALS THROUGH THE MONTH OF (Enter Month Name):	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
A. BEGINNING CASH	November		2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71
B. RECEIPTS										
LCFF/Revenue Limit Sources	8010-8019									
Principal Apportionment	8020-8079									
Property Taxes	8080-8099									
Miscellaneous Funds	8100-8299									
Federal Revenue	8300-8599									
Other State Revenue	8600-8799									
Other Local Revenue	8910-8929									
Interfund Transfers In	8930-8979									
All Other Financing Sources										
TOTAL RECEIPTS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999									
Classified Salaries	2000-2999									
Employee Benefits	3000-3999									
Books and Supplies	4000-4999									
Services	5000-5999									
Capital Outlay	6000-6599									
Other Outgo	7000-7499									
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not in Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Deferred Outflows of Resources	9490									
SUBTOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599									
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
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)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. ENDING CASH (A + E)			2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

ACTUALS THROUGH THE MONTH OF (Enter Month Name)	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
		2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71				
A. BEGINNING CASH	November								
B. RECEIPTS									
LCFF/Revenue Limit Sources	8010-8019							0.00	
Principal Apportionment	8020-8079							0.00	
Property Taxes	8080-8099							0.00	
Miscellaneous Funds	8100-8299							0.00	
Federal Revenue	8300-8599							0.00	
Other State Revenue	8600-8799							0.00	
Other Local Revenue	8810-8929							0.00	
Interfund Transfers In	8930-8979							0.00	
All Other Financing Sources		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS									
C. DISBURSEMENTS									
Certificated Salaries	1000-1999							0.00	
Classified Salaries	2000-2999							0.00	
Employee Benefits	3000-3999							0.00	
Books and Supplies	4000-4999							0.00	
Services	5000-5999							0.00	
Capital Outlay	6000-6599							0.00	
Other Outgo	7000-7499							0.00	
Interfund Transfers Out	7600-7629							0.00	
All Other Financing Uses	7630-7699							0.00	
TOTAL DISBURSEMENTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not in Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							0.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							0.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nonoperating									
Suspense Clearing	9910							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)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. ENDING CASH (A + E)		2,326,331.71	2,326,331.71	2,326,331.71	2,326,331.71			2,326,331.71	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								2,326,331.71	

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 13, 2019 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: Nona Griesert Telephone: (530) 993-1660, x-120
Title: Business Manager E-mail: ngriesert@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) Revenue	Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	
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
5	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? • If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2018-19) annual payment? • 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
			X	
			X	
S7a	Postemployment Benefits Other than Pensions	Does the county office provide postemployment benefits other than pensions (OPEB)? • If yes, have there been changes since budget adoption in OPEB liabilities?		X
			X	
S7b	Other Self-insurance Benefits	Does the county office operate any self-insurance programs (e.g., workers' compensation)? • If yes, have there been changes since budget adoption in self-insurance liabilities?	X	
			n/a	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for: • Certificated? (Section S8A, Line 1b) • Classified? (Section S8B, Line 1b) • Management/supervisor/confidential? (Section S8C, Line 1b)	X	
			X	
			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

Section I - Expenditures	Funds 01, 09, and 62			2019-20 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	2,455,487.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	314,900.00
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	61,516.00
3. Debt Service	All	9100	5400-5450, 5800, 7430- 7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100 9200	7699 7651	0.00
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	174,700.00
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)				236,216.00
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 subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				1,904,371.00

Section II - Expenditures Per ADA		2019-20 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form AI, Column D, sum of lines B1d and C9)*		0.00
B. Expenditures per ADA (Line I.E divided by Line II.A)		0.00
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.)	1,725,427.15	172,542,715.00
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	1,725,427.15	172,542,715.00
B. Required effort (Line A.2 times 90%)	1,552,884.44	155,288,443.50
C. Current year expenditures (Line I.E and Line II.B)	1,904,371.00	0.00
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	155,288,443.50
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 Calculation Incomplete	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2021-22 may be reduced by the lower of the two percentages)	0.00%	100.00%

*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.

SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)		
Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

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) 84,681.00
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) 1,548,553.00

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) 5.47%

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)	81,589.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	40,189.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
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)	3,140.71
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)	124,918.71
9. Carry-Forward Adjustment (Part IV, Line F)	(5,486.69)
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	119,432.02

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	883,753.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	372,234.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	283,949.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	28,079.00
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)	61,953.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	15,995.00
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)	376,385.00
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)	125,000.00
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)	54,276.29
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)	302,156.00
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)	2,503,780.29

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)	4.99%
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D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2021-22 see www.cde.ca.gov/fg/ac/ic/) (Line A10 divided by Line B18)	4.77%
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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>124,918.71</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>(80,819.72)</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>(44,806.87)</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 (0.41%) times Part III, Line B18); zero if negative	<u>0.00</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (0.41%) times Part III, Line B18) or (the highest rate used to recover costs from any program (0.41%) times Part III, Line B18); zero if positive	<u>(10,973.38)</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>(10,973.38)</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
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.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>4.55%</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment (\$-5,486.69) is applied to the current year calculation and the remainder (\$-5,486.69) is deferred to one or more future years:	<u>4.77%</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment (\$-3,657.79) is applied to the current year calculation and the remainder (\$-7,315.59) is deferred to one or more future years:	<u>4.84%</u>
LEA request for Option 1, Option 2, or Option 3	<u>2</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>(5,486.69)</u>

Approved indirect cost rate: 0.41%
Highest rate used in any program: 0.41%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	3310	232,292.00	446.00	0.19%
01	3315	49,376.00	82.00	0.17%
01	3327	4,588.00	18.00	0.39%
01	3345	996.00	4.00	0.40%
01	5630	9,959.00	41.00	0.41%
01	6500	531,018.00	2,176.00	0.41%
01	6512	25,623.00	105.00	0.41%
01	6520	19,919.00	81.00	0.41%
01	6680	31,875.00	130.00	0.41%
01	6685	37,347.00	153.00	0.41%
01	7366	89,915.00	368.00	0.41%

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 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)		15.99	0.00%	15.99	0.00%	15.99
(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	872,612.00	3.17%	900,294.00	2.79%	925,456.00
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	5,636.00	0.35%	5,656.00	0.00%	5,656.00
4. Other Local Revenues	8600-8799	316,793.00	0.00%	316,793.00	0.00%	316,793.00
5. Other Financing Sources						
a. Transfers In	8900-8929	53,313.00	0.00%	53,313.00	0.00%	53,313.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	(267,926.00)	13.13%	(303,098.00)	3.94%	(315,049.00)
6. Total (Sum lines A1 thru A5c)		980,428.00	-0.76%	972,958.00	1.36%	986,169.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				285,742.00		290,028.00
b. Step & Column Adjustment				4,286.00		4,350.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	285,742.00	1.50%	290,028.00	1.50%	294,378.00
2. Classified Salaries						
a. Base Salaries				249,812.00		254,808.00
b. Step & Column Adjustment				4,996.00		5,096.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	249,812.00	2.00%	254,808.00	2.00%	259,904.00
3. Employee Benefits	3000-3999	238,229.00	1.06%	240,756.00	1.07%	243,342.00
4. Books and Supplies	4000-4999	31,517.00	0.00%	31,517.00	0.00%	31,517.00
5. Services and Other Operating Expenditures	5000-5999	366,143.00	0.00%	366,143.00	0.00%	366,143.00
6. Capital Outlay	6000-6999	35,000.00	0.00%	35,000.00	0.00%	35,000.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	24,428.00	0.00%	24,428.00	0.00%	24,428.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(3,604.00)	0.00%	(3,604.00)	0.00%	(3,604.00)
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)						
11. Total (Sum lines B1 thru B10)		1,227,267.00	0.96%	1,239,076.00	0.97%	1,251,108.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		(246,839.00)		(266,118.00)		(264,939.00)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		2,488,585.00		2,241,746.00		1,975,628.00
2. Ending Fund Balance (Sum lines C and D1)		2,241,746.00		1,975,628.00		1,710,689.00
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	93,849.00		92,485.00		92,485.00
d. Assigned	9780	50,000.00		100,000.00		150,000.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	245,000.00		245,000.00		245,000.00
2. Unassigned/Unappropriated	9790	1,852,397.00		1,537,643.00		1,222,704.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		2,241,746.00		1,975,628.00		1,710,689.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 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	245,000.00		245,000.00		245,000.00
c. Unassigned/Unappropriated	9790	1,852,397.00		1,537,643.00		1,222,704.00
(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)		2,097,397.00		1,782,643.00		1,467,704.00
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)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 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	162,256.00	-6.16%	152,256.00	0.00%	152,256.00
3. Other State Revenues	8300-8599	772,438.00	-11.69%	682,155.00	0.00%	682,155.00
4. Other Local Revenues	8600-8799	4,500.00	0.00%	4,500.00	0.00%	4,500.00
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	267,926.00	13.13%	303,098.00	3.94%	315,049.00
6. Total (Sum lines A1 thru A5c)		1,207,120.00	-5.39%	1,142,009.00	1.05%	1,153,960.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				322,691.00		326,563.00
b. Step & Column Adjustment				3,872.00		4,898.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	322,691.00	1.20%	326,563.00	1.50%	331,461.00
2. Classified Salaries						
a. Base Salaries				221,717.00		226,151.00
b. Step & Column Adjustment				4,434.00		4,523.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	221,717.00	2.00%	226,151.00	2.00%	230,674.00
3. Employee Benefits	3000-3999	315,043.00	-18.87%	255,607.00	0.99%	258,137.00
4. Books and Supplies	4000-4999	62,435.00	-6.68%	58,266.00	0.00%	58,266.00
5. Services and Other Operating Expenditures	5000-5999	276,214.00	-11.19%	245,302.00	0.00%	245,302.00
6. Capital Outlay	6000-6999	26,516.00	0.00%	26,516.00	0.00%	26,516.00
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	3,604.00	0.00%	3,604.00	0.00%	3,604.00
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)						
11. Total (Sum lines B1 thru B10)		1,228,220.00	-7.02%	1,142,009.00	1.05%	1,153,960.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		(21,100.00)		0.00		0.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		21,100.00		0.00		0.00
2. Ending Fund Balance (Sum lines C and D1)		0.00		0.00		0.00
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740	0.00				
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)		0.00		0.00		0.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 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)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 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)		15.99	0.00%	15.99	0.00%	15.99
(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. LCFE/Revenue Limit Sources	8010-8099	872,612.00	3.17%	900,294.00	2.79%	925,456.00
2. Federal Revenues	8100-8299	162,256.00	-6.16%	152,256.00	0.00%	152,256.00
3. Other State Revenues	8300-8599	778,074.00	-11.60%	687,811.00	0.00%	687,811.00
4. Other Local Revenues	8600-8799	321,293.00	0.00%	321,293.00	0.00%	321,293.00
5. Other Financing Sources						
a. Transfers In	8900-8929	53,313.00	0.00%	53,313.00	0.00%	53,313.00
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)		2,187,548.00	-3.32%	2,114,967.00	1.19%	2,140,129.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				608,433.00		616,591.00
b. Step & Column Adjustment				8,158.00		9,248.00
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	608,433.00	1.34%	616,591.00	1.50%	625,839.00
2. Classified Salaries						
a. Base Salaries				471,529.00		480,959.00
b. Step & Column Adjustment				9,430.00		9,619.00
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	471,529.00	2.00%	480,959.00	2.00%	490,578.00
3. Employee Benefits	3000-3999	553,272.00	-10.29%	496,363.00	1.03%	501,479.00
4. Books and Supplies	4000-4999	93,952.00	-4.44%	89,783.00	0.00%	89,783.00
5. Services and Other Operating Expenditures	5000-5999	642,357.00	-4.81%	611,445.00	0.00%	611,445.00
6. Capital Outlay	6000-6999	61,516.00	0.00%	61,516.00	0.00%	61,516.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	24,428.00	0.00%	24,428.00	0.00%	24,428.00
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)		2,455,487.00	-3.03%	2,381,085.00	1.01%	2,405,068.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)						
		(267,939.00)		(266,118.00)		(264,939.00)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		2,509,685.00		2,241,746.00		1,975,628.00
2. Ending Fund Balance (Sum lines C and D1)		2,241,746.00		1,975,628.00		1,710,689.00
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	500.00		500.00		500.00
b. Restricted	9740	0.00		0.00		0.00
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	93,849.00		92,485.00		92,485.00
d. Assigned	9780	50,000.00		100,000.00		150,000.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	245,000.00		245,000.00		245,000.00
2. Unassigned/Unappropriated	9790	1,852,397.00		1,537,643.00		1,222,704.00
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		2,241,746.00		1,975,628.00		1,710,689.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 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	245,000.00		245,000.00		245,000.00
c. Unassigned/Unappropriated	9790	1,852,397.00		1,537,643.00		1,222,704.00
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 E2c)		2,097,397.00		1,782,643.00		1,467,704.00
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		85.42%		74.87%		61.03%
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				
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)						
		2,455,487.00		2,381,085.00		2,405,068.00
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)						
		2,455,487.00		2,381,085.00		2,405,068.00
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)						
		2,455,487.00		2,381,085.00		2,405,068.00
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)						
		122,774.35		119,054.25		120,253.40
f. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 8 for calculation details)						
		69,000.00		69,000.00		69,000.00
g. Reserve Standard (Greater of Line F3e or F3f)						
		122,774.35		119,054.25		120,253.40
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)						
		YES		YES		YES

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
011 COUNTY SCHOOL SERVICE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					53,313.00	0.00		
Fund Reconciliation								
091 CHARTER SCHOOLS SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
101 SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
111 ADULT EDUCATION FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	1,192.00		
Fund Reconciliation								
121 CHILD DEVELOPMENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
131 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
141 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
151 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
161 FOREST RESERVE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	52,121.00		
Fund Reconciliation								
171 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
181 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
191 FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation								
201 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
211 BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
251 CAPITAL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
301 STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
351 COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
401 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
531 TAX OVERRIDE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
561 DEBT SERVICE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
571 FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation								
611 CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								

First Interim
2019-20 Projected Year Totals
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9810
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
621 CHARTER SCHOOLS ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
631 OTHER ENTERPRISE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
661 WAREHOUSE REVOLVING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
671 SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
711 RETIREE BENEFIT FUND								
Expenditure Detail					0.00			
Other Sources/Uses Detail								
Fund Reconciliation								
731 FOUNDATION PRIVATE-PURPOSE TRUST FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00			
Fund Reconciliation								
761 WARRANT/PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
951 STUDENT BODY FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
TOTALS	0.00	0.00	0.00	0.00	53,313.00	53,313.00		

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 and Charter School Alternative Education Grant ADA (Form A/AI, Lines B1d and C2d)				
Current Year (2019-20)	0.00	0.00	0.0%	Met
1st Subsequent Year (2020-21)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2021-22)	0.00	0.00	0.0%	Met
District Funded County Program ADA (Form A/AI, Line B2g)				
Current Year (2019-20)	410.57	411.08	0.1%	Met
1st Subsequent Year (2020-21)	410.57	411.08	0.1%	Met
2nd Subsequent Year (2021-22)	410.57	411.08	0.1%	Met
County Operations Grant ADA (Form A/AI, Line B5)				
Current Year (2019-20)	16.31	15.99	-2.0%	Met
1st Subsequent Year (2020-21)	16.31	15.99	-2.0%	Met
2nd Subsequent Year (2021-22)	16.31	15.99	-2.0%	Met
Charter School ADA and Charter School Funded County Program ADA (Form A/AI, Lines C1 and C3f)				
Current Year (2019-20)	0.00	0.00	0.0%	Met
1st Subsequent Year (2020-21)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2021-22)	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 MET - Projected ADA for County Operations Grant and county operated programs has not changed since budget adoption by more than two percent in any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)

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

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; enter data for the two subsequent years.

Fiscal Year	LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)		Percent Change	Status
	Budget Adoption (Form 01CS, Item 2C)	First Interim Projected Year Totals		
	Current Year (2019-20)	874,121.00		
1st Subsequent Year (2020-21)	900,294.00	900,294.00	0.0%	Met
2nd Subsequent Year (2021-22)	925,456.00	925,456.00	0.0%	Met

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

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

- 1a. STANDARD MET - LCFF revenue has not changed since budget adoption by more than two percent for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

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.

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	First Interim		
	(Form 01, Objects 1000-3999) (Form 01CS, Item 3B)	Projected Year Totals (Form 011, Objects 1000-3999) (Form MYPI, Lines B1-B3)		
Current Year (2019-20)	1,564,002.00	1,633,234.00	4.4%	Met
1st Subsequent Year (2020-21)	1,616,439.00	1,593,913.00	-1.4%	Met
2nd Subsequent Year (2021-22)	1,659,369.00	1,617,896.00	-2.5%	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 MET - Total salaries and benefits have not changed since budget adoption by more than the standard for the current fiscal year and two subsequent fiscal years.

Explanation:
(required if NOT met)

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 (2019-20)	152,276.00	162,256.00	6.6%	Yes
1st Subsequent Year (2020-21)	152,276.00	152,256.00	0.0%	No
2nd Subsequent Year (2021-22)	152,276.00	152,256.00	0.0%	No

Explanation:
(required if Yes)

One time funds for McKinney Vento Program awarded in 2019-20. This award is not anticipated to continue and removed from out years projections.

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)				
Current Year (2019-20)	577,070.00	778,074.00	34.8%	Yes
1st Subsequent Year (2020-21)	577,070.00	687,811.00	19.2%	Yes
2nd Subsequent Year (2021-22)	577,070.00	687,811.00	19.2%	Yes

Explanation:
(required if Yes)

Additional TUPE program funding award for 2019-20, 2020-21, 2021-22 increase. Increased anticipated budget for STRS/PERS on Behalf due to PERS on Behalf being added to calculations for 2019-20 and both subsequent years. Received a one time award for Foster Youth program in 2019-20 but not anticipated to continue in the out years.

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)				
Current Year (2019-20)	321,293.00	321,293.00	0.0%	No
1st Subsequent Year (2020-21)	321,293.00	321,293.00	0.0%	No
2nd Subsequent Year (2021-22)	321,293.00	321,293.00	0.0%	No

Explanation:
(required if Yes)

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)				
Current Year (2019-20)	68,321.00	93,952.00	37.5%	Yes
1st Subsequent Year (2020-21)	68,321.00	89,783.00	31.4%	Yes
2nd Subsequent Year (2021-22)	68,321.00	89,783.00	31.4%	Yes

Explanation:
(required if Yes)

Expenditures for books and supplies for current fiscal year 2019-20 and both subsequent years were increased to meet the needs of increasing special education student needs. Additional expenditures also budgeted due to one time awards received for McKinney Vento, TUPE and Foster Youth programs.

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)				
Current Year (2019-20)	624,949.00	642,357.00	2.8%	No
1st Subsequent Year (2020-21)	624,949.00	611,445.00	-2.2%	No
2nd Subsequent Year (2021-22)	624,949.00	611,445.00	-2.2%	No

Explanation:
(required if Yes)

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, Other State, and Other Local Revenues (Section 4A)				
Current Year (2019-20)	1,050,639.00	1,261,623.00	20.1%	Not Met
1st Subsequent Year (2020-21)	1,050,639.00	1,161,360.00	10.5%	Not Met
2nd Subsequent Year (2021-22)	1,050,639.00	1,161,360.00	10.5%	Not Met
Total Books and Supplies, and Services and Other Operating Expenditures (Section 4A)				
Current Year (2019-20)	693,270.00	736,309.00	6.2%	Not Met
1st Subsequent Year (2020-21)	693,270.00	701,228.00	1.1%	Met
2nd Subsequent Year (2021-22)	693,270.00	701,228.00	1.1%	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)

One time funds for McKinney Vento Program awarded in 2019-20. This award is not anticipated to continue and removed from out years projections.

Explanation:

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

Additional TUPE program funding award for 2019-20, 2020-21, 2021-22 increase. Increased anticipated budget for STRS/PERS on Behalf due to PERS on Behalf being added to calculations for 2019-20 and both subsequent years. Received a one time award for Foster Youth program in 2019-20 but not anticipated to continue in the out years.

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)

Expenditures for books and supplies for current fiscal year 2019-20 and both subsequent years were increased to meet the needs of increasing special education student needs. Additional expenditures also budgeted due to one time awards received for McKinney Vento, TUPE and Foster Youth programs.

Explanation:

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

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 52066(d)(1) and 17002(d)(1).

Determining the County Office's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: EC Section 17070.75 requires the county office to deposit into the account a minimum amount equal to or greater than three percent of the total unrestricted general fund expenditures and other financing uses for that fiscal year.

DATA ENTRY: Enter the Required Minimum Contribution if Budget data does not exist. Budget data that exist will be extracted; otherwise, enter budget data into lines 1, if applicable, and 2. All other data are extracted.

	Required Minimum Contribution	First Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1. OMMA/RMA Contribution		0.00	Not Met
2. Budget Adoption Contribution (information only) (Form 01CS, Criterion 5)			

If status is not met, enter an X in the box that best describes why the minimum required contribution was not made:

- Not applicable (county office does not participate in the Leroy F. Greene School Facilities Act of 1998)
- 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 Stabilization Arrangements, Reserve for Economic Uncertainties, and 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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
County Office's Available Reserves Percentage (Criterion 8B, Line 9)	85.4%	74.9%	61.0%
County Office's Deficit Standard Percentage Levels (one-third of available reserves percentage):	28.5%	25.0%	20.3%

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):

- Do you choose to exclude pass-through funds distributed to SELPA members from the calculations for deficit spending and reserves?
- If you are the SELPA AU and are excluding special education pass-through funds:
 - Enter the name(s) of the SELPA(s):

	Current Year Projected Year Totals (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)	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	Projected Year Totals		Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
	Net Change in Unrestricted Fund Balance (Form 011, Section E) (Form MYPI, Line C)	Total Unrestricted Expenditures and Other Financing Uses (Form 011, Objects 1000-7999) (Form MYPI, Line B11)		
Current Year (2019-20)	(246,839.00)	1,227,267.00	20.1%	Met
1st Subsequent Year (2020-21)	(266,118.00)	1,239,076.00	21.5%	Met
2nd Subsequent Year (2021-22)	(264,939.00)	1,251,108.00	21.2%	Not Met

6D. Comparison of County Office Deficit Spending to the Standard

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

- STANDARD NOT MET - Unrestricted deficit spending has exceeded the standard percentage level in any of the current year or two subsequent fiscal years. Provide reasons for the deficit spending, a description of the methods and assumptions used in balancing the unrestricted budget, and what changes will be made to ensure that the budget deficits are eliminated or are balanced within the standard.

Explanation:
(required if NOT met)

The expenditures for the Special Education department have continued to increase due to the increasing severity and special needs of students enrolled. We are reviewing the anticipated needs of the students and resources available to make changes in order to stop the deficit spending pattern.

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 011, Line F2)/(Form MYPI, Line D2)	Status
Current Year (2019-20)	2,241,746.00	Met
1st Subsequent Year (2020-21)	1,975,628.00	Met
2nd Subsequent Year (2021-22)	1,710,689.00	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 (2019-20)	2,326,331.71	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 \$69,000 (greater of)		0	to \$6,118,999
4% or \$306,000 (greater of)		\$6,119,000	to \$15,295,999
3% or \$612,000 (greater of)		\$15,296,000	to \$68,834,000
2% or \$2,065,000 (greater of)		\$68,834,001	and over

¹ Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and 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 2574), rounded to the nearest thousand.

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
County Office's Expenditures and Other Financing Uses (Criterion 8A1), plus SELPA Pass-through (Criterion 6B2b) if Criterion 6B, Line 1 is No:	2,455,487	2,381,085	2,405,068
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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Expenditures and Other Financing Uses (Form 011, objects 1000-7999) (Form MYPI, Line B11)	2,455,487.00	2,381,085.00	2,405,068.00
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)	2,455,487.00	2,381,085.00	2,405,068.00
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line A3 times Line A4)	122,774.35	119,054.25	120,253.40
6. Reserve Standard - by Amount (From percentage level chart above)	69,000.00	69,000.00	69,000.00
7. County Office's Reserve Standard (Greater of Line A5 or Line A6)	122,774.35	119,054.25	120,253.40

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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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)	245,000.00	245,000.00	245,000.00
3. County School Service Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	1,852,397.00	1,537,643.00	1,222,704.00
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)	2,097,397.00	1,782,643.00	1,467,704.00
9. County Office's Available Reserve Percentage (Information only) (Line 8 divided by Section 8A, Line 3)	85.42%	74.87%	61.03%
County Office's Reserve Standard (Section 8A, Line 7):	122,774.35	119,054.25	120,253.40
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 (2019-20)	(267,143.00)	(267,926.00)	0.3%	783.00	Met
1st Subsequent Year (2020-21)	(288,136.00)	(303,098.00)	5.2%	14,962.00	Met
2nd Subsequent Year (2021-22)	(307,997.00)	(315,049.00)	2.3%	7,052.00	Met
1b. Transfers In, County School Service Fund *					
Current Year (2019-20)	53,056.00	53,313.00	0.5%	257.00	Met
1st Subsequent Year (2020-21)	53,056.00	53,313.00	0.5%	257.00	Met
2nd Subsequent Year (2021-22)	53,056.00	53,313.00	0.5%	257.00	Met
1c. Transfers Out, County School Service Fund *					
Current Year (2019-20)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2020-21)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2021-22)	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. MET - Projected contributions 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)

1b. MET - Projected transfers in 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)

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) Yes
- b. If Yes to Item 1a, have new long-term (multiyear) commitments been incurred since budget adoption? No
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, 2019
		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		7,516
Other Long-term Commitments (do not include OPEB):				
TOTAL:				7,516

Type of Commitment (continued):	Prior Year (2018-19) Annual Payment (P & I)	Current Year (2019-20) Annual Payment (P & I)	1st Subsequent Year (2020-21) Annual Payment (P & I)	2nd Subsequent Year (2021-22) Annual Payment (P & I)	
Capital Leases					
Certificates of Participation					
General Obligation Bonds					
Supp Early Retirement Program					
State School Building Loans					
Compensated Absences	9,861				
Other Long-term Commitments (continued):					
Total Annual Payments:		9,861	0	0	0
Has total annual payment increased over prior year (2018-19)?		No	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. No - Annual payments for long-term commitments have not increased in one or more of the current and two subsequent fiscal years.

Explanation:
(required if Yes to
increase in total
annual payments)

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. Total OPEB liability	93,849.00	93,849.00
b. OPEB plan(s) fiduciary net position (if applicable)	0.00	0.00
c. Total/Net OPEB liability (Line 2a minus Line 2b)	93,849.00	93,849.00
d. Is total OPEB liability based on the county office's estimate or an actuarial valuation?	Actuarial	Actuarial
e. If based on an actuarial valuation, indicate the date of the OPEB valuation	Jun 30, 2018	Jun 30, 2018

3. OPEB Contributions

	Budget Adoption (Form 01CS, Item S7A)	First Interim
a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method		
Current Year (2019-20)	18,548.00	18,548.00
1st Subsequent Year (2020-21)	10,349.00	10,349.00
2nd Subsequent Year (2021-22)	13,703.00	13,703.00
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)		
Current Year (2019-20)	0.00	0.00
1st Subsequent Year (2020-21)	0.00	0.00
2nd Subsequent Year (2021-22)	0.00	0.00
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)		
Current Year (2019-20)	19,993.00	19,993.00
1st Subsequent Year (2020-21)	19,993.00	19,993.00
2nd Subsequent Year (2021-22)	19,993.00	19,993.00
d. Number of retirees receiving OPEB benefits		
Current Year (2019-20)	1	1
1st Subsequent Year (2020-21)	1	1
2nd Subsequent Year (2021-22)	1	1

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)

No

b. If Yes to item 1a, have there been changes since budget adoption in self-insurance liabilities?

n/a

c. If Yes to item 1a, have there been changes since budget adoption in self-insurance contributions?

n/a

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

3. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs
 - Current Year (2019-20)
 - 1st Subsequent Year (2020-21)
 - 2nd Subsequent Year (2021-22)
- b. Amount contributed (funded) for self-insurance programs
 - Current Year (2019-20)
 - 1st Subsequent Year (2020-21)
 - 2nd Subsequent Year (2021-22)

Budget Adoption (Form 01CS, Item S7B)	First Interim

4. Comments:

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S8. Status of Labor Agreements

Analyze the status of all 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?

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) (2018-19)	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Number of certificated (non-management) full-time-equivalent (FTE) positions	5.6	4.6	4.6	4.6

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.

If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?
If Yes, complete questions 5 and 6.

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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
6. Amount included for any tentative salary schedule increases			

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Certificated (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			

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:

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Certificated (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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Certificated (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?			

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.

If No, continue with section S8B.

Classified (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2018-19)	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Number of classified (non-management) FTE positions	5.8	9.8	9.8	9.8

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.

If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 5 and 6.

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
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)

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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)

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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)

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? Yes
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) (2018-19)	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Number of management, supervisor, and confidential FTE positions	5.0	3.0	3.0	3.0

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:	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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")			

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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)

Management/Supervisor/Confidential Health and Welfare (H&W) Benefits

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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			

Management/Supervisor/Confidential Step and Column Adjustments

	Budget Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are step & column adjustments included in the interm and MYPs?			
2. Cost of step & column adjustments			
3. Percent change in step & column over prior year			

Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are costs of other benefits included in the interim and MYPs?			
2. Total cost of other benefits			
3. 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?

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)

New Superintendent, James Berardi in September 2019.

End of County Office First Interim Criteria and Standards Review

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
UNDUPLICATED PUPIL COUNT										
TOTAL PROJECTED EXPENDITURES (Funds 01, 09, & 62; resources 0000-9999)										
1000-1999	Certificated Salaries	30,561.00	0.00	52,853.00	0.00	34,531.00	0.00	187,541.00		305,486.00
2000-2999	Classified Salaries	6,960.00	0.00	0.00	0.00	7,472.00	0.00	133,763.00		187,438.00
3000-3999	Employee Benefits	12,153.00	0.00	19,688.00	0.00	11,967.00	0.00	110,965.00		198,739.00
4000-4999	Books and Supplies	23,613.00	0.00	0.00	0.00	0.00	0.00	14,104.00		37,717.00
5000-5999	Services and Other Operating Expenditures	88,750.00	0.00	489.00	0.00	29,996.00	6,500.00	71,360.00		187,095.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	162,037.00	0.00	73,030.00	0.00	83,966.00	89,709.00	517,733.00	0.00	926,475.00
7310	Transfers of Indirect Costs	2,257.00	0.00	0.00	0.00	86.00	0.00	569.00		2,912.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	2,257.00	0.00	0.00	0.00	86.00	0.00	569.00	0.00	2,912.00
	TOTAL COSTS	164,294.00	0.00	73,030.00	0.00	84,052.00	89,709.00	518,302.00	0.00	929,387.00
STATE AND LOCAL PROJECTED EXPENDITURES (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)										
1000-1999	Certificated Salaries	30,561.00	0.00	0.00	0.00	0.00	0.00	77,003.00		107,564.00
2000-2999	Classified Salaries	6,960.00	0.00	0.00	0.00	4,236.00	35,718.00	139,763.00		180,677.00
3000-3999	Employee Benefits	12,153.00	0.00	0.00	0.00	358.00	42,903.00	61,631.00		117,045.00
4000-4999	Books and Supplies	17,413.00	0.00	0.00	0.00	0.00	0.00	14,104.00		31,517.00
5000-5999	Services and Other Operating Expenditures	85,750.00	0.00	0.00	0.00	29,000.00	6,500.00	71,360.00		192,610.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	152,837.00	0.00	0.00	0.00	33,594.00	85,121.00	357,861.00	0.00	629,413.00
7310	Transfers of Indirect Costs	2,257.00	0.00	0.00	0.00	0.00	0.00	105.00		2,362.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	2,257.00	0.00	0.00	0.00	0.00	0.00	105.00	0.00	2,362.00
	TOTAL BEFORE OBJECT 8980	155,094.00	0.00	0.00	0.00	33,594.00	85,121.00	357,966.00	0.00	631,775.00
8980	Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									
	TOTAL COSTS									104,903.00
										736,678.00

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
LOCAL PROJECTED EXPENDITURES (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
4000-4999	Books and Supplies	9,853.00	0.00	0.00	0.00	0.00	0.00	0.00		9,853.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	9,853.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,853.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	9,853.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,853.00
8980	Contributions from Unrestricted Revenues to Federal Resources (From State and Local Projected Expenditures section)									
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500-6540, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500-6540, & 7240, goals 5000-5999)									
	TOTAL COSTS									
										104,903.00
										156,171.00
										270,927.00

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
UNDUPLICATED PUPIL COUNT										
TOTAL ACTUAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-9999)										
1000-1999	Certificated Salaries	44,922.85	0.00	33,094.44	0.00	51,000.00	920.00	243,046.13		372,983.42
2000-2999	Classified Salaries	3,912.50	0.00	0.00	0.00	8,462.87	39,627.85	83,028.78		135,032.00
3000-3999	Employee Benefits	24,402.18	0.00	17,677.37	0.00	2,042.08	47,178.66	117,894.00		209,194.29
4000-4999	Books and Supplies	1,043.52	0.00	0.00	0.00	0.00	1,392.18	7,909.64		10,345.34
5000-5999	Services and Other Operating Expenditures	65,844.55	0.00	206.67	0.00	4,196.78	254.69	82,705.22		153,207.91
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	140,125.60	0.00	50,978.48	0.00	65,701.73	89,373.38	534,563.77	0.00	880,762.96
7310	Transfers of Indirect Costs	4,348.01	0.00	0.00	0.00	182.62	0.00	983.29		5,513.92
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	31,505.59								31,505.59
	Total Indirect Costs	4,348.01	0.00	0.00	0.00	182.62	0.00	983.29	0.00	5,513.92
	TOTAL COSTS	144,473.61	0.00	50,978.48	0.00	65,884.35	89,373.38	535,567.06	0.00	886,276.88
FEDERAL ACTUAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, except 3385)										
1000-1999	Certificated Salaries	0.00	0.00	33,094.44	0.00	51,000.00	0.00	127,231.63		211,326.07
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	4,551.90	2,373.21	0.00		6,925.11
3000-3999	Employee Benefits	0.00	0.00	13,567.37	0.00	1,529.14	2,212.89	32,759.26		50,068.66
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00	239.79		239.79
5000-5999	Services and Other Operating Expenditures	3,000.00	0.00	206.67	0.00	991.38	0.00	0.00		4,198.05
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	3,000.00	0.00	46,868.48	0.00	58,072.42	4,586.10	160,230.68	0.00	272,757.68
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	182.62	0.00	983.29		1,165.91
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	182.62	0.00	983.29	0.00	1,165.91
	TOTAL BEFORE OBJECT 8980	3,000.00	0.00	46,868.48	0.00	58,255.04	4,586.10	161,213.97	0.00	273,923.59
8980	Less: Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									
	TOTAL COSTS									59,352.59 214,571.00

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
STATE AND LOCAL ACTUAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)										
1000-1999	Certificated Salaries	44,922.85	0.00	0.00	0.00	0.00	920.00	115,814.50		161,657.35
2000-2999	Classified Salaries	3,912.50	0.00	0.00	0.00	3,910.97	37,254.64	83,028.78		128,106.89
3000-3999	Employee Benefits	24,402.18	0.00	4,110.00	0.00	512.94	44,965.77	85,134.74		159,125.63
4000-4999	Books and Supplies	1,043.52	0.00	0.00	0.00	0.00	1,392.18	7,669.85		10,105.55
5000-5999	Services and Other Operating Expenditures	62,844.55	0.00	0.00	0.00	3,205.40	254.69	82,705.22		149,009.86
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	137,125.60	0.00	4,110.00	0.00	7,629.31	84,787.28	374,353.09	0.00	608,005.28
7310	Transfers of Indirect Costs	4,348.01	0.00	0.00	0.00	0.00	0.00	0.00		4,348.01
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)									
	Total Indirect Costs	4,348.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,348.01
	TOTAL BEFORE OBJECT 8980	141,473.61	0.00	4,110.00	0.00	7,629.31	84,787.28	374,353.09	0.00	612,353.29
8980	Contributions from Unrestricted Revenues to Federal Resources (From Federal Actual Expenditures section)									
	TOTAL COSTS									59,352.59
										671,705.88
LOCAL ACTUAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (From Federal Actual Expenditures section)									
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500, 6510, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500, 6510, & 7240, goals 5000-5999)									59,352.59
	TOTAL COSTS									153,007.87
										212,360.46

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

SELPA: Sierra County (AW)

This form is used to check maintenance of effort (MOE) for an LEA, whether the LEA is a member of a SELPA or is a single-LEA SELPA.

Per the federal Subsequent Years Rule, in order to determine the required level of effort, the LEA must look back to the last fiscal year in which the LEA maintained effort using the same method by which it is currently establishing the compliance standard. To meet the requirement of the Subsequent Years Rule, the LMC-I worksheet has been revised to make changes to sections 3.A.1, 3.A.2, 3.B.1, and 3.B.2. The revised sections allow the LEA to compare the 2019-20 projected expenditures to the most recent fiscal year the LEA met MOE using that method, which is the comparison year.

There are four methods that the LEA can use to demonstrate the compliance standard. They are (1) combined state and local expenditures; (2) combined state and local expenditures on a per capita basis; (3) local expenditures only; and (4) local expenditures only on a per capita basis.

The LEA is only required to pass one of the tests to meet the MOE requirement. However, the LEA is required to show results for all four methods.

SECTION 1 Exempt Reduction Under 34 CFR Section 300.204

If your LEA determines that a reduction in expenditures occurred as a result of one or more of the following conditions, you may calculate a reduction to the required MOE standard. Reductions may apply to combined state and local MOE standard, local only MOE standard, or both.

1. Voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.
2. A decrease in the enrollment of children with disabilities.
3. The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child:
 - a. Has left the jurisdiction of the agency;
 - b. Has reached the age at which the obligation of the agency to provide free appropriate public education (FAPE) to the child has terminated; or
 - c. No longer needs the program of special education.
4. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.
5. The assumption of cost by the high cost fund operated by the SEA under 34 CFR Sec. 300.704(c).

Provide the condition number, if any, to be used in the calculation below:	<u>State and Local</u>	<u>Local Only</u>
<u>Marlene Mongolo, SELPA Director, Retired in 16/17 - Salary and Benefits</u>	<u>85,515.26</u>	
<u> </u>		
<u> </u>		
<u> </u>		
<u> </u>		
<u> </u>		
<u> </u>		
<u> </u>		
Total exempt reductions	<u>85,515.26</u>	<u>0.00</u>

SELPA: Sierra County (AW)

SECTION 2 Reduction to MOE Requirement Under IDEA, Section 613 (a)(2)(C) (34 CFR Sec. 300.205)

IMPORTANT NOTE: Only LEAs that have a "meets requirement" compliance determination and that are not found significantly disproportionate for the current year are eligible to use this option to reduce their MOE requirement.

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures. This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965. Also, the amount of Part B funds used for early intervening services (34 CFR 300.226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P.L. 108-446].

	<u>State and Local</u>	<u>Local Only</u>
Current year funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)	_____	_____
Less: Prior year's funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)	_____	_____
Increase in funding (if difference is positive)	0.00	_____
Maximum available for MOE reduction (50% of increase in funding)	0.00 (a)	_____
Current year funding (IDEA Section 619 - Resource 3315)	_____	_____
Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3310 and 3315)	0.00 (b)	_____

If (b) is greater than (a).
Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS) _____ (c)

Available for MOE reduction.
(line (a) minus line (c), zero if negative) _____ 0.00 (d)

Enter portion used to reduce MOE requirement
(cannot exceed line (d), Available for MOE reduction). _____

If (b) is less than (a).
Enter portion used to reduce MOE requirement (first column cannot exceed line (a), Maximum available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement). _____ (e)

Available to set aside for EIS
(line (b) minus line (e), zero if negative) _____ 0.00 (f)

Note: If your LEA exercises the authority under 34 CFR 300.205(a) to reduce the MOE requirement, the LEA must list the activities (which are authorized under the ESEA) paid with the freed up funds:

SELPA:
SECTION 3

Sierra County (AW)

	Column A	Column B	Column C
	Projected Exps. (LP-I Worksheet) FY 2019-20	Actual Expenditures Comparison Year 2014-15	Difference (A - B)
A. COMBINED STATE AND LOCAL EXPENDITURES METHOD			
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.			
a. Total special education expenditures	929,387.00		
b. Less: Expenditures paid from federal sources	192,709.00		
c. Expenditures paid from state and local sources	736,678.00	469,747.00	
Add/Less: Adjustments and/or PCRA required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		469,747.00	
Less: Exempt reduction(s) from SECTION 1		85,515.26	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	736,678.00	384,231.74	352,446.26

If the difference in Column C for the Section 3.A.1 is positive or zero, the MOE eligibility requirement is met based on the combination of state and local expenditures.

	Projected Exps. FY 2019-20	Comparison Year 2014-15	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita local expenditures.			
a. Total special education expenditures	929,387.00		
b. Less: Expenditures paid from federal sources	192,709.00		
c. Expenditures paid from state and local sources	736,678.00	469,747.00	
Add/Less: Adjustments and/or PCRA required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		469,747.00	
Less: Exempt reduction(s) from SECTION 1		85,515.26	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	736,678.00	384,231.74	
d. Special education unduplicated pupil count	57.00	38.00	
e. Per capita state and local expenditures (A2c/A2d)	12,924.18	10,111.36	2,812.82

If the difference in Column C for the Section 3.A.2 is positive or zero, the MOE eligibility requirement is met based on the per capita state and local expenditures.

SELPA: Sierra County (AW)

B. LOCAL EXPENDITURES ONLY METHOD

	Projected Exps.	Comparison Year	Difference
	FY 2019-20	2014-15	
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on local expenditures only.			
a. Expenditures paid from local sources	270,927.00	45,088.00	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		45,088.00	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	270,927.00	45,088.00	225,839.00

If the difference in Column C for the Section 3.B.1 is positive or zero, the MOE eligibility requirement is met based on the local expenditures.

	Projected Exps.	Comparison Year	Difference
	FY 2019-20	2014-15	
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita local expenditures only.			
a. Expenditures paid from local sources	270,927.00	111,940.00	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		111,940.00	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	270,927.00	111,940.00	
b. Special education unduplicated pupil count	57	38	
c. Per capita local expenditures (B2a/B2b)	4,753.11	2,945.79	1,807.32

If the difference in Column C for the Section 3.B.2 is positive or zero, the MOE eligibility requirement is met based on the per capita local expenditures only.

Nona Griesert
Contact Name

(530) 993-1660, x-120
Telephone Number

Business Manager
Title

ngriesert@spiusd.org
Email Address

SIERRA COUNTY OFFICE OF EDUCATION
Classified Salary Schedule

POSITION	A	B	C	D	E	F	G	H	I	J	K	L
					YR 5	YR 8	YR 11	YR 14	YR 17	YR 20	YR 25	YR 30
INSTRUCTIONAL AIDE	13.00	13.46	14.21	14.99	15.77	16.54	17.38	18.26	19.17	20.14	21.14	22.10
CUSTODIAN	14.81	15.70	16.56	17.46	18.33	19.23	20.22	21.23	22.28	23.39	24.57	25.69
WORKABILITY COORDINATOR	16.93	17.79	18.68	19.60	20.59	21.62	22.70	23.83	25.02	26.27	27.58	28.83
CAREER TECH	14.31	15.02	15.78	16.55	17.38	18.26	19.17	20.13	21.13	22.19	23.30	24.36
BEHAVIOR ATTENDANT	13.00	12.55	12.75	13.27	13.80	14.35	14.92	15.52	16.14	16.78	17.62	18.42
WORKABILITY AIDE	13.35	14.02	14.72	15.45	16.23	17.04	17.89	18.78	19.73	20.70	21.74	22.73
GARDEN TECHNICIAN	13.35	14.02	14.72	15.45	16.23	17.04	17.89	18.78	19.73	20.70	21.74	22.73
CLERK TYPIST	13.32	14.12	14.93	15.72	16.48	17.32	18.21	19.11	20.06	21.07	22.12	23.12
INSTRUCTIONAL AIDE (SH)	13.76	14.58	15.46	16.39	17.21	18.07	18.97	19.92	20.91	21.96	23.06	24.11
TRANSPORTATION AIDE	13.00	13.00	13.00	13.31	13.98	14.68	15.41	16.18	16.99	17.84	18.73	19.59
ACADEMIC ADVISOR/CAREER TECH	18.31	19.36	20.49	21.54	22.59	23.72	24.90	26.20	27.50	28.89	30.32	31.70
SPEECH/LANGUAGE AIDE	18.31	19.36	20.49	21.54	22.59	23.72	24.90	26.20	27.50	28.89	30.32	31.70

Approved May 9, 2017, SH Aide Added September 21, 2017
 Added Transportation Aide February 13, 2018
 Approved December 11, 2018 - Minimum Wage Increase Effective 1/1/2019
 Added Garden Technician March 12, 2018
 Academic Advisor/Career Tech Approved May 14, 2019
 Approved July 9, 2019 - + 2.5% effective 7/1/2019, Add Column L
 Approved August 13, 2019 Speech/Language Aide
Proposed December 13, 2019 - Minimum Wage Increase Effective 1/1/2020

SCOE/SPJUSD
 2019/20 Minimum Wage Adjustment Variance

Last Name	First Name	Account Code	Salary	PERS 3201/2 19.721%	OASDI 3301/2 6.20%	Medicare 3311/2 1.45%	SUI (unemp) 3501/2 0.07%	Workers Comp 4.00%	Total Benefits	Sal and Benefits
Classified	SCOE	Current Salary Schedule	366,736.00	72,324.01	22,737.63	5,317.67	256.72	14,669.44	115,305.47	482,041.47
Classified	SCOE	Minimum Wage Increase to \$13	367,020.00	72,380.01	22,755.24	5,321.79	256.91	14,680.80	115,394.76	482,414.76
		Difference	284.00	56.01	17.61	4.12	0.20	11.36	89.29	373.29
Classified	SPJUSD	Current Salary Schedule	860,976.00	169,793.08	53,380.51	12,484.15	602.68	34,439.04	270,699.46	1,131,675.46
Classified	SPJUSD	Minimum Wage Increase to \$13	868,978.00	171,371.15	53,876.64	12,600.18	608.28	34,759.12	273,215.37	1,142,193.37
		Difference	8,002.00	1,578.07	496.12	116.03	5.60	320.08	2,515.91	10,517.91
		Net Increase to overall budget	8,286.00	1,634.08	513.73	120.15	5.80	331.44	2,605.20	10,891.20

SIERRA COUNTY OFFICE OF EDUCATION
RESOLUTION NO. 20-008C

BEFORE THE BOARD OF EDUCATION OF THE
SIERRA COUNTY OFFICE OF EDUCATION,
SIERRA COUNTY, CALIFORNIA

In the Matter of California Uniform) Public Construction Cost Accounting) Act)	RESOLUTION ADOPTING CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES AND INFORMAL BIDDING ORDINANCE
---	---

WHEREAS, in order for the Sierra County Office of Education (the "County") to be permitted to utilize the alternative bidding procedures set forth in Public Contract Code ("PCC") section 22032, et seq., the Board must first elect to adopt uniform public construction cost accounting procedures pursuant to PCC section 22000 et seq., the California Uniform Public Construction Cost Accounting Act ("Act"); and

WHEREAS, PCC section 22034 requires the County to enact an Informal Bidding Ordinance, as detailed here in , if it elects to utilize an alternative bid procedure for public works projects as described in PCC section 22030 et seq.; and

WHEREAS, it appears to be in the best interest of the County to enact the Informal Bidding Ordinance pursuant to the alternative procedure for public works bids.

NOW, THEREFORE, the Board of Education of the Sierra County Office of Education finds, determines, and orders as follows:

1. The foregoing recitals are adopted as true and correct.
2. The Board elects under PCC section 22030 to become subject to the uniform construction cost accounting procedures set forth in the Act and to the California Uniform Public Construction Cost Accounting Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended.
3. The Board directs the Superintendent, or her designee, to mail a certified copy of this Resolution to the Office of State Controller, Local Government Programs and Services Division, Local Government Policy Section, P.O. Box 942850, Sacramento, CA 94250.
4. The Board hereby enacts an Informal Bidding Ordinance (" Ordinance") as follows:

INFORMAL BIDDING ORDINANCE

2. Where a public project to be performed is subject to the provisions of this Ordinance, a notice inviting informal bids shall be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Public Contract Code section 22036. Additional contractors and/or construction trade journals may be notified at the discretion of the Superintendent or authorized designee. If the product or service out for bid is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.
3. All mailing of notices pursuant to paragraph (2) above shall be completed not less than ten (10) calendar days before bids are due.
4. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.
5. The Board, to the extent it does not make the award itself, hereby delegates authority to award informal contracts subject to the Ordinance to the Superintendent or authorized designee.
6.
 - (a) Until January 1, 2020, if all bids received are in excess of \$ 175,000, the Board may, by adoption of a resolution by a four-fifths vote, award the contract, at \$187,500 or less, to the lowest responsible bidder, if it determines that the initial cost estimate was reasonable.
 - (b) Commencing January 1, 2020, if all bids received are in excess of \$200,000, the Board may, by adoption of a resolution by a four-fifths vote, award the contract, at \$212,500 or less, to the lowest responsible bidder, if it determines that the initial cost estimate was reasonable.
7. The Ordinance is effective on the date approved by Resolution of the Board.
 - (a) As of the effective date of the Ordinance, and until January 1, 2020, public works projects of \$45,000 or less may be performed by the employees of the County by force account, by negotiated contract, or by purchase order; public works projects of \$175,000 or less may be informally bid, except under the circumstance described in paragraph (6) above, and all public works projects subject to formal bidding shall be subject to the notice procedures contained in Public Contract Code section 22037.
 - (b) As of the effective date of the Ordinance, and until January 1, 2020, public works projects of \$60,000 or less may be performed by the employees of the District by force account, by negotiated contract, or by purchase order; public works projects of \$200,000 or less may be informally bid, except under the circumstance described in paragraph (6)

above, and all public works projects subject to formal bidding shall be subject to the notice procedures contained in Public Contract Code section 22037.

8. The Ordinance may be used in conjunction with, or in place of, to the extent provided by law, other Public Contract Code requirements at the discretion of the County.

9. The Ordinance shall be amended from time to time by any subsequent amendments or changes to the Act.

* * * * *

This Resolution was adopted at a duly called meeting of the SIERRA COUNTY OFFICE OF EDUCATION held on December 13, 2019.

SIERRA COUNTY OFFICE OF EDUCATION
Sierra County, California

I, _____, Secretary to the Board of Education of the Sierra County Office of Education, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Education at its meeting held on December 13, 2019.

**SIERRA-PLUMAS JOINT UNIFIED
SCHOOL DISTRICT
AND
SIERRA COUNTY OFFICE OF
EDUCATION**

**INJURY & ILLNESS
PREVENTION PROGRAM
(IIPP)**

109 BECKWITH ROAD, ROOM #3* P O BOX 955
LOYALTON, CA 96118
(530) 993-1660 * FAX (530) 993-0828

11/20/2019

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INTRODUCTION

In order to maintain a safe and healthful work environment, the Sierra-Plumas Joint Unified School District and Sierra County Office of Education have developed this Injury and Illness Prevention Program (IIPP) for all employees. The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations §3203 and consists of the following eight elements:

Responsibility
Hazard Assessment/Inspection
Accident/Exposure Investigation
Hazard Correction
Communication
Training and Instruction
Compliance
Recordkeeping

Every employer has a legal obligation to provide and maintain a safe and healthful workplace for their employees. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals employed by Sierra-Plumas Joint Unified School District and Sierra County Office of Education.

Portions of this guide were adapted from Guide to Developing Workplace Injury and Illness Prevention Program, prepared by the Cal/OSHA Consultation Service, CS-1 revised August 2005.

A copy of the IIPP must be maintained at the district office as well as at each school site.

INJURY AND ILLNESS PREVENTION PROGRAM

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT AND
SIERRA COUNTY OFFICE OF EDUCATION
P O BOX 955 * 109 BECKWITH ROAD, ROOM #3
LOYALTON, CA 96118

School District Name and Address

LARAIN SEI
P O BOX 955 * 109 BECKWITH ROAD, ROOM #3
LOYALTON, CA 96118

Name and Contact Information for Individual Completing this form

ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a) (1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:

JAMES BERARDI, SUPERINTENDENT
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
SIERRA COUNTY OFFICE OF EDUCATION
P O BOX 955 * 109 BECKWITH ROAD, ROOM #1
LOYALTON, CA 96118
530 993-1660 Ext 110 * Fax 530 993-0828

Co-Administrator's Name

NONA GRIESERT, BUSINESS MANAGER
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
SIERRA COUNTY OFFICE OF EDUCATION
P O BOX 955 * 109 BECKWITH ROAD, ROOM #1
LOYALTON, CA 96118
530 993-1660 Ext 120 * Fax 530 993-0828

The IIPP Administrator James Berardi, Personnel Technician, Laraine Sei and school site administrators are responsible for implementing and maintaining the components of the IIPP program at their school sites. The responsibilities of our IIPP Administrator and site administrators include:

- Preparing and updating our district's IIPP
- Implementing the provisions in our IIPP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
- Establishing a district wide Health and Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns

Each school in our district has been assigned a safety coordinator. School-site safety coordinators are responsible for assisting in implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety coordinator has a copy of this IIPP. A list of all the district's school-site safety coordinators who will implement and maintain the IIPP at their school sites is attached as Form A.

The responsibilities of our school site safety coordinators include:

- Conducting at a minimum, quarterly safety inspections
- Participating on the district wide Health & Safety Committee
- Participating in the mitigation of identified hazards
- Communicating with employees about safety

The responsibilities of all school employees include:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately.
- Following safe work practices
- Using appropriate personal protective equipment as instructed by their supervisors

This IIPP applies to all schools in the Sierra-Plumas Joint Unified School District and the Sierra County Office of Education

HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a) (4))

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer. Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals:

School-site safety coordinators at their school sites and/or the site administrator, District's IIPP Administrator OR superintendent's designee.

Inspections are performed according to the following schedule:

- When we initially established our IIPP, site wide safety inspections
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- Whenever new, previously unidentified hazards are recognized
- Whenever occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a) (5))

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:

JAMES BERARDI, Superintendent, Laraine Sei, Personnel Technician, or Nona Griesert, Business Manager

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include: (see page 22)

- Visiting the scene as soon as possible
- Interviewing injured employees and witnesses
- Determining the cause of the accident/exposure
- Examining the workplace and the incident for underlying causes associated with the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken at health and safety committee meetings

HAZARD CORRECTION (Title 8 CCR §3203(a) (6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.
- We have identified the following potential hazards in our schools but not limited to:
 - Slip and fall hazards and ladder safety
 - Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc.
 - Lead paint
 - Asbestos
 - Ergonomic hazards
 - Infectious diseases, including blood borne and aerosol transmissible diseases
 - Outdoor heat
 - Violence
 - Indoor air quality
 - Power tools and machinery hazards, including electrical safety, lock-out tag-out of machinery, machine guarding, etc.

The IIPP Administrator, site administrator and/or school site safety coordinator will ensure that those current employees and/or new employees with exposure potential to these or other hazards will be trained by workshops, on-line course classes, on-site trainings, or other effective instruction.

COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a) (3))

All supervisors, school site safety coordinators, and/or site administrators are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors, school site safety coordinator and/or site administrator, about workplace hazards without fear of reprisal.

Our communication system includes all of the following items:

- New employee orientation including a discussion of safety and health policies and procedures
- Follow-through by supervisors to ensure effectiveness
- Worksite-specific health and safety training
- Regularly scheduled safety committee meetings will be held once per month or at minimum once a quarter.
- Effective communication of safety and health concerns between employees and supervisors, including language translation, will take place in one or all of the following:
 - Post and/or distribute safety information to school sites for distribution to employees
 - Site Administrators can include safety tip in staff meetings.
 - Safety Tips can be posted in staff rooms or handed out to employees
 - Periodic emails may be used to send out important safety information to employees.
- A system for employees to anonymously inform administration about workplace hazards. This system involves: 1) employees may submit concerns/safety issues directly to school administrator's office or the school safety coordinator 2) Report of Unsafe Condition or Hazard form (see Page 14), and a copy is provided in the employee new hire orientation binder. Copies also located at each school site main office.
- Our health and safety committee meetings are held more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses
- Other methods we use to ensure communication with and involvement of employees include: follow up with staff and/or administrators on safety concerns

AND

Our district also elects to use a health and safety committee to meet all the requirements of Title 8 CCR §3203(c) (1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a) (3).

TRAINING AND INSTRUCTION (Title 8 CCR §3203(a) (7))

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according to the following schedule:

When our IIPP was first established.

- To all new employees.
- To all employees given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard
- Whenever anyone is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- To all employees about the hazards specific to each employee's job assignment.

All employees will complete the following safety trainings upon onset of employment and again as is required by Cal OSHA regulations:

1. Fire Safety, Fire Extinguisher, and Fire Prevention.
2. Emergency Preparedness
3. Hazard Communication - Globally Harmonizing System (GHS) and Safety Data Sheets (SDS).
4. Injury & Illness Prevention Program
5. Blood Borne Pathogens
6. AB1825 Sexual Harassment - For Supervisory employees
7. SB1343 Sexual Harassment – For non-supervisory employees.
8. Mandated Reporter

Safety training will also include, but is not limited to:

- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- The availability of toilet, hand-washing, and drinking water facilities.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - Storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training will also include but not limited to:

- The prevention of musculoskeletal disorders, including proper lifting techniques
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Proper food and beverage storage to prevent them from becoming contaminated
- On any other topics listed in the Hazard Correction section of this plan
- In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a) (2))

Site Administrators are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and administrators are expected to enforce the rules fairly and uniformly.

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- Informing employees of the provisions of our IIPP
- Evaluating the safety performance of all employees
- Providing training to employees whose safety performance is deficient
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by the decision of Site Administrators or Superintendent
- Disciplining employees for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: 1) oral notice; 2) written notice; 3) disciplinary action

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our school district will endeavor to maintain the following records:

1. Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records will be maintained for at least three (3) years.
2. Documentation of safety and health training.

The master copy of this IIPP can be found at: DISTRICT OFFICE/SCOE OFFICE

Other copies of the IIPP can be found at: <http://www.sierracountyofficeofeducation.org>

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
SIERRA COUNTY OFFICE OF EDUCATION
109 Beckwith Road, Room #3 * P O Box 955
Loyalton, CA 96118
530 993-1660 * Fax 530 993-0828
www.sierracountyofficeofeducation.org

REPORT OF UNSAFE CONDITION OR HAZARD

Optional: Employees may submit this form anonymously by forwarding to the Superintendent's Office, Sierra-Plumas Joint Unified School District/Sierra County Office of Education, P O Box 955, Loyalton, CA 96118

Employee's Name: _____

Job Title: _____

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard:

What changes would you recommend to correct the condition or hazard? _____

Optional:
Signature of Employee: _____ Date: _____

District/County Superintendent of Schools Office's Response:

Name of Person Investigating Report: _____

Results of investigation (what was found? was condition unsafe or a hazard?): *(attach additional sheets if necessary)*

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attach additional sheets if necessary)*

Signature of Person Investigating Report: _____

Revised: _____

HAZARD ASSESSMENT AND CORRECTION RECORD

To be used in correlation with the Office/Classroom Inspection Checklist.

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

INJURY ASSESSMENT AND CORRECTION RECORD

(First section to be filled out by Safety Administrator and then sent to injured employee's supervisor)

Employee Name: _____ Position: _____

Type of Injury: _____ Date of Injury: _____

Location of Injury: _____

Explain How Injury Happened: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Signature: _____ Date: _____

OFFICE/CLASSROOM INSPECTION CHECKLIST

WORKSITE: _____ DATE: _____

BUILDING: _____ ROOM: _____

NAME(S): _____

Instructions: Check each item below as "Satisfactory or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory."

	Satisfactory	Unsatisfactory	N/A	Comment/Location
FLOORS				
No wet/slip, fall hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No trip hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No cords across walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STAIRS – RAMPS (if applicable)				
Lighting adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-slip surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handrails - available and secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL SAFETY				
No Aisles Obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Area free of falling hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid material available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Lighting functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting okay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders/Stools in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping is good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone numbers posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE EQUIPMENT/EXITS				
Fire extinguishers accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers tagged/serviced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits properly illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE HAZARDS				
Flammable aerosols and liquids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stored and handled properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No Defective electrical cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ELECTRICAL HAZARDS				
Cords are put away after use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No improper use of extension cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No extension cords plugged in that aren't being utilized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outlets at sinks are GFI Protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All outlet and switch covers in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical panels are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HAZARDOUS MATERIALS				
MSDS's available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Containers properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Containers properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INSPECTOR(S) SIGNATURE: _____				

INSTRUCTIONS FOR COMPLETING THE

OFFICE/CLASSROOM INSPECTION CHECKLIST

FLOORS:

Look for source of continual slip fall hazards such as leaking doorways, water draining from under sinks, refrigerators, or other equipment.

Look for trip hazards such as buckling or torn carpet or mats, or cords across walkways.

STAIRS AND RAMPS:

Look around work area and surrounding areas frequently used. Look to see if ramps are outlined to indicate change in elevation.

Check if stair edges are chipped or rounded off making it easy to slip off the edge of steps.

Check if hand rails are secure and not loose.

Look around work area and surrounding areas for adequate lighting at stairs and ramps.

GENERAL SAFETY:

Check if top of bookshelves or cabinets are overloaded with stored items. If so remove items.

Check if stacks of stored items are stable. If not, make stable.

Remove or make secure any stored items that may fall and hit students or employees in the event of an earthquake.

Check the location of the nearest First Aid Station. Check if the station is properly stocked.

Ask custodial or administration staff for the location of emergency lighting in the immediate work area or surrounding areas. Most emergency lighting will be in the interior halls or windowless rooms.

Ask custodial or administration staff how to test battery operated emergency lighting in the area.

Check light fixtures for any exposed wires, any flickering (may indicate an electrical short), any smoking or, odor.

Check stools and step ladders for stability. All rubber feet should be in place to prevent slipping. Damaged stools and ladders should be removed from use immediately. **NEVER USE THE TOP STEP!!!!**

All areas should be neat and orderly. Hallway should not be used for storage. Walkways should be clear of trip fall or slip fall hazards.

Emergency phone numbers for the local contact in addition to 911 should be posted in the classrooms.

Check with the local administration staff for emergency procedures.

FIRE EQUIPMENT/EXITS:

Know the location of the nearest fire extinguisher.

No items should be hung on or blocking fire extinguishers.

Fire extinguishers should be hung in an easily accessible location approximately 5 feet above the floor.

The location of the fire extinguisher should be marked with a sign.

Check the fire extinguisher tag to see if it has been serviced within the last year. If it has not, the extinguisher is in need of service.

Check the pressure gauge to see if the needle is in the green area of the gauge. If it is not, the extinguisher is in need of service.

Check if exits are marked with exit signs.

Check if the natural light during normal operating hours provides enough light to illuminate the exit sign in the event of a power failure. If not, the exit sign should be battery powered.

Remove any obstructions from the exits.

FIRE HAZARDS:

Remove any flammable aerosols and liquids from the classrooms.

Flammable aerosols and liquids should be stored in a flammable liquid storage cabinet in the custodian area only.

Check for any frayed, cut, or otherwise damaged electrical cord. If a light or appliance has a damaged cord, the light or appliance should be removed from the classroom.

ELECTRICAL HAZARDS:

Extension cord should not be used for permanent power to equipment; additional permanent electrical outlets should be provided.

Eliminate use of multiple extension cords and surge bars.

Never use multiple extension cords and surge bars end to end.

Check that extension cords are unplugged when there are no appliances or equipment attached.

Check if all electrical outlets at sinks are equipped with GFI, that is “Test” and “Reset” buttons. Push the “Test” and “Reset” buttons to see if they work. When the “Test” button is pushed there should be no electrical power to the outlet. After testing, push the “Reset” button to resume power to the outlet.

Check that all outlet and switch plate covers are in place and not broken thereby exposing live electrical wires.

Check that the electrical panel is not blocked by signs or art work and the panel is easily accessible to emergency response personnel.

HAZARDOUS MATERIALS:

There should be no hazardous materials (cleaning supplies, commercial paints, solvents, etc.) in the classrooms.

Hazardous materials should be stored in the custodial areas.

Material Safety Data Sheets (MSDS) should be in a predetermined location for all hazardous materials. (In the same room supplies are used and stored.)

All containers, especially secondary containers (containers used for smaller amounts of materials), should be clearly labeled with the content name. **EVEN WATER!!!**

z:IIPP doc;7/02/2012;rev 10/15/2013; rev name change 2/2016; rev name change 11/2017
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ACCIDENT INVESTIGATION GUIDE



PREPARED FOR

**SIERRA PLUMAS JOINT UNIFIED SCHOOL
DISTRICT**

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INTRODUCTION

The purpose of this accident investigation guide is to illustrate and assist management in the importance of workplace accident investigation at Sierra Plumas Joint Unified School District.

Accident investigations are important and necessary if accidents are to be prevented and costs associated with them reduced. Investigations must uncover true causes of accidents so effective corrective actions can be taken to prevent reoccurrence.

There are 10 reasons for investigating accidents:

1. Show concern for injured employee
2. Identify methods to prevent repeat accidents
3. Identify Root Causes
4. Address Liability issues
5. Expose errors in process
6. Identify and eliminate workplace hazards
7. Decrease Workers' Compensation costs
8. Correct unsafe acts and conditions
9. Aid in crisis planning
10. Provide information to make safety recommendations

The following are direct and indirect costs associated with workplace accidents:

1. Lost wages
2. Workers' Compensation Costs
3. Medical Bills
4. Damaged equipment
5. Damaged facility
6. Repairs
7. Legal Fees
8. Filling out accident forms
9. Production slow-downs
10. Costs to train replacements

This information should help you better understand the importance of accident investigation and better identify problems that may ultimately minimize future accidents.

QUICK GUIDE for ACCIDENT INVESTIGATION

This quick reference guide is information for supervisors and managers to use while investigating work related injuries and illnesses. Remember, prior to investigating an accident, employees' should be trained to report injuries to supervision, no matter how minor they may be. "Near-accidents" should also be reported and investigated by supervision. Please follow these 4 easy steps when investigating work related injuries:

Step 1:

- A. Act at once. Talk with injured employee immediately if possible. (one on one is best) Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (attached) for a list of sample questions that you may need to ask during an investigation.
- B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.
- C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgment, disobeying rules.
- D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent similar accidents in the future. Report any defective equipment to the person responsible.
- E. Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated.

Step 2: Complete a supervisor accident investigation reporting form within 24 hours. Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence. Keep a copy for your records and send original to the appropriate District department.

Step 3: Provide injured employee with an "Employee's Claim for Workers' Compensation Benefits" form before or after treatment or as he or she is able.

Step 4: Follow-up with employee after he or she receives treatment to find out if they are doing well. In addition, ensure contributing factors to the accident, if any, are fixed (work orders sent) and all exposed employees' are aware of the contributing causes of the accident.

PERSONAL NOTES

When you're involved in an accident investigation, the notes you take will be important to determine what happened and to give clues for avoiding future incidents. The information that you record should focus on the **who, what, when, where, how** and **why** facts of the accident. This list of sample questions that you may need to ask during an investigation will help you document many aspects of the accident scene.

Who...

- Was involved?
- Witnessed the accident?
- Reported the accident?
- Notified emergency medical services personnel?

What...

- Happened?
- Company property was damaged?
- Evidence was found?
- Was done to secure the accident scene?
- Was done to prevent the recurrence of the accident?
- Level of medical care did the victims require?
- Was being done at the time of the accident?
- Tools were being used?
- Was the employee told to do?
- Machine was involved?
- Operation was being performed?
- Instructions had been given?
- Precautions were necessary?
- Protective equipment should have been used?
- Did others do to contribute to the accident?
- Did witnesses see?
- Safety rules were violated?
- Safety rules were lacking?
- New safety rules or procedures are needed?

When...

- Did the accident happen?
- Was it discovered?
- Was the accident reported?
- Did the employee begin the task?
- Were the hazards pointed out to the employee?
- Did the supervisor last check the employee's progress?

Where...

- Did the accident happen?
- Was the employee's supervisor when the accident occurred?
- Were co-workers when the accident occurred?
- Were witnesses when the accident occurred?
- Does this condition exist elsewhere in the facility?
- Is the evidence of this investigation going to be kept?

How...

- Did the accident happen?
- Was the accident discovered?
- Were employees injured?
- Was the equipment damaged?
- Could the accident have been avoided?
- Could the supervisor have prevented the accident from happening?
- Could co-workers avoid similar accidents?

Why...

- Did the accident happen?
- Were employees injured?
- Did the employees behave that way?
- Wasn't protective equipment used?
- Weren't specific instructions given to the employee?
- Was the employee in that specific position or place?
- Was the employee using that machine or those tools?
- Didn't the employee check with the supervisor?
- Wasn't the supervisor there at the time?

MANAGEMENT'S ROLE

When management takes an active role in accident investigation, the recommendations for corrective measures will assist in reducing the number of workplace accidents. But, accidents do happen. When an accident occurs, management's actions can be crucial. With a properly conducted accident investigation, the manager can find the root cause(s) of accidents and make proper corrective actions that will benefit health and safety of employees as well as strengthen the overall effectiveness of the Injury and Illness Prevention Program.

When an accident occurs, management should view the event as a signal that something may be wrong with the program. The deficiencies could be in policy, procedures, lack of training or improper equipment. When a good accident investigation uncovers these deficiencies, management can make recommendations that will lessen the opportunity for similar accidents and will result in a stronger safety program.

ACCIDENT INVESTIGATION TOOLS

The following items are recommended in the accident investigation kit.

1. Camera with flash
2. Tape measure
3. Clipboard with pad of paper
4. Graph paper
5. Straight edge ruler
6. Pens/Pencils
7. Accident Investigators Checklist
8. Investigation Report Forms
9. Personal Protective Equipment
 - ❖ Plastic Gloves
 - ❖ Goggles
10. High visibility mark-off tape
11. First Aid Kit
12. Duct tape, masking tape, or scotch tape

RESPONDING TO AN ACCIDENT

The following information is investigative tools to assist in putting together a thorough accident investigation.

1. Respond to the scene as quickly as possible, before evidence is disturbed.
2. Evaluate the area to ensure the scene is safe to conduct the investigation. Prevent additional accidents from occurring.
3. Get help if the victim can't move.
4. Protect yourself from bloodborne pathogens. Treat all body fluids as if they were infected.

5. Assess the victim (**ABC's**)
 - ◆ **Airway:** Is the air passage open or blocked?
 - ◆ **Breathing:** Is the person breathing?
 - ◆ **Circulation:** Is the heart beating? Is there a pulse?
6. Secure the scene. Look for the following:
 - ◆ Fallen electrical wires
 - ◆ Fire, smoke, chemicals, and chemical fumes
 - ◆ Slippery surfaces
 - ◆ Other physical and health hazards
7. Maintain control of the scene.
8. Identify witnesses.
9. Take photographs of the scene.
10. Take sketches of the scene.
11. Take factual notes.
12. Determine what items need to be preserved.
 - ◆ Machinery
 - ◆ Unknown liquids
 - ◆ Weather conditions
 - ◆ Positions of tools and equipment
13. Identify the Evidence

SECURING THE ACCIDENT SCENE

Not every accident scene needs to be secured, but it is an important consideration in a thorough accident investigation process. Therefore, all serious accidents should be preserved to ensure facts and information is not tampered with.

The following types of events should be secured:

1. Serious injuries are involved
2. There has been substantial property damage
3. There is suspicion of arson or horseplay as a causing factor

PHOTOGRAPHING THE SCENE

1. Always try to photograph the scene before anything is disturbed.
2. For the best orientation, keep the camera level.
3. Use color film.
4. Photograph all equipment that may have played a part in the accident.
5. Pictures depicting what a witness saw should be taken from their position and at their eye level.
6. In close-up pictures, use a ruler pencil or some other known object to show proper size and perspective.

SKETCHES OF THE ACCIDENT SCENE

Sketches of the accident scene should provide detailed information about the accident.

Sketches should always include the following information:

1. Arrow pointing north
2. Angles
3. Distances
4. Locations of people
5. Location of machinery
6. Geological information.

Include notes that will offer assistance later in the investigation.

EVIDENCE

Evidence is anything that is real and has substance. The following items should be considered:

1. Position of tools and equipment
2. Air Quality
3. Equipment Operations
 - ◆ Logs
 - ◆ Charts
 - ◆ Preventative maintenance records
 - ◆ Work orders to fix equipment
4. Housekeeping
5. Work Environment
 - ◆ Adequate lighting
 - ◆ Limited visibility
 - ◆ Excessive noise
 - ◆ Distractions in or near the work area
 - ◆ Weather conditions
6. Floor Conditions
 - ◆ Was the work surface dry
 - ◆ Good condition
 - ◆ Floor plan allow free movement of people and equipment
 - ◆ Materials stored in aisle
 - ◆ Working area contain steel grating and slip-resistant flooring
7. Operational Errors
 - ◆ Unguarded mechanical equipment
 - ◆ Defective or substandard guarding of equipment
 - ◆ Unprotected floor or roof openings
 - ◆ Toxic gases, vapors, liquids, fumes
 - ◆ Inadequate ventilation
 - ◆ Excessive noise or radiation exposures

8. Procedural Violations

- ◆ Operating equipment without proper authority
- ◆ Taking short-cuts from standard procedures
- ◆ Working or operating equipment at unsafe speeds
- ◆ Failure to use safety devices
- ◆ Using the wrong tools or equipment for the job
- ◆ Loading, stacking, or storing material beyond safe limits
- ◆ Wearing unsafe clothing or jewelry
- ◆ Not wearing proper personal protective equipment (PPE)

INTERVIEWS

When interviewing the witnesses or victim(s) the goal should be to establish and obtain facts of the events and not to assign blame or criticism.

Before the investigator conducts the interviews it is important to have the appropriate checklists, forms, notepads and pencils.

The following information should be taken into consideration when conducting the interviews:

1. Conduct the interview as soon as possible.
2. Interview witnesses and victim(s) separately. This will assist in receiving the most accurate account of the events leading up to and during the accident.
3. Determine the employees' physical and mental condition, especially of interviewing at the accident scene.
4. Assure the employee's (witnesses and victim(s)) that the goal of the investigation is to prevent additional accidents and injuries from happening. This puts the interview on the level of a "learning experience" and not a "finger pointing" inquisition.
5. Explain that you want only the facts. Do not interrupt or ask for more details at this time. Filter out the defensiveness, blaming, and name calling.
6. Ask open-ended questions. Make sure the questions cannot be answered "yes" or "no".
7. Repeat the employee's version of the event and encourage corrections or additions, then ask questions that focus on the probable causes.
8. End the interview on a positive note. Thank the employee for helping with the investigation process.

DETERMINING ROOT CAUSE

Identifying the root cause(s) of accident is the main goal of an accident investigation. Accident investigation tends to focus of the immediate actions and conditions of the incident. While the evaluation of the actions and conditions of the incident are important ensure that in doing so the employee involved does not feel as if they are being blamed. Instill in the employee that **HEALTH AND SAFETY MATTERS AT THIS DISTRICT.**

The following questions may assist in understanding the employee's actions and the conditions of the task prior to the accident:

1. Was there something unusual or different about the job or task on the day of the accident?
 2. Was there a push or sense of urgency to accomplish the task when the accident occurred?
 3. Was there a communication breakdown between employees and supervisor?
 4. Was the employee properly trained?
 5. Was personal protective equipment available?
 6. Was the employee in a hurry?
 7. Was the employee fatigued?
 8. Was there a lack of teamwork?
 9. Was the employee taking short cuts to complete the task?
 10. Was the accident due to any external factors?
 11. Were the wrong tools being used?
- ❖ The goal should be to identify areas of failure at the lowest level in order to prevent a recurrence of the event as well as other accidents that may evolve.

DETERMINING THE CAUSE

Deciding on a root cause is what the accident investigation process is about. There will probably be more than one contributing factor that lead to the accident.

1. Look at the overall effect that the accident has had on people, property, products, and processes at your facility.
2. Examine all potential causes of the accident.
3. Determine the reasons behind the employee actions that led up to the accident.

ELIMINATING THE CAUSE

Depending on the type of root cause that has been established, there may be several potential options for reducing or eliminating the possibility of another accident.

1. Seek input from employees about how to create a safer working atmosphere.
2. Conducting a hazard assessment of the particular task.
3. Developing policies and procedures to control potential situations.
4. Having or establishing a safety committee.
5. Developing a preventative maintenance so that equipment malfunctions and breakdowns are reduced.
6. Conducting job training or refresher training.

RECOMMENDATIONS

Reporting recommendations for preventing repeat accidents is the final stage in accident investigation. The accident investigation process is wasted if no recommendations are made and acted upon to prevent the recurrence of the same or similar accidents.

Therefore to help prevent accidents, the results of the investigation must be reviewed with the appropriate maintenance, operations, and other personnel whose work assignments are within the site where the accident occurred. If the accident is serious enough, then all sites should be notified to prevent a similar occurrence.

FORMS

1. Guide for Identifying Causal Factors and Corrective Actions
2. Supervisor's Report

GUIDE FOR IDENTIFYING CAUSAL FACTORS AND CORRECTIVE ACTIONS

PART ONE-EQUIPMENT

Was a hazardous condition(s) a contributing factor?

If YES, answer the following. If NO, proceed to Part 2

YES	NO	CAUSAL FACTORS	COMMENT	POSSIBLE CORRECTIVE ACTION	RECOMMENDED CORRECTIVE ACTIONS
		1.1 Did any defects in equipment/tool(s)/Material contribute to the hazardous conditions?		Review procedure for inspecting, reporting, maintaining, repairing, replacing defective equipment/tool(s)/material used.	
		1.2 Was the hazardous condition recognized? If yes, answer A and B, if no proceed to 1.3 A. Was the hazardous condition reported? B. Was the employee(s) informed of the hazardous condition(s) and the job procedures for dealing with it as an interim measure?		Perform job safety analysis. Improve employee ability to recognize existing or potential hazardous conditions. Provide test equipment, as required, to detect hazard. Review any change or modification of equipment/tool(s)/material. Train employees in reporting procedures. Stress individual acceptance of responsibility. Review job procedures for hazard avoidance. Review supervisory responsibility. Improve supervisor/employee communications. Take action to remove or minimize the hazard.	

YES	NO	CAUSAL FACTORS	COMMENT	POSSIBLE CORRECTIVE ACTION	RECOMMENDED CORRECTIVE ACTIONS
		Was there an equipment inspection procedure(s) to detect the hazardous condition(s)?		Develop and adopt procedures to detect hazardous conditions. Test procedures.	
		Did the existing equipment inspection procedure(s) detect the hazardous condition(s)?		Review procedures. Change frequency or comprehensiveness. Provide test equipment as required. Improve employee ability to detect defects and hazardous conditions. Change job procedures as required.	
		Was the correct equipment/tool(s)/material used?		Specify correct equipment/tool(s)/material in job procedures.	
		Was the correct equipment/tool(s)/material readily available?		Provide correct equipment/tool(s)/material. Review purchasing specifications and procedures. Anticipate future requirements.	
		Did employee(s) know where to obtain equipment/tool(s)/material required for the job?		Review procedures for storage, access, delivery, or distribution. Review job procedures for obtaining equipment/material(s)	
		Was substitute equipment/tool(s)/material required for the job?		Provide correct equipment/tool(s)/material. Warn against use of substitutes in job procedures and in job instruction.	

YES	NO	CAUSAL FACTORS	COMMENT	POSSIBLE CORRECTIVE ACTION	RECOMMENDED CORRECTIVE ACTIONS
		Did the design of the equipment/tool(s) create operator stress or encourage operator error?		Review human factors engineering principles. Alter equipment/tool(s) to make it more compatible with human capability and limitations. Review purchasing procedures and specifications. Check out new equipment and job procedures involving new equipment before putting into service. Encourage employees to report potential hazardous conditions created by equipment design.	
		Did the general design or quality of the equipment/tool(s) contribute to a hazardous condition?		Review criteria in codes, standards, specifications, and regulations. Establish new criteria as required.	
		List other causal factors in "COMMENT" column.			

PART TWO-ENVIRONMENT

Was the location/position of equipment/materials/employee(s) a contributing factor?

If YES, answer the following. If NO, proceed to Part 3

YES	NO	CAUSAL FACTORS	COMMENTS	POSSIBLE CORRECTIVE ACTIONS	RECOMMENDED CORRECTIVE ACTION
		2.1 Did the location/position of equipment/material/employee(s) contribute to a hazardous condition?		Perform job safety analysis. Review job procedures. Change the location, position, or layout of the equipment. Change position of employee(s). Provide guardrails, barricades, barriers, warning lights, signs, or signals.	
		2.2 Was the hazardous condition recognized? If yes, answer A and B. If no, proceed to 2.3. A. Was the hazardous condition reported?		Perform job safety analysis. Improve employee ability to recognize existing or potential hazardous conditions. Provide test equipment, as required, to detect hazard. Review any change or modification of equipment/tools/materials. Train employees in reporting procedures. Stress individual acceptance of responsibility.	
		B. Was employee(s) informed of the job procedure for dealing with the hazardous condition as an interim action?		Review job procedure for hazard avoidance. Review supervisory responsibility. Improve employee-supervisor communications. Take action to remove or minimize hazard.	

YES	NO	CAUSAL FACTORS	COMMENTS	POSSIBLE CORRECTIVE ACTIONS	RECOMMENDED CORRECTIVE ACTION
		2.3 Was employee(s) supposed to be in the vicinity of the equipment/material?		Review job procedures and instruction. Provide guardrails, barricades, barrier, warning lights, signs, or signals.	
		2.4 Was the hazardous condition created by the location/position of equipment/material visible to employee(s)?		Change lighting or layout to increase visibility of equipment. Provide guardrails, barricades, barriers, warning lights, signs or signals, floor stripes, etc.	
		2.5 Was there sufficient workspace?		Review workspace requirements and modify as required.	
		2.6 Were environmental conditions a contributing factor (for example, illumination, noise levels, air contaminant, temperature extremes, ventilation, vibration, radiation)?		Monitor, or periodically check, environmental conditions as required. Check results against acceptable levels. Initiate action for those found unacceptable.	
		2.7 List other causal factors in "Comment" column.			

PART THREE-PEOPLE

Was the job procedure(s) used a contributing factor?

If YES, answer the following. If NO, proceed to Part 4

YES	NO	CAUSAL FACTORS	COMMENTS	POSSIBLE CORRECTIVE ACTIONS	RECOMMENDED CORRECTIVE ACTION
		3.1 Was there a written or known procedure (rules) for this job?		Perform job safety analysis and develop safe job procedures.	
		3.2 Was employee(s) mentally and physically capable of performing the job?		Review employee requirements for the job. Improve employee selection. Remove or transfer employees who are temporarily, either mentally or physically incapable of performing the job.	
		3.3 Were the tasks in the job procedure too difficult to perform (for example, excessive concentration or physical demands)?		Change job design and procedures.	
		3.4 Is the job structured to encourage or require deviation from job procedures (for example, incentive, piecework, work pace)?		Change job design and procedures.	
		3.5 List other causal factors in "Comment" column.			

PART FOUR-PERSONAL PROTECTIVE EQUIPMENT

Was the lack of personal protective equipment or emergency equipment a contributing factor in the injury?

If YES, answer the following. If NO, proceed to Part 5

YES	NO	CAUSAL FACTORS	COMMENTS	POSSIBLE CORRECTIVE ACTIONS	RECOMMENDED CORRECTIVE ACTION
		<p>4.1 Was appropriate personal protective equipment (PPE) specified for the task or job?</p> <p>If yes, answer A, B, and C. If no, proceed to 4.2</p> <p>A. Was appropriate PPE available?</p> <p>B. Did employee(s) know that wearing specified PPE was required?</p> <p>C. Did employee(s) know how to use and maintain the PPE?</p>		<p>Review methods to specify PPE requirements.</p> <p>Provide appropriate PPE. Review purchasing and distribution procedures.</p> <p>Review job procedures. Improve job instruction.</p> <p>Improve job instruction.</p>	
		<p>4.2 Was the PPE used properly when the injury occurred?</p>		<p>Determine why and take appropriate action. Implement procedures to monitor and enforce the use of PPE.</p>	

YES	NO	CAUSAL FACTORS	COMMENTS	POSSIBLE CORRECTIVE ACTIONS	RECOMMENDED CORRECTIVE ACTION
		4.3 Was PPE adequate?		Review PPE requirements. Check standards, specifications and certification of the PPE.	
		<p>4.4 Was emergency equipment specified for this job (for example, emergency showers, eyewash fountains)?</p> <p>If yes, answer the following. If no, proceed to part 5.</p> <p>A. Was emergency equipment readily available?</p> <p>B. Was emergency equipment properly used?</p> <p>C. Did emergency equipment function properly?</p>		<p>Provide emergency equipment as required.</p> <p>Install emergency equipment at appropriate locations.</p> <p>Incorporate use of emergency equipment in job procedures.</p> <p>Establish inspection/monitoring system for emergency equipment. Provide for immediate repair of defects.</p>	
		List other causal factors in "Comment" column.			

PART FIVE-MANAGEMENT

Was supervision a contributing factor in the injury?

*If YES, answer the following. If NO, **STOP!** The causal factor identification exercise is complete.*

YES	NO	CAUSAL FACTORS	COMMENTS	POSSIBLE CORRECTIVE ACTIONS	RECOMMENDED CORRECTIVE ACTION
		5. Was there failure by supervision to detect, anticipate, or report a hazardous condition?		Improve supervisor capability in hazard recognition and reporting procedures.	
		5.1 Was there a failure by supervision to detect or correct deviations from job procedure?		Review job safety analysis and job procedures. Increase supervisor monitoring. Correct deviations.	
		5.2 Was there a supervisor/employee review of hazards and job procedures for tasks performed infrequently? (Not applicable to all accidents)		Establish a procedure that requires a review of hazards and job procedures (preventative actions) for tasks performed infrequently.	
		5.3 Was supervisor responsibility and accountability adequately defined and understood?		Define and communicate supervisor responsibility and accountability. Test for understandability and acceptance.	

YES	NO	CAUSAL FACTORS	COMMENTS	POSSIBLE CORRECTIVE ACTIONS	RECOMMENDED CORRECTIVE ACTION
		5.4 Was supervisor adequately trained to fulfill assigned responsibility in accident prevention?		Train supervisors in accident prevention fundamentals.	
		Was there a failure to initiate corrective action for a known hazardous condition that contributed to this accident?		Review management safety policy and level of risk acceptance. Establish priorities based on potential severity and probability of recurrence. Review procedure and responsibility to initiate and carry out corrective actions. Monitor progress.	
		List other causal factors in "Comment" column.			

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(This report is confidential for transmission to attorneys for the District in the event that litigation arises out of this incident.)

NAME OF
INJURED: _____

JOB TITLE: _____ SEX _____ DATE _____ OF
BIRTH _____

DATE OF INCIDENT: _____ HOUR: _____ PHOTOS
Y/N

DATE REPORTED: _____ HOUR: _____

ACCIDENT LOCATION _____

WITNESSES: NAMES; ADDRESSES; PHONE NUMBERS

1. _____

2. _____

TIME NOTIFIED _____ TIME ON SCENE _____ TIME OFF SCENE _____

FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT _____

Completely describe location of incident: including lighting, walking surface, weather, measurements,
and any other condition that could have contributed to or prevented the incident _____

Describe injuries / illnesses which you observed or which were described to you: _____

Describe demeanor of person involved and include statements made as "Excited Utterances":

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred:

Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence:_____

Steps taken to prevent similar incident:

Did employee seek medical care? (Check one) Yes_____ No_____

If yes, name of medical facility/Doctor:

_____Date/Time_____

Investigators Signature

Date / Time form completed

Print Investigators Name

CSBA POLICY GUIDE SHEET – December 13, 2019

BP 0520 - Intervention for Underperforming Schools

(BP added)

New policy contains material formerly in BP 0460 - Local Control and Accountability Plan regarding interventions to support the continuous improvement of student performance within the priorities identified in the district's LCAP. Paragraph added to reference interventions that will be provided to schools identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), targeted support and improvement (TSI), and additional targeted support and improvement (ATSI).

BP 0520.1 - Comprehensive and Targeted Support and Improvement

(BP added)

New policy addresses the state's accountability system, developed in response to federal Title I requirements, to provide interventions to schools identified by CDE for CSI, TSI, or ATSI. Policy includes criteria for the identification of schools, requirements for a school improvement plan, and actions to be taken if implementation of the school plan is unsuccessful after a specified period of years.

BP 1431 - Waivers

(BP revised)

Policy updated to add the requirement, when submitting a general waiver request to the State Board of Education, to include a written summary of any objections to the request by school site councils or advisory committees, as applicable. Policy adds the requirement that a request pertaining to a regional occupational center or program operated by a joint powers agency be submitted as a joint waiver request with other participating districts. Policy reflects guidance in CDE's General Waiver Instructions regarding proper notice for a public hearing on a waiver request proposal.

AR 4117.6 - Decision Not to Rehire

(AR deleted)

Regulation deleted and concepts moved to BP 4116 - Probationary/Permanent Status.

BP 4119.22/4219.22/4319.22 - Dress and Grooming

(BP revised)

Policy updated to reflect **NEW LAW (SB 188)** which prohibits discrimination against traits historically associated with race, including hair texture and "protective hairstyles" such as braids, locks, and twists.

BP/AR 4218 - Dismissal/Suspension/Disciplinary Action

(BP/AR revised)

Policy and regulation updated to reflect procedural rights that must be granted to permanent district employees based on the court decision in *Skelly v. State Personnel Board*, including notification of the materials upon which the proposed action is based and the employee's right to respond to a designated district official ("Skelly officer") who will decide whether the recommended discipline should be imposed.

AR 5141.26 - Tuberculosis Testing

(AR revised)

***Added BP to packet for revisions** KJ*

Regulation updated to reflect guidance from the California Department of Public Health and the Child Health and Disability Prevention office of the California Department of Health Care Services clarifying that the health screening for school entry includes testing for tuberculosis only when required by the local health department. Regulation also reflects law authorizing parents/guardians to submit a signed waiver indicating that they do not want or are unable to obtain the health screening for their child.

BP/AR 5142 - Safety

(BP/AR revised)

Policy updated to add the district's responsibility to provide for the proper supervision of students during before- and after-school programs, morning drop-off at school, and afternoon pick-up and to provide for appropriate student instruction in emergency procedures. Policy adds section reflecting the requirement to print safety hotline numbers on student identification cards for students in grades 7-12, including the National Suicide Prevention Lifeline and, pursuant to **NEW LAW (SB 316)**, the National Domestic Violence Hotline. Regulation updated to add communication of school rules to students, the responsibility of individuals supervising students to remain alert for unauthorized persons, and the requirement for inspection of new playgrounds by a certified safety inspector. Regulation also updates the list of activities with safety risks in accordance with the legal definition of "hazardous recreational activity" and prohibits any such activity unless it is properly supervised, students wear protective gear as appropriate, and participants have insurance coverage. Section on "Laboratory Safety" expanded to include student instruction in safety procedures, proper handling of hazardous materials and bloodborne pathogens, and accessibility of emergency information and first aid supplies.

BP/AR 7140 - Architectural and Engineering Services

(BP/AR revised)

Policy updated to clarify the district's responsibility to select a licensed architect and/or structural engineer as required by law when professional design services are used for construction or modernization of school facilities and to address the need to comply with state safety and design standards. Policy adds the general duties of the architect and/or structural engineer and the circumstances under which design specifications must be submitted to CDE and the Division of the State Architect. Regulation updates the components of the selection process to more directly reflect law and adds the district's authority, if negotiations with the most qualified firm are unsuccessful, to negotiate a contract with the second most qualified firm and then the third most qualified firm. Regulation also includes the option to award a contract to a single entity for both the design and construction of a school facility in excess of \$1 million ("design build" contract).

BB 9323 - Meeting Conduct

(BB revised)

Bylaw updated to clarify circumstances under which the board may exercise flexibility in allocating time for public input to ensure full opportunity for public input and presentation of the diversity of viewpoints.

Sierra County/Sierra-Plumas Joint USD

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans
BP 0520

INTERVENTION FOR UNDERPERFORMING SCHOOLS

Note: Pursuant to Education Code 52059.5, the California Department of Education (CDE) has established a single statewide system of support for districts and schools that meets state requirements as well as federal Title I requirements. The following policy reflects the purposes and requirements of the statewide system and may be revised to reflect district practice.

The Governing Board desires that all district schools provide a high-quality educational program that maximizes the achievement of each district student. The district shall provide assistance to schools to support the continuous improvement of student performance within the priorities identified in the district's local control and accountability plan (LCAP) and to enhance the achievement of low-performing student subgroups.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

Note: Pursuant to Education Code 52071, the Governing Board may, at its discretion, request technical assistance from the County Superintendent of Schools as described in items #1-2 below. The County Superintendent may charge a fee, not to exceed the cost of the service, when the district has otherwise not been identified for technical assistance or state intervention and the service requested would create an unreasonable or untenable cost burden for the County Superintendent.

At its discretion, the Board may submit a request to the County Superintendent of Schools for technical assistance regarding the following: (Education Code 52071)

1. Identifying the district's strengths and weaknesses in regard to state priorities addressed in the LCAP, including collaboration between the district and County Superintendent to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness
2. Securing assistance from an academic, programmatic, or fiscal expert, or team of experts, to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the district

In the event that the County Superintendent requires the district to receive technical assistance based on a determination that one or more numerically significant student subgroups in a district school meet the performance criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)

With the approval of the County Superintendent, the district may, at its own expense, engage another service provider, including, but not limited to, another school district, the county office of

education, or a charter school, to act as a partner to the district in filling the district's need for technical assistance. (Education Code 52071)

Note: Pursuant to Education Code 52074, either the County Superintendent or the Superintendent of Public Instruction (SPI) may refer a district to the California Collaborative for Educational Excellence (CCEE) if it is determined to be necessary to help the district accomplish the goals set forth in the district's LCAP. Additionally, if a district receives an emergency apportionment pursuant to Education Code 41320-41322, the district shall be deemed to have been referred to CCEE.

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

Note: Education Code 52072 provides that the SPI, with approval of the State Board of Education (SBE), may intervene when a district meets both of the following criteria: (1) the district did not improve the outcomes for three or more student subgroups identified pursuant to Education Code 52052, or all of the student subgroups if the district has fewer than three subgroups, in regard to more than one state or local priority in three out of four consecutive school years; and (2) the CCEE has provided advice and assistance to the district and submits a finding that the district failed or is unable to implement the CCEE's recommendations or that the district's inadequate performance, based on the California School Dashboard, is so persistent or acute as to require intervention. For any district identified as needing intervention, the SPI or an academic trustee appointed by the SPI may, with approval of the SBE, take one or more of the actions listed in items #1-3 below.

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

1. Revision of the district's LCAP
2. Revision of the district's budget, in conjunction with changes in the LCAP, that would allow the district to improve the outcomes for all student subgroups in regard to state and local priorities
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Note: Pursuant to 20 USC 6311, based on data in the Dashboard, schools that are in the lowest performing five percent statewide of schools receiving federal Title I funding, as well as high schools with a graduation rate lower than 67 percent averaged over two years, are identified by CDE for comprehensive support and improvement (CSI). Schools are identified for targeted support and improvement (TSI) if one or more numerically significant student subgroups meet the criteria for the lowest performing five percent of Title I schools, or for additional targeted support and improvement (ATSI) if one student group, on its own, meets these criteria. For program requirements, see BP 0520.1 - Comprehensive and Targeted Support and Improvement.

In addition, any school identified by the California Department of Education for comprehensive support and improvement, targeted support and improvement, or additional targeted support and improvement shall develop and implement a school plan in accordance with 20 USC 6311. Such schools may be required to partner with an external entity, agency, or individual with demonstrated expertise and capacity to identify and implement more rigorous interventions.

(cf. 0420 - School Plans/Site Councils)

(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)

*Legal Reference:*EDUCATION CODE

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

60640-60649 California Assessment of Student Performance and Progress

64001 School plan for student achievement

UNITED STATES CODE, TITLE 20

6311-6322 Improving basic programs for disadvantaged students, especially:

6311 State plans

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Dashboard

CSI/TSI/ATSI Frequently Asked Questions

California ESSA Consolidated State Plan, 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONSNon-Regulatory Guidance: Using Evidence to Strengthen Education Investments, 2016WEB SITESCalifornia Department of Education: <http://www.cde.ca.gov>California School Dashboard: <http://www.caschooldashboard.org>U.S. Department of Education: <https://www.ed.gov>

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Policy adopted: December 13, 2019

Sierra County/Sierra-Plumas Joint USD

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0520.1

COMPREHENSIVE AND TARGETED SUPPORT AND IMPROVEMENT

Note: Pursuant to 20 USC 6311, the California Department of Education (CDE) has established a system of school support and improvement to assist low-performing schools. Based on data in the California School Dashboard (or other performance data if a school is too small to receive a color-coded performance level on the Dashboard), every three years CDE identifies schools that need comprehensive support and improvement (CSI), including (1) schools in the lowest performing five percent of Title I schools and (2) all high schools (including Title I, non-Title I, traditional, and alternative schools) with a graduation rate lower than 67 percent averaged over two years. A district with school(s) that meet the criteria for CSI is eligible to apply to CDE for Title I, Part A funding to assist with the development and implementation of a plan to improve student outcomes. Such a district may also choose to provide all students in a CSI school the option to transfer to another district school, provided that priority is given to the lowest achieving students from low-income families, and may use up to five percent of its Title I allocation to pay for transportation for this purpose.

Schools will be annually identified for targeted support and improvement (TSI) if one or more student subgroups, for two consecutive years, meet the criteria for the lowest performing five percent of Title I schools. Every three years, TSI schools that have not improved will be identified for additional targeted support and improvement (ATSI).

Identification of schools for CSI and ATSI began in the 2018-19 school year. Schools will be identified for TSI for the first time beginning in 2020-21.

The Governing Board is committed to enabling all district students to meet state academic achievement standards. The district shall provide support and assistance to increase student achievement in all district schools, especially any school that has been identified by the California Department of Education (CDE) as in need of comprehensive support and improvement (CSI), targeted support and improvement (TSI), or additional targeted support and improvement (ATSI).

(cf. 0500 - Accountability)

(cf. 0520 - Intervention for Underperforming Schools)

(cf. 6011 - Academic Standards)

(cf. 6171 - Title I Programs)

When any school is identified for CSI, TSI, or ATSI, the Superintendent or designee shall notify the school community, including the principal, teachers, and parent/guardians of students of the school, of the identification and, if applicable, shall inform the school of the student subgroup(s) which are consistently underperforming at the school.

School Plan

Note: Pursuant to 20 USC 6311, the district is required to develop a school improvement plan for each school identified for CSI, TSI, or ATSI, which must be based on all state indicators in the California School Dashboard. In accordance with the discretion granted to state agencies under 20 USC 6311, CDE has determined that schools eligible for Dashboard Alternative School Status pursuant to Education Code 52052 that have fewer than 100 students are not exempted from this requirement, but they do have flexibility within the school planning process to focus on the Dashboard state indicators that are more applicable to the nature of their program. See the Frequently Asked Questions on CDE's web site.

20 USC 6311 also requires that the plan include evidence-based interventions. Such interventions are described in the U.S. Department of Education's [Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments](#).

Upon receiving notification from CDE that a district school has been identified as eligible for CSI, TSI, or ATSI, the district shall, in partnership with principals, other school leaders, teachers, and parents/guardians, develop and implement a plan to improve student outcomes at the school. The plan shall: (20 USC 6311)

1. Be based on all state indicators in the California School Dashboard, including student performance against state-determined long-term goals, except that any school subject to the state's Dashboard Alternative School Status that has fewer than 100 students may focus on the state indicators that are more applicable to the nature of its program
2. Be based on a school-level needs assessment
3. Include evidence-based interventions
4. If the school is identified for CSI or ATSI, identify resource inequities, which may include a review of district and school-level budgets, to be addressed through implementation of the plan
(cf. 0400 - Comprehensive Plans)

The school plan for student achievement developed pursuant to Education Code 64001 may serve as the school improvement plan required for CSI, TSI, or ATSI, provided that the plan meets the requirements of 20 USC 6311. (Education Code 64001)
(cf. 0420 - School Plans/Site Councils)

The school improvement plan shall be submitted to the Board for approval. (20 USC 6311)

Note: In addition to requiring district approval of school plans, 20 USC 6311 requires that CSI plans be approved by the state educational agency. However, CDE does not directly review and approve school-level plans. Instead, the template adopted by the State Board of Education for the local control and accountability plan requires a district with school(s) identified for CSI to provide the following information within the plan summary.

If any district school is identified for CSI, the district's local control and accountability plan shall include descriptions of how the district provides support to CSI school(s) in developing the CSI plan and how the district will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.
(cf. 0460 - Local Control and Accountability Plan)

Monitoring and Intervention

The Board and the Superintendent or designee shall regularly review the performance of each school identified for CSI, TSI, or ATSI.

Note: For schools identified for TSI, 20 USC 6311 requires the district to monitor the school's implementation of its plan and take action if implementation of the plan is unsuccessful after a period of years established by the district. The following paragraph extends this requirement to CSI and ATSI schools and may be modified to reflect district practice, including the number of years for determining if the plan has been successful.

After two years of implementing the school plan, if any such school has been unsuccessful in improving student outcomes to a level that exceeds initial eligibility criteria, the district shall identify the problem and take additional action as necessary.

Note: In accordance with 20 USC 6311 and CDE's California ESSA Consolidated State Plan, schools identified for ATSI and CSI are expected to meet exit criteria after four years. A school is considered to have met exit criteria if it no longer has any combination of performance levels on state indicators that meet the criteria used for identification at the time the school was identified.

For schools identified for CSI, CDE must monitor and periodically review the implementation of the school's plan. The following paragraph reflects interventions established by CDE that may be imposed if a school fails to satisfy the exit criteria for CSI within four years of the initial identification. For further information, see CDE's California ESSA Consolidated State Plan.

If a school identified for CSI fails to improve student outcomes within four years to a level that exceeds the CSI eligibility criteria, it shall be subject to more rigorous interventions that include, but are not limited to, partnering with an external entity, agency, or individual with demonstrated expertise and capacity to:

1. Conduct a new needs assessment that focuses on systemic factors and conduct a root cause analysis that identifies gaps between current conditions and desired conditions in student performance and progress
2. Use the results of the analysis along with stakeholder feedback to develop a new improvement plan that includes:
 - a. A prioritized set of evidence-based interventions and strategies
 - b. A program evaluation component with support to conduct ongoing performance and progress monitoring

Legal Reference:

EDUCATION CODE

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

64001 School plan for student achievement

UNITED STATES CODE, TITLE 20

6311-6322 Improving basic programs for disadvantaged students, especially:

6311 State plans

6313 Eligibility of schools and school attendance areas; funding allocation

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Dashboard

CSI/TSI/ATSI Frequently Asked Questions

California ESSA Consolidated State Plan, 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments, 2016

WEB SITES

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

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

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

Sierra County/Sierra-Plumas Joint USD

Board Policy

Community Relations

BP 1431

WAIVERS

~~The Board of Education recognizes that strict compliance with the law may sometimes hinder the district's ability to provide its students with an effective, well-rounded educational program.~~

Note: The following optional policy covers waiver requests that the State Board of Education (SBE) generally has legal authority to grant (general waivers). In order to provide districts with flexibility without undermining the basic intent of the law, Education Code 33050-33053 permit the Governing Board to request that SBE waive sections of the Education Code and Title 5 of the California Code of Regulations. Education Code 33050 exempts certain sections of the Education Code from SBE's authority to grant waivers. SB 75 (Ch. 51, Statutes of 2019) amended Education Code 33050 to prohibit the waiver of specified provisions relating to funding for charter schools.

This policy does not address waivers expressly authorized by law for specific programs and situations (specific waivers) such as the waiver of Education Code 56101 for students with disabilities, the waiver of specified school site council provisions pursuant to Education Code 65001, waivers that may be granted by the Commission on Teacher Credentialing, or waivers that may be specifically granted by the Superintendent of Public Instruction such as waivers for alternative schools. See BP 6181 - Alternative Schools/Programs of Choice. For any such waiver, the process for obtaining the waiver would be as specified in the provision of law governing the program.

The Governing Board recognizes that circumstances may arise in the operation of the district that require a waiver from state law or regulation. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state ~~or federal~~ law or regulation which ~~it~~SBE has authority to waive pursuant to Education Code 33050.

Note: The California Department of Education (CDE) web site contains an online waiver request system as well as guidance and Frequently Asked Questions to help expedite the waiver submission process. Prior to submitting a waiver request, the district should confirm that it has gathered all the data required and has complied with all the legal requirements for the request. The district should also review Education Code 33051 which specifies the reasons for which SBE may deny the request.

Any waiver request to be submitted to ~~the~~ SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

~~Prior to presenting~~ If the proposed waiver request for Board approval affects a program that requires the existence of a school site council, the Superintendent or designee shall consult with and obtain the approval of any school site council's approval of the request before presenting it to the Board. As appropriate, other councils or advisory committee or site council when required committees, including bilingual advisory committees, shall be provided adequate opportunity to review a proposed waiver request, and the request shall include a written summary of any objections to the request by law the councils or advisory committees. (Education Code 33051)

(cf. 0420 - School Plans/Site Councils)

~~(cf. 0420.1 - School Based Program Coordination)~~

(cf. 1220 - Citizen Advisory Committees)

Note: The following optional paragraph is for use by districts with an employee organization certified to represent the district's employees in negotiations with the district.

In addition, the Superintendent or designee shall ~~involve~~consult with the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050, 33051)
(*cf. 4140/4240/4340 - Bargaining Units*)

Note: The following paragraph is for use by districts that participate in a joint powers entity to operate a regional occupational center or program. See BP 6178.2 - Regional Occupational Center/Program.

A request for a waiver related to a regional occupational center or program operated by a joint powers agency shall be submitted as a joint waiver request with other participating school districts upon approval of a unanimous vote of the governing board of the joint powers agency. (Education Code 33050)

(*cf. 6178.2 - Regional Occupational Center/Program*)

Note: Education Code 33050 does not include specific requirements in regard to the public hearing that must be held before the Board submits a waiver request. CDE's General Waiver Instructions, located on its web site, state that the public hearing must be properly noticed and held during a board meeting.

To receive public testimony on each ~~waiver request~~ proposal for a waiver request, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

Note: Education Code 33050 does not specify the length of the advanced notice required for the public hearing described above. However, CSBA believes that the notice must allow sufficient time to enable members of the public adequate opportunity to participate in the waiver request process.

CDE's General Waiver Instructions provide that distribution of the board meeting agenda is insufficient to constitute proper notice for the public hearing. The notice must specifically invite public testimony, and can be advertised by (1) printing a notice that includes the time, date, location, and subject of the hearing in a newspaper of general circulation, or (2) in small districts, posting a formal notice at each school and three public places in the district.

The following optional paragraph may be revised to specify the length of the notice in accordance with district practice, and should be modified appropriately depending on the size of the district.

The notice, which shall state the time, date, location, and subject of the public hearing and invite public testimony, may be printed in a newspaper of general circulation and/or posted at each school and three public places in the district.

(*cf. 9320 - Meetings and Notices*)

Note: Pursuant to Education Code 33051, any general waiver which has been granted for two consecutive years, or which is initially granted for two years, may be regarded as "permanent" for as long as the information on the waiver request remains current. However, SBE may require updated information for a general waiver whenever it determines that information to be necessary. SBE may also rescind a waiver if additional information supporting a recession is made available to SBE.

If the district determines that a waiver is needed for more than one year, the Board shall reapply to SBE. When the Board has requested and received the same general waiver from ~~the~~ SBE for two consecutive years, the Board ~~is~~does not ~~required~~subsequently need to reapply annually ~~if provided that~~ the information contained on the request remains current. ~~However, except that~~

the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

Legal Reference:

EDUCATION CODE

~~305-311 Structured English immersion program; parental exception waivers~~

~~5000-5033 Governing board elections~~

~~8750-8754 Grants for conservation education~~

~~10400-10407 Cooperative improvement programs~~

~~17047.5 Facilities used by special education students~~

~~17291 Portable school buildings~~

33050-33053 General waiver authority

~~37202 Equity length of time~~

~~41000-41360 School finance~~

~~41381 Minimum school day~~

~~41600-41854 Computation of allowances~~

~~41920-42842 Budget requirements; local taxation by school districts~~

~~44520-44534 New Careers Program~~

~~44666-44669 School Based Management and Advanced Career Opportunities~~

~~44681-44689 Administrator Training and Evaluation~~

~~45108.7 Maximum number of senior management positions~~

~~48660-48666 Community day schools~~

48800 Attendance at community college

~~49550-49560 Meals for needy students~~

~~51224.5 Algebra instruction~~

51745.6-51747.3 Charter school independent study ratio/funding

~~51870-51874 Educational technology~~

~~52080-52090 Class size reduction grade 9~~

~~52122.6-52122.8 Class size reduction, impacted school sites~~

~~52160-52178 Bilingual-Bicultural Education Act of 1976~~

~~52180-52186 Bilingual teacher waiver~~

~~52200-52212 Gifted and Talented Pupils Program~~

~~52340-52346 Career Guidance Centers~~

~~52522 Plans for adult education~~

~~52850-52863 School-Based Program Coordination~~

~~54000-54028 Disadvantaged Youth Program~~

~~54100-54145 Miller-Unruh Basic Reading Program~~

~~54407 Waiver for compensatory education programs~~

56000-56867 Special education programs

~~58407 Waiver related to individualized instruction program~~

~~58900-58928 Restructuring demonstration programs~~

~~60119 Public hearing on sufficiency of instructional materials~~

~~60851 High school exit examination, waiver for student with disabilities~~

CODE OF REGULATIONS, TITLE 5

~~1032 Academic Performance Index~~

~~3100 Resource specialist caseload waivers~~

~~3945 Cooperative programs~~

~~9531 Instructional materials funding~~

~~11960 Charter school attendance~~

~~11963.4 Charter school percentage funding~~

~~13017 Waivers, compensatory education New Careers in Education Program~~

~~13044 Waivers, compensatory education Professional Development and Program Improvement Programs~~

~~UNITED STATES CODE, TITLE 20~~

~~1400-1482 Individuals with Disabilities Education Act~~

~~7115 Safe and Drug Free Schools, authorized activities~~

~~*65001 School site councils*~~

Management Resources:

WEB SITES

California Department of Education, Waiver Office: <http://www.cde.ca.gov/re/lr/wr>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

SIERRA COUNTY OFFICE OF EDUCATION

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Policy adopted: April 10, 2007

revised: September 10, 2013

revised: December 13, 2019

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Decision Not To Rehire

AR 4117.6

Personnel

The Superintendent or designee shall provide the Board of Education with his/her recommendations regarding the rehiring of probationary certificated personnel.

The Board may decide not to rehire a probationary employee for a second school year and give written notice of its decision to the employee at any time during his/her first year of employment. If the Board does not give written notice, the employee shall be deemed reelected for the next succeeding school year.

The Board may decide not to rehire a probationary employee for a third year and give written notice to the employee on or before March 15 of his/her second complete consecutive school year of employment. If the Board does not give written notice on or before March 15, the employee shall be deemed reelected for the next succeeding school year. (Education Code 44929.21, 44929.23)

(cf. 4112.21 - Interns)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.3 - Personnel Reduction)

Legal Reference:

EDUCATION CODE

44885.5 District interns

44929.21 Districts with 250 ADA or more; notice of reelection decision

44929.23 Districts with daily attendance less than 250

44948.2 Election to use provisions of Education Code 44948.3

44948.3 Dismissal of probationary employees (over 250 ADA)

44949 Cause, notice and right to hearing required for dismissal of probationary employee

44955 Reduction in number of permanent employees

COURT DECISIONS

Fischer v. Los Angeles Unified School District (1999) 70 Cal.App.4th 87

Bellflower Education Assn. v. Bellflower Unified School District (1991) 228 Cal.App.3d 805

Fontana Teachers Assn. v. Fontana Unified School District (1988) 201 Cal.App.3d 1517

Grimsley v. Board of Trustees (1987) 189 Cal.App.3d 1440

Regulation SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

approved: April 10, 2007 Sierraville, California

Sierra County/Sierra-Plumas Joint USD

Board Policy

All Personnel

BP 4119.22 & 4219.22 & 4319.22

DRESS AND GROOMING

Note: The following optional policy may be revised to reflect district practice. Government Code 12949, several court cases, and Public Employment Relations Board (PERB) decisions support districts' non-negotiable management prerogative to adopt a dress code. However, in 22 PERC P29, 136, PERB determined that districts must provide the exclusive bargaining representative with an opportunity to bargain over the "effects" of the dress code which may have an impact on matters within scope of representation. Districts should consult legal counsel when prescribing or prohibiting specific items of clothing.

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. -During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 0415 - Equity)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Note: Government Code 12926, as amended by SB 188 (Ch. 58, Statutes of 2019), defines "race," for purposes of prohibiting employment discrimination, as including traits historically associated with race, such as hair texture and protective hairstyles, as defined.

The district shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Government Code 12926)

The district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

*Legal Reference:*EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

3543.2 Scope of representation

12926 Definitions12940 Unfair employment practices

12949 Dress standards, consistency with gender identity

COURT DECISIONSSan Mateo City School District v. PERB (1983) 33 Cal. 3d 850Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d ~~856~~838Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONSSanta Ana Unified School District (1998) 22 PERC P29, 136Inglewood Unified School District (1985) 10 PERC P17, 000*Management Resources:*CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONSTransgender Rights in the WorkplaceWEB SITESCalifornia Department of Fair Employment and Housing: <https://www.dfeh.ca.gov>Public Employment Relations Board: <http://www.perb.org> ~~ca~~ca.gov

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Policy adopted: April 10, 2007
 revised: December 13, 2019

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Revisions

Sierra County/Sierra-Plumas Joint USD

Board Policy

All Personnel

BP 4119.22 & 4219.22 & 4319.22

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(cf. 0415 - Equity)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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*Legal Reference:*EDUCATION CODE35160 *Authority of governing boards*35160.1 *Broad authority of school districts*GOVERNMENT CODE3543.2 *Scope of representation*12926 Definitions12940 *Unfair employment practices*12949 *Dress standards, consistency with gender identity*COURT DECISIONS*San Mateo City School District v. PERB* (1983) 33 Cal. 3d 850*Domico v. Rapides Parish School Board* (5th Cir. 1982) 675 F.2d 100*East Hartford Education Assn. v. Board of Education* (2d Cir. 1977) 562 F. 2d 856838*Finot v. Pasadena Board of Education* (1967) 250 Cal.App.2d 189PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS*Santa Ana Unified School District* (1998) 22 PERC P29, 136*Inglewood Unified School District* (1985) 10 PERC P17, 000*Management Resources:*CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS*Transgender Rights in the Workplace*WEB SITES*California Department of Fair Employment and Housing:* <https://www.dfeh.ca.gov>*Public Employment Relations Board:* <http://www.perb.org/ca.gov>SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Policy adopted: April 10, 2007

revised: ~~November 12, 2019~~

Dec 13



GOVERNMENT CODE - GOV

TITLE 2. GOVERNMENT OF THE STATE OF CALIFORNIA [8000 - 22980] (Title 2 enacted by Stats. 1943, Ch. 134.)

DIVISION 3. EXECUTIVE DEPARTMENT [11000 - 15986] (Division 3 added by Stats. 1945, Ch. 111.)

PART 2.8. DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING [12900 - 12996] (Part 2.8 added by Stats. 1980, Ch. 992.)

CHAPTER 6. Discrimination Prohibited [12940 - 12957] (Chapter 6 added by Stats. 1980, Ch. 992.)

ARTICLE 1. Unlawful Practices, Generally [12940 - 12952] (Article 1 added by Stats. 1980, Ch. 992.)

Nothing in this part relating to gender-based discrimination affects the ability of an employer to require an employee to adhere to reasonable workplace appearance, grooming, and dress standards not precluded by other provisions of state or federal law, provided that an employer shall allow an employee to appear or dress consistently with the employee's gender identity or gender expression.

(Amended by Stats. 2011, Ch. 719, Sec. 20. (AB 887) Effective January 1, 2012.)

**GOVERNMENT CODE - GOV****TITLE 2. GOVERNMENT OF THE STATE OF CALIFORNIA [8000 - 22980]** (Title 2 enacted by Stats. 1943, Ch. 134.)**DIVISION 3. EXECUTIVE DEPARTMENT [11000 - 15986]** (Division 3 added by Stats. 1945, Ch. 111.)**PART 2.8. DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING [12900 - 12996]** (Part 2.8 added by Stats. 1980, Ch. 992.)**CHAPTER 4. Definitions [12925 - 12928]** (Chapter 4 added by Stats. 1980, Ch. 992.)

12926. As used in this part in connection with unlawful practices, unless a different meaning clearly appears from the context:

(a) "Affirmative relief" or "prospective relief" includes the authority to order reinstatement of an employee, awards of backpay, reimbursement of out-of-pocket expenses, hiring, transfers, reassignments, grants of tenure, promotions, cease and desist orders, posting of notices, training of personnel, testing, expunging of records, reporting of records, and any other similar relief that is intended to correct unlawful practices under this part.

(b) "Age" refers to the chronological age of any individual who has reached a 40th birthday.

(c) Except as provided by Section 12926.05, "employee" does not include any individual employed by that person's parent, spouse, or child or any individual employed under a special license in a nonprofit sheltered workshop or rehabilitation facility.

(d) "Employer" includes any person regularly employing five or more persons, or any person acting as an agent of an employer, directly or indirectly, the state or any political or civil subdivision of the state, and cities, except as follows:

"Employer" does not include a religious association or corporation not organized for private profit.

(e) "Employment agency" includes any person undertaking for compensation to procure employees or opportunities to work.

(f) "Essential functions" means the fundamental job duties of the employment position the individual with a disability holds or desires. "Essential functions" does not include the marginal functions of the position.

(1) A job function may be considered essential for any of several reasons, including, but not limited to, any one or more of the following:

(A) The function may be essential because the reason the position exists is to perform that function.

(B) The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed.

(C) The function may be highly specialized, so that the incumbent in the position is hired based on expertise or the ability to perform a particular function.

(2) Evidence of whether a particular function is essential includes, but is not limited to, the following:

(A) The employer's judgment as to which functions are essential.

(B) Written job descriptions prepared before advertising or interviewing applicants for the job.

(C) The amount of time spent on the job performing the function.

(D) The consequences of not requiring the incumbent to perform the function.

(E) The terms of a collective bargaining agreement.

(F) The work experiences of past incumbents in the job.

(G) The current work experience of incumbents in similar jobs.

(g) (1) "Genetic information" means, with respect to any individual, information about any of the following:

(A) The individual's genetic tests.

(B) The genetic tests of family members of the individual.

(C) The manifestation of a disease or disorder in family members of the individual.

(2) "Genetic information" includes any request for, or receipt of, genetic services, or participation in clinical research that includes genetic services, by an individual or any family member of the individual.

(3) "Genetic information" does not include information about the sex or age of any individual.

(h) "Labor organization" includes any organization that exists and is constituted for the purpose, in whole or in part, of collective bargaining or of dealing with employers concerning grievances, terms or conditions of employment, or of other mutual aid or protection.

(i) "Medical condition" means either of the following:

(1) Any health impairment related to or associated with a diagnosis of cancer or a record or history of cancer.

(2) Genetic characteristics. For purposes of this section, "genetic characteristics" means either of the following:

(A) Any scientifically or medically identifiable gene or chromosome, or combination or alteration thereof, that is known to be a cause of a disease or disorder in a person or that person's offspring, or that is determined to be associated with a statistically increased risk of development of a disease or disorder, and that is presently not associated with any symptoms of any disease or disorder.

(B) Inherited characteristics that may derive from the individual or family member, that are known to be a cause of a disease or disorder in a person or that person's offspring, or that are determined to be associated with a statistically increased risk of development of a disease or disorder, and that are presently not associated with any symptoms of any disease or disorder.

(j) "Mental disability" includes, but is not limited to, all of the following:

(1) Having any mental or psychological disorder or condition, such as intellectual disability, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:

(A) "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

(B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.

(C) "Major life activities" shall be broadly construed and shall include physical, mental, and social activities and working.

(2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires special education or related services.

(3) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the employer or other entity covered by this part.

(4) Being regarded or treated by the employer or other entity covered by this part as having, or having had, any mental condition that makes achievement of a major life activity difficult.

(5) Being regarded or treated by the employer or other entity covered by this part as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).

"Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

(k) "Military and veteran status" means a member or veteran of the United States Armed Forces, United States Armed Forces Reserve, the United States National Guard, and the California National Guard.

(l) "On the bases enumerated in this part" means or refers to discrimination on the basis of one or more of the following: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, sexual orientation, or military and veteran status.

(m) "Physical disability" includes, but is not limited to, all of the following:

(1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:

(A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

(B) Limits a major life activity. For purposes of this section:

(i) "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

(ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.

(iii) "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.

(2) Any other health impairment not described in paragraph (1) that requires special education or related services.

(3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the employer or other entity covered by this part.

(4) Being regarded or treated by the employer or other entity covered by this part as having, or having had, any physical condition that makes achievement of a major life activity difficult.

(5) Being regarded or treated by the employer or other entity covered by this part as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).

(6) "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

(n) Notwithstanding subdivisions (j) and (m), if the definition of "disability" used in the federal Americans with Disabilities Act of 1990 (Public Law 101-336) would result in broader protection of the civil rights of individuals with a mental disability or physical disability, as defined in subdivision (j) or (m), or would include any medical condition not included within those definitions, then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of, the definitions in subdivisions (j) and (m).

(o) "Race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, sexual orientation, or military and veteran status" includes a perception that the person has any of those characteristics or that the person is associated with a person who has, or is perceived to have, any of those characteristics.

(p) "Reasonable accommodation" may include either of the following:

(1) Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities.

(2) Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

(q) "Religious creed," "religion," "religious observance," "religious belief," and "creed" include all aspects of religious belief, observance, and practice, including religious dress and grooming practices. "Religious dress practice" shall be construed broadly to include the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of an individual observing a religious creed. "Religious grooming practice" shall be construed broadly to include all forms of head, facial, and body hair that are part of an individual observing a religious creed.

(r) (1) "Sex" includes, but is not limited to, the following:

(A) Pregnancy or medical conditions related to pregnancy.

(B) Childbirth or medical conditions related to childbirth.

(C) Breastfeeding or medical conditions related to breastfeeding.

(2) "Sex" also includes, but is not limited to, a person's gender. "Gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

(s) "Sexual orientation" means heterosexuality, homosexuality, and bisexuality.

(t) "Supervisor" means any individual having the authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to

direct them, or to adjust their grievances, or effectively to recommend that action, if, in connection with the foregoing, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

(u) "Undue hardship" means an action requiring significant difficulty or expense, when considered in light of the following factors:

(1) The nature and cost of the accommodation needed.

(2) The overall financial resources of the facilities involved in the provision of the reasonable accommodations, the number of persons employed at the facility, and the effect on expenses and resources or the impact otherwise of these accommodations upon the operation of the facility.

(3) The overall financial resources of the covered entity, the overall size of the business of a covered entity with respect to the number of employees, and the number, type, and location of its facilities.

(4) The type of operations, including the composition, structure, and functions of the workforce of the entity.

(5) The geographic separateness or administrative or fiscal relationship of the facility or facilities.

(v) "National origin" discrimination includes, but is not limited to, discrimination on the basis of possessing a driver's license granted under Section 12801.9 of the Vehicle Code.

(Amended by Stats. 2017, Ch. 799, Sec. 3. (AB 1556) Effective January 1, 2018.)

**GOVERNMENT CODE - GOV****TITLE 2. GOVERNMENT OF THE STATE OF CALIFORNIA [8000 - 22980]** (*Title 2 enacted by Stats. 1943, Ch. 134.*)**DIVISION 3. EXECUTIVE DEPARTMENT [11000 - 15986]** (*Division 3 added by Stats. 1945, Ch. 111.*)**PART 2.8. DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING [12900 - 12996]** (*Part 2.8 added by Stats. 1980, Ch. 992.*)**CHAPTER 6. Discrimination Prohibited [12940 - 12957]** (*Chapter 6 added by Stats. 1980, Ch. 992.*)**ARTICLE 1. Unlawful Practices, Generally [12940 - 12952]** (*Article 1 added by Stats. 1980, Ch. 992.*)

12940. It is an unlawful employment practice, unless based upon a bona fide occupational qualification, or, except where based upon applicable security regulations established by the United States or the State of California:

(a) For an employer, because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person, to refuse to hire or employ the person or to refuse to select the person for a training program leading to employment, or to bar or to discharge the person from employment or from a training program leading to employment, or to discriminate against the person in compensation or in terms, conditions, or privileges of employment.

(1) This part does not prohibit an employer from refusing to hire or discharging an employee with a physical or mental disability, or subject an employer to any legal liability resulting from the refusal to employ or the discharge of an employee with a physical or mental disability, if the employee, because of a physical or mental disability, is unable to perform the employee's essential duties even with reasonable accommodations, or cannot perform those duties in a manner that would not endanger the employee's health or safety or the health or safety of others even with reasonable accommodations.

(2) This part does not prohibit an employer from refusing to hire or discharging an employee who, because of the employee's medical condition, is unable to perform the employee's essential duties even with reasonable accommodations, or cannot perform those duties in a manner that would not endanger the employee's health or safety or the health or safety of others even with reasonable accommodations. Nothing in this part shall subject an employer to any legal liability resulting from the refusal to employ or the discharge of an employee who, because of the employee's medical condition, is unable to perform the employee's essential duties, or cannot perform those duties in a manner that would not endanger the employee's health or safety or the health or safety of others even with reasonable accommodations.

(3) Nothing in this part relating to discrimination on account of marital status shall do either of the following:

(A) Affect the right of an employer to reasonably regulate, for reasons of supervision, safety, security, or morale, the working of spouses in the same department, division, or facility, consistent with the rules and regulations adopted by the commission.

(B) Prohibit bona fide health plans from providing additional or greater benefits to employees with dependents than to those employees without or with fewer dependents.

(4) Nothing in this part relating to discrimination on account of sex shall affect the right of an employer to use veteran status as a factor in employee selection or to give special consideration to Vietnam-era veterans.

(5) (A) This part does not prohibit an employer from refusing to employ an individual because of the individual's age if the law compels or provides for that refusal. Promotions within the existing staff, hiring or promotion on the basis of experience and training, rehiring on the basis of seniority and prior service with the employer, or hiring under an established recruiting program from high schools, colleges, universities, or trade schools do not, in and of themselves, constitute unlawful employment practices.

(B) The provisions of this part relating to discrimination on the basis of age do not prohibit an employer from providing health benefits or health care reimbursement plans to retired persons that are altered, reduced, or eliminated when the person becomes eligible for Medicare health benefits. This subparagraph applies to all retiree health benefit plans and contractual provisions or practices concerning retiree health benefits and health care reimbursement plans in effect on or after January 1, 2011.

(b) For a labor organization, because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person, to exclude, expel, or restrict from its membership the person, or to provide only second-class or segregated membership or to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of the person in the election of officers of the labor organization or in the selection of the labor organization's staff or to discriminate in any way against any of its members or against any employer or against any person employed by an employer.

(c) For any person to discriminate against any person in the selection, termination, training, or other terms or treatment of that person in any apprenticeship training program, any other training program leading to employment, an unpaid internship, or another limited duration program to provide unpaid work experience for that person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of the person discriminated against.

(d) For any employer or employment agency to print or circulate or cause to be printed or circulated any publication, or to make any nonjob-related inquiry of an employee or applicant, either verbal or through use of an application form, that expresses, directly or indirectly, any limitation, specification, or discrimination as to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or any intent to make any such limitation, specification, or discrimination. This part does not prohibit an employer or employment agency from inquiring into the age of an applicant, or from specifying age limitations, if the law compels or provides for that action.

(e) (1) Except as provided in paragraph (2) or (3), for any employer or employment agency to require any medical or psychological examination of an applicant, to make any medical or psychological inquiry of an applicant, to make any inquiry whether an applicant has a mental disability or physical disability or medical condition, or to make any inquiry regarding the nature or severity of a physical disability, mental disability, or medical condition.

(2) Notwithstanding paragraph (1), an employer or employment agency may inquire into the ability of an applicant to perform job-related functions and may respond to an applicant's request for reasonable accommodation.

(3) Notwithstanding paragraph (1), an employer or employment agency may require a medical or psychological examination or make a medical or psychological inquiry of a job applicant after an employment offer has been made but prior to the commencement of employment duties, provided that the examination or inquiry is job related and consistent with business necessity and that all entering employees in the same job classification are subject to the same examination or inquiry.

(f) (1) Except as provided in paragraph (2), for any employer or employment agency to require any medical or psychological examination of an employee, to make any medical or psychological inquiry of an employee, to make any inquiry whether an employee has a mental disability, physical disability, or medical condition, or to make any inquiry regarding the nature or severity of a physical disability, mental disability, or medical condition.

(2) Notwithstanding paragraph (1), an employer or employment agency may require any examinations or inquiries that it can show to be job related and consistent with business necessity. An employer or employment agency may conduct voluntary medical examinations, including voluntary medical histories, which are part of an employee health program available to employees at that worksite.

(g) For any employer, labor organization, or employment agency to harass, discharge, expel, or otherwise discriminate against any person because the person has made a report pursuant to Section 11161.8 of the Penal Code that prohibits retaliation against hospital employees who report suspected patient abuse by health facilities or community care facilities.

(h) For any employer, labor organization, employment agency, or person to discharge, expel, or otherwise discriminate against any person because the person has opposed any practices forbidden under this part or because the person has filed a complaint, testified, or assisted in any proceeding under this part.

(i) For any person to aid, abet, incite, compel, or coerce the doing of any of the acts forbidden under this part, or to attempt to do so.

(j) (1) For an employer, labor organization, employment agency, apprenticeship training program or any training program leading to employment, or any other person, because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, to harass an employee, an applicant, an unpaid intern or volunteer, or a person providing services pursuant to a contract. Harassment of an employee, an applicant, an unpaid intern or volunteer, or a person providing services pursuant to a contract by an employee, other than an agent or supervisor, shall be unlawful if the entity, or its agents or supervisors, knows or should have known of this conduct and fails to take immediate and appropriate corrective action. An employer may also be responsible for the acts of nonemployees, with respect to harassment of employees, applicants, unpaid interns or volunteers, or persons providing services pursuant to a contract in the workplace, if the employer, or its agents or supervisors, knows or should have known of the conduct and fails to take immediate and appropriate corrective action. In reviewing cases involving the acts of nonemployees, the extent of the employer's control and any other legal responsibility that the employer may have with respect to the conduct of those nonemployees shall be considered. An entity shall take all reasonable steps to prevent harassment from occurring. Loss of tangible job benefits shall not be necessary in order to establish harassment.

(2) The provisions of this subdivision are declaratory of existing law, except for the new duties imposed on employers with regard to harassment.

(3) An employee of an entity subject to this subdivision is personally liable for any harassment prohibited by this section that is perpetrated by the employee, regardless of whether the employer or covered entity knows or should have known of the conduct and fails to take immediate and appropriate corrective action.

(4) (A) For purposes of this subdivision only, "employer" means any person regularly employing one or more persons or regularly receiving the services of one or more persons providing services pursuant to a contract, or any person acting as an agent of an employer, directly or indirectly, the state, or any political or civil subdivision of the state, and cities. The definition of "employer" in subdivision (d) of Section 12926 applies to all provisions of this section other than this subdivision.

(B) Notwithstanding subparagraph (A), for purposes of this subdivision, "employer" does not include a religious association or corporation not organized for private profit, except as provided in Section 12926.2.

(C) For purposes of this subdivision, "harassment" because of sex includes sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions. Sexually harassing conduct need not be motivated by sexual desire.

(5) For purposes of this subdivision, "a person providing services pursuant to a contract" means a person who meets all of the following criteria:

(A) The person has the right to control the performance of the contract for services and discretion as to the manner of performance.

(B) The person is customarily engaged in an independently established business.

(C) The person has control over the time and place the work is performed, supplies the tools and instruments used in the work, and performs work that requires a particular skill not ordinarily used in the course of the employer's work.

(k) For an employer, labor organization, employment agency, apprenticeship training program, or any training program leading to employment, to fail to take all reasonable steps necessary to prevent discrimination and harassment from occurring.

(l) (1) For an employer or other entity covered by this part to refuse to hire or employ a person or to refuse to select a person for a training program leading to employment or to bar or to discharge a person from employment or from a training program leading to employment, or to discriminate against a person in compensation or in terms, conditions, or privileges of employment because of a conflict between the person's religious belief or observance and any employment requirement, unless the employer or other entity covered by this part demonstrates that it has explored any available reasonable alternative means of accommodating the religious belief or observance, including the possibilities of excusing the person from those duties that conflict with the person's religious belief or observance or permitting those duties to be performed at another time or by another person, but is unable to reasonably accommodate the religious belief or observance without undue hardship, as defined in subdivision (u) of Section 12926, on the conduct of the business of the employer or other entity covered by this part. Religious belief or observance, as used in this section, includes, but is not limited to, observance of a Sabbath or other religious holy day or days, reasonable time necessary for travel prior and subsequent to a religious observance, and religious dress practice and religious grooming practice as described in subdivision (q) of Section 12926. This subdivision shall also apply to an apprenticeship training program, an unpaid internship, and any other program to provide unpaid experience for a person in the workplace or industry.

(2) An accommodation of an individual's religious dress practice or religious grooming practice is not reasonable if the accommodation requires segregation of the individual from other employees or the public.

(3) An accommodation is not required under this subdivision if it would result in a violation of this part or any other law prohibiting discrimination or protecting civil rights, including subdivision (b) of Section 51 of the Civil Code and Section 11135 of this code.

(4) For an employer or other entity covered by this part to, in addition to the employee protections provided pursuant to subdivision (h), retaliate or otherwise discriminate against a person for requesting accommodation under this subdivision, regardless of whether the request was granted.

(m) (1) For an employer or other entity covered by this part to fail to make reasonable accommodation for the known physical or mental disability of an applicant or employee. Nothing in this subdivision or in paragraph (1) or (2) of subdivision (a) shall be construed to require an accommodation that is demonstrated by the employer or other covered entity to produce undue hardship, as defined in subdivision (u) of Section 12926, to its operation.

(2) For an employer or other entity covered by this part to, in addition to the employee protections provided pursuant to subdivision (h), retaliate or otherwise discriminate against a person for requesting accommodation under this subdivision, regardless of whether the request was granted.

(n) For an employer or other entity covered by this part to fail to engage in a timely, good faith, interactive process with the employee or applicant to determine effective reasonable accommodations, if any, in response to a request for reasonable accommodation by an employee or applicant with a known physical or mental disability or known medical condition.

(o) For an employer or other entity covered by this part, to subject, directly or indirectly, any employee, applicant, or other person to a test for the presence of a genetic characteristic.

(p) Nothing in this section shall be interpreted as preventing the ability of employers to identify members of the military or veterans for purposes of awarding a veteran's preference as permitted by law.

(Amended by Stats. 2018, Ch. 955, Sec. 2. (SB 1300) Effective January 1, 2019.)

Sierra County/Sierra-Plumas Joint USD

Board Policy

Classified Personnel

BP 4218

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Note: The following policy is for use by districts that have not incorporated the merit system for classified employees pursuant to Education Code 45240-45320. For procedures applicable to districts that have incorporated the merit system, see BP/AR 4218.1 - Dismissal/Suspension/Disciplinary Action (Merit System).

The following policy is subject to collective bargaining and may be deleted or revised by any district whose collective bargaining agreement covers classified employee dismissal, suspension, and other disciplinary action. To the extent that this policy is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail.

The Governing Board expects all employees to perform their jobs satisfactorily and to exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law or any applicable collective bargaining agreement, Board policy, **and/or** administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 4000 - Concepts and Roles)

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4200 - Classified Personnel)

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

A probationary classified employee may be dismissed by the Superintendent or designee at any time prior to the expiration of the probationary period.

(cf. 4216 - Probationary/Permanent Status)

Note: Education Code 45113 mandates districts not incorporating the merit system to prescribe, by written rule or regulation, causes and procedures for disciplinary action against permanent classified employees. Also see the accompanying administrative regulation.

Permanent classified employees shall be subject to disciplinary action only for cause as specified in the accompanying administrative regulation. (Education Code 45113)

Procedures for Serious Disciplinary Proceedings

Note: The following section should be revised to reflect district practice.

In Skelly v. State Personnel Board, the California Supreme Court held that permanent public employees have a right to certain due process protections prior to any punitive disciplinary action, such as termination, suspension, or demotion. These procedural rights include notice ~~from~~ of the proposed materials upon which the action is based and the right to respond, either orally or in writing, to the individual recommending that discipline be imposed. These procedural rights are designed to protect an employee who may be wrongfully disciplined, without necessitating a full evidentiary hearing before the Governing Board. Therefore, CSBA recommends that the Superintendent or designee ~~of~~ appoint a ~~recommended~~ Skelly officer to evaluate whether there are reasonable grounds for believing that the employee engaged in the alleged misconduct and whether the proposed discipline is justified.

The Superintendent or designee shall develop disciplinary procedures for use when dismissal, suspension, demotion, involuntary reassignment, or ~~dismissal~~, other serious disciplinary action is contemplated against an employee. The procedures for such discipline shall include an opportunity for an employee for whom any such disciplinary action is recommended to meet with, or respond in writing to, a designated district official ("Skelly officer") who will determine whether the recommended discipline should proceed further or be modified or withdrawn.

Note: Pursuant to Education Code 45113 and 45116, a permanent classified employee must be given notice of any disciplinary action against the employee, including a time period during which the employee may request a Board hearing on the charges. See the section "Initiation and Notification of Charges" in the accompanying administrative regulation.

Pursuant to Education Code 45113, the Board may delegate its authority to determine whether sufficient cause exists for disciplinary action against classified employees, excluding peace officers as defined in Penal Code 830.32, to an impartial third-party hearing officer. Hearings conducted by the Board or a hearing officer are not subject to the procedures used by the Office of Administrative Hearings pursuant to Government Code 11500-11529. Districts that refer all serious disciplinary matters to a third-party hearing officer rather than holding Board hearings should revise the remainder of this section accordingly.

Education Code 45113 requires the Board to delegate its authority to an administrative law judge in cases involving allegations of egregious misconduct with a minor. Egregious misconduct is defined as immoral conduct leading to an allegation of a sex offense pursuant to Education Code 44010, a controlled substance offense pursuant to Education Code 44011, or child abuse or neglect pursuant to Penal Code 11165.2-11165.6.

After meeting with the employee or considering the employee's written response, if the Skelly officer determines that the recommended discipline should proceed, the Superintendent or designee shall send the employee a notice of the recommended disciplinary action, a statement of charges, and the results of the Skelly hearing. The notice shall include a statement advising the employee of the right to request a Board hearing on the matter.

If the employee fails to request a hearing within the time specified in the notice, the employee is deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately.

If a timely request is submitted, a hearing shall be conducted by the Board, ~~except that, if the matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee.~~ (Education Code 45113, 45312)
~~(cf. 3515.3 - District Police/Security Department)~~

The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses. The employee shall be notified of the time and place of the hearing.

The hearing shall be held in closed session, unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)
(cf. 9321 - Closed Session)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel.

The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which a disciplinary action was ultimately sustained and any records contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action. If the amended or supplemental recommendation includes new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or ~~allegation~~ allegations may be made orally at the hearing and shall be noted on the record.

Following the hearing ~~or, if the employee has not requested a hearing, after reviewing the Superintendent or designee's recommendation for disciplinary action,~~ the Board shall affirm, modify, or reject the ~~disciplinary action~~ recommended ~~by the Superintendent or designee~~ disciplinary action. The decision of the Board shall be in writing and shall contain findings of fact and the disciplinary action approved, if any. The decision of the Board shall be final.

Within 10 working days of the Board's final decision, a copy of the decision shall be delivered to the employee and/or designated representative personally or by registered mail.

~~In cases involving an allegation of egregious misconduct~~ In lieu of holding a Board hearing on the sufficiency of the causes for disciplinary action, the Board may delegate its authority to an impartial third-party hearing officer. When the matter is heard by a third-party hearing officer, the Board retains the authority to review the determination and to adopt or reject the recommended decision. (Education Code 45113)

If the matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. In such cases, the ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45113)

Legal Reference:

EDUCATION CODE

35161 Delegation of powers and duties
 44009 Conviction of specified crimes
 44010 Sex offense
 44011 "Controlled substance offense" defined
 44031 Personnel file
 44940 Leave of absence; employee charged with mandatory or optional leave of absence offense
 44940.5 Compulsory leave of absence; procedures; extension; compensation; bond or security
 44990-44994 Testimony of minor witnesses at dismissal or suspension hearings
 45101 Definitions (including "disciplinary action," "cause")
 45109 Fixing of duties
 45113 Rules and regulations for classified service in districts not incorporating the merit system
 45123 Employment after conviction of sex or narcotics offense
 45124 Dismissal of sexual psychopath
 45202 Transfer of accumulated sick leave and other benefits following dismissal
 45240-45320 Merit system, classified employees

CODE OF CIVIL PROCEDURE

1286.2 Grounds for vacating decision of arbitrator

GOVERNMENT CODE

11500-11529 Administrative adjudication
 12900-12996 Fair Employment and Housing Act
 54957 Brown Act open meeting laws; closed session

HEALTH AND SAFETY CODE

11054 Schedule I; substances included
 11055 Schedule II, substances included
 11056 Schedule III, substances included
 11357-11361 Marijuana
 11363 Peyote
 11364 Opium
 11370.1 Possession of controlled substances with a firearm

PENAL CODE

187 Murder
 667.5 Sex offenders
 830.32 Peace officers employed by district
 1192.7 Violent or serious felony
 11165.2-11165.6 Child abuse or neglect, definitions

VEHICLE CODE

1808.8 School bus drivers; dismissal for safety-related cause

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

COURT DECISIONS

California School Employees Association v. Bonita Unified School District, (2008) No. B200141
California School Employees v. Livingston Union School District, (2007) 149 Cal.App 4th 391
CSEA v. Foothill Community College District, (1975) 52 Cal.App. 3rd 150, 155-156, 124 Cal. Rptr 830

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Policy adopted: November 12, 2019
 revised: December 13, 2019

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Classified Personnel

AR 4218

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Causes for Disciplinary Action

Note: The following section should be revised to reflect district practice. Education Code 45113 mandates districts not incorporating the merit system to prescribe, by rule or regulation, causes for disciplinary action against permanent classified employees. Pursuant to Education Code 45101, such employees may be disciplined only for cause as so prescribed.

A permanent classified employee may be subject to suspension, demotion, involuntary reassignment, or dismissal for one or more of the following causes:

Note: Pursuant to Education Code 45122.1, 45123, and 45124, districts must not continue to employ anyone who has been convicted of a specified sex offense, controlled substance offense, or violent or serious offense as defined, except for employees who have been rehabilitated or had their conviction reversed or the charges dismissed. Also see AR 4112.5/4212.5/4312.5 - Criminal Record Check.

1. Immoral conduct, including, but not limited to, egregious misconduct that is the basis for a sex offense as defined in Education Code 44010, a controlled substance offense as defined in Education Code 44011, or child abuse and neglect as described in Penal Code 11165.2-11165.6
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
2. Conduct that constitutes a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c)
3. Unlawful discrimination, including harassment, against any student or other employee
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
4. Violation of or -refusal to -obey state or -federal law or- regulation, Board policy, or district or school procedure
5. Falsification of any information supplied to the district, including, but not limited to, information supplied on application forms, employment records, or any other school district records
6. Unsatisfactory performance
7. Unprofessional conduct
8. Dishonesty
9. Neglect of duty or absence without leave
10. Insubordination

11. Use of alcohol or a controlled substance while on duty or in such close time proximity thereto as to affect the employee's performance
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)
(cf. 4159/4259/4359 - Employee Assistance Program)
12. Destruction or misuse of district property
(cf. 4040 - Employee Use of Technology)
13. Failure to fulfill any ongoing condition of employment including, but not limited to, maintenance of any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4212 - Appointment and Conditions of Employment)

Note: Pursuant to the federal Americans with Disabilities Act (42 USC 12101-12213) and the state's Fair Employment and Housing Act (Government Code 12900-12996), the district has a duty to reasonably accommodate qualified employees with known disabilities, except when such accommodation would cause an undue hardship to the district. This accommodation is not required for individuals who are not otherwise qualified for the job.

14. A physical or mental condition which precludes the employee from the proper performance of duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
15. Retaliation against any person who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on or directly related to the job
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
16. Violation of Education Code 45303 or Government Code 1028 (advocacy of communism)
17. Any other misconduct which is of such nature that it causes discredit or injury to the district or the employee's position

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)
(cf. 5145.2 - Freedom of Speech/Expression)

Initiation and Notification of Charges

Note: Pursuant to Skelly v. State Personnel Board, permanent public employees are entitled to due process before any punitive disciplinary action, such as termination, suspension, or demotion, may be taken against such employees. These procedural rights include provision of notice of the materials upon which the proposed action is based and the right to respond, either orally or in writing, to a district official ("Skelly officer") who is designated to decide whether the recommended discipline should be imposed.

The Superintendent or designee shall provide notice to the employee of a recommendation for discipline, which includes the charges and materials upon which the recommendation is based. The notification shall identify an impartial district official ("Skelly officer") with whom the employee may meet at a specified time and place or to whom the employee may provide a written response to the recommendation of discipline. After meeting with the employee or considering any response from the employee, the Skelly officer shall recommend to the Superintendent or designee whether to proceed with the recommendation for discipline.

Note: Education Code 45113 mandates districts to adopt disciplinary procedures which contain provisions for giving classified employees a written notice of specific charges, the employee's right to a hearing on those charges, the time within which the hearing may be requested, and a card or paper to complete to request a hearing.

The Superintendent or designee shall file any final recommendation for a disciplinary action in writing with the Governing Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address.

The notice shall, in ordinary and concise language, inform the employee of the specific charge(s) or cause(s) for the disciplinary action, the specific acts and omissions upon which the action is based, and, if applicable, the district rule or regulation that the employee has allegedly violated. In addition, the notice shall include the employee's right to a hearing on those charges, the time within which the hearing may be requested which shall be not less than five days after service of the notice to the employee, and a card or paper which the employee may sign and file to deny the charges and request a hearing. (Education Code 45113, 45116)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Request for Board Hearing

Note: As provided in the section "Initiation and Notification of Charges" above, Education Code 45113 requires that the notice of disciplinary action include the time within which a hearing may be requested, which cannot be less than five days after service of the notice to the employee. In California School Employees Association v. Livingston Union School District, the appeals court ruled that the district failed to provide due process to an employee when it denied the employee the opportunity to request a hearing based on the employee's failure to respond within five days after service of the notice. The district's policy had established the date of "service of the notice" as the date of mailing, but the employee was a 10-month employee who was out of town when the notice was delivered. The court held that the notice was not "reasonably calculated" to provide an opportunity to timely request a hearing. Thus, it is recommended that districts use the date of the employee's receipt of the notice as the date upon which the five-day response period begins. For further information on the evidentiary hearing conducted by the Board or a hearing officer, see the accompanying Board policy.

Within the time specified in the notice of the recommendation of disciplinary action, the employee may request a hearing on the charges by signing and filing the card or paper included with the notice. (Education Code 45113)

Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of the request for a hearing. The request shall be delivered to the office of the Superintendent or designee during normal work hours of that office. If mailed to the office of the Superintendent or designee, it must be received or postmarked no later than the time limit specified by the district. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any request for a hearing on the dismissal shall also constitute a request to hear the suspension order, and the necessity of the suspension order shall be an issue in the hearing.

Employment Status Pending a Hearing

A classified employee against whom a recommendation of disciplinary action has been issued shall remain on active duty status pending any hearing on the charges, unless the Superintendent or designee determines that the employee's continuance in active duty would present an unreasonable risk of harm to students, staff, or property. The Superintendent or designee may, in writing, order the employee immediately suspended from duty without pay and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance.

Compulsory Leave of Absence

Note: State law requires that classified employees in merit system districts and certificated employees be immediately placed on compulsory leave of absence following conviction for certain offenses specified in Education Code 44940, and gives districts discretion to place such employees on leave for other specified offenses. Although existing state law does not explicitly provide for application to classified employees in nonmerit system districts, such districts have authority pursuant to Education Code 45113 to establish causes for suspension or dismissal. The following section may be revised to reflect district practice.

Upon being informed by law enforcement that a classified employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes:

1. Any sex offense as defined in Education Code 44010
2. Violation or attempted violation of Penal Code 187 (murder or attempted murder)
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

The Superintendent or designee may place on an immediate compulsory leave of absence a classified employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols.

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless the employee demands a hearing on the dismissal.

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Regulation approved: April 10, 2007
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Sierra County/Sierra-Plumas Joint USD

Board Policy

Students

BP 5141.26

Tuberculosis Testing

The Board of Education recognizes that tuberculosis poses a public health threat. Treatment of active cases of this disease is the most effective means of controlling its spread.

~~The number of tuberculosis cases in our county is on the rise. The County Public Health Officer therefore requires tuberculosis testing, and follow-up if appropriate, before students enter school.~~

The Superintendent or designee may require a tuberculosis skin test when qualified medical personnel reasonably suspect that a student has active tuberculosis. If there is an outbreak of tuberculosis at any school, the Superintendent or designee may require all students at the school to undergo tuberculosis skin tests.

Students known to have had a positive tuberculosis skin test shall be excluded from school until they provide evidence of a follow-up x-ray and appropriate medical care or are no longer suspected of having active tuberculosis.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.3 - Health Examinations)

All district staff shall receive information on how tuberculosis is spread and how it can be prevented and treated.

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5141.22 - Infectious Diseases)

Legal Reference:

EDUCATION CODE

49450 Rules to insure proper care and secrecy

49451 Parent's refusal to consent

HEALTH AND SAFETY CODE

120230 Exclusion of persons from school

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school district

121475-121520 Tuberculosis tests for pupils

SIERRA COUNTY OFFICE OF EDUCATION

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Administrative Regulation

Students

AR 5141.26

TUBERCULOSIS TESTING

Note: The following optional administrative regulation may be revised to reflect district practice.

Any student who has a positive TB skin test:

1. ~~The parent/guardian must provide the school with the results of a chest x-ray before the student enters class. If no x-ray has been done, the parent/guardian shall be given a TB follow-up form to take to his/her personal physician or to the county public health office. The student must then obtain a chest x-ray and bring proof that the film was taken for school entry.~~
2. ~~If the TB form is not returned with x-ray results within two weeks, the Superintendent or designee shall contact the student and family for information about the x-ray report.~~
3. ~~If the student is found to have~~ **reasonably suspected of having active infectious tuberculosis** ~~on chest x-ray and sputum tests, the student shall not be admitted to~~ **shall be excluded from attendance at a district school until** ~~a physician's note is presented,~~ **the student provides evidence of a certificate showing that the student is free of communicable tuberculosis.**
(Health and Safety Code 121485, 121495, 121505)

(cf. 5112.2 - Exclusions from Attendance)

Students shall be screened or tested for tuberculosis under the following circumstances:

Note: Item #1 below is for use by districts that maintain elementary schools. See AR 5141.32 - Health Screening for School Entry for detailed requirements of the comprehensive health screening required by Health and Safety Code 124040, 124085, and 124105. The Child Health and Disability Prevention (CHDP) office of the California Department of Health Care Services (DHCS) and the California Department of Public Health (CDPH) clarify that this health screening includes screening for tuberculosis when required by the local health department. See DHCS' CHDP School Handbook: School Entry Health Examination Requirements and CDPH's California Immunization Handbook: Pre-Kindergarten (Child Care) and School Immunization Requirements for further information.

1. When required by the local health department as part of the comprehensive health screening required for school entry, parents/guardians shall, within 90 days after their child's entry into first grade, provide certification evidencing that their child has been screened for risk of tuberculosis within the preceding 18 months. Such certification shall be on a form approved by the California Department of Health Care Services. (Health and Safety Code 124040, 124085, 124105)

In lieu of the certificate, parents/guardians may submit a signed waiver indicating that they do not want or are unable to obtain the health screening and evaluation services for their child and, if applicable, the reasons that they are unable to obtain the services. (Health and Safety Code 124085)

(cf. 5141.32 - Health Screening for School Entry)

Note: Health and Safety Code 121515 requires the Governing Board to cooperate with the county or city health officer in carrying out any programs ordered by the health officer for the tuberculosis examinations of individuals applying for first admission to any elementary or secondary school in the district, as provided in item #2 below. The Board is authorized to use district funds, property, and personnel for this purpose.

Pursuant to 22 CCR 41301-41303, the following requirements also pertain to children enrolling in a child care center or preschool.

2. Whenever ordered by the local health officer for the preservation and protection of public health, students seeking admission for the first time to a district school at any grade level shall submit to tuberculosis testing. Students who are subject to the health officer's order shall be admitted, ~~the~~ to school as follows:
 - a. The Superintendent or designee ~~may contact~~ shall unconditionally admit any student who, prior to admission, submits a certificate signed by any public or private medical provider indicating that the student and family again in four to six weeks to determine that they have followed through with a medical appointment for the INH has completed an approved tuberculosis examination and is free from active tuberculosis. (Health and Safety Code 121485, 121490, 121500; 22 CCR 41305, 41311, 41313)
(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

The Superintendent or designee shall exempt a student from the requirement to submit a certificate if the student's parent/guardian, or the student if an emancipated minor, provides an affidavit stating that the required examination is contrary to one's personal beliefs. If there is probable cause to believe that such a student has active tuberculosis, the student may be excluded from school until the Superintendent or designee is satisfied that the student is not afflicted. (Health and Safety Code 121505)
 - b. A student who has not submitted the certificate or personal beliefs affidavit may be admitted on condition that the student receives an approved tuberculin skin test within 10 school days after admission. A student who has had a positive skin test and has not subsequently obtained a chest x-ray may be admitted on condition that the student receives a chest x-ray within 20 school days after admission. Any student who fails to provide the certificate within those time periods shall be prohibited from further attendance until the certificate is provided. (Health and Safety Code 121495; 22 CCR 41315, 41327)
 - c. Whenever the local health officer so orders, a student may be required to complete an additional examination and provide another certificate indicating that the student is free of communicable tuberculosis. (Health and Safety Code 121485)
 - d. At the discretion of the local health officer, the district may admit a student without a certificate if the student is undergoing or has already undergone preventive medication program, if indicated treatment for tuberculosis infection or treatment for tuberculosis disease. (22 CCR 41319)

3. Whenever the Superintendent or designee suspects that a student who has not been examined for tuberculosis either has the disease or has been exposed, the Superintendent or designee shall immediately report by telephone to the local health officer. When required by the local health officer, the district shall exclude the student from school until the student is certified to be free of communicable tuberculosis. (22 CCR 41329)

The Superintendent or designee shall maintain a record of any student's tuberculosis examination as part of the student's mandatory permanent student record. (22 CCR 41323)
(*cf. 5125 - Student Records*)

The Superintendent or designee shall annually file a report with the local health department on the results of tuberculosis examinations for all new district students required to complete such examinations in accordance with item #2 above, including, but not necessarily limited to, the number of students unconditionally and conditionally admitted and the number of students exempted on the basis of their personal beliefs. (22 CCR 41325)

Note: The following paragraph is optional.
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All district staff shall receive information on how tuberculosis is spread and how it can be prevented and treated.

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

(*cf. 4119.43/4219.43/4319.43 - Universal Precautions*)

(*cf. 4131 - Staff Development*)

(*cf. 4231 - Staff Development*)

(*cf. 4331 - Staff Development*)

(*cf. 5141.22 - Infectious Diseases*)

Legal Reference:

EDUCATION CODE

48213 Prior parent notification of exclusion; exemption

49451 Parent's refusal to consent to health examination

HEALTH AND SAFETY CODE

120230 Exclusion of persons from school when residence is in isolation or quarantine

121365 Duties of local health officer re: tuberculosis control

121475-121520 Tuberculosis tests for students

124025-124110 Child Health and Disability Prevention Program

CODE OF REGULATIONS, TITLE 5

202 Exclusion of students with contagious disease

432 Student records

3030 Eligibility for special education; tuberculosis that adversely affects educational performance

CODE OF REGULATIONS, TITLE 22

41301-41329 Tuberculosis tests for students

Management Resources:

CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

CHDP School Handbook: School Entry Health Examination Requirements, rev. January 2006

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

California Immunization Handbook: Pre-Kindergarten (Child-Care) and School Immunization Requirements, 10th Edition, July 2019

WEB SITES

American Lung Association: <http://www.lungusa.org>

California Department of Health Care Services: <https://www.dhcs.ca.gov>

California Department of Public Health, Tuberculosis Control:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/TBCB.aspx>

Centers for Disease Control and Prevention, Tuberculosis: <http://www.cdc.gov/tb>

Health Officers Association of California: <http://www.calhealthofficers.org>

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Sierra County/Sierra-Plumas Joint USD

Board Policy

Students

BP 5142

SAFETY

Note: The following optional policy should be modified to reflect district practice.

Under the California Tort Claims Act (Government Code 810-996.6), a district may be held liable for personal injuries caused by dangerous conditions on school property and for its employees' failure to use reasonable care to prevent foreseeable injuries resulting from school activities. The court in Dailey v. Los Angeles Unified School District held that, within the scope of Education their employment, school staff must exercise the degree of care "which a person of ordinary prudence, charged with (comparable) duties, would exercise under the same circumstances." In J.H. v. Los Angeles Unified School District, the court held that the district had a duty to use ordinary care in supervising the after-school program.

With regard to athletic activities, the court in Kahn v. East Side Union High School District held that schools have no legal duty to eliminate risks inherent in the activity itself because students are deemed to assume those risks by participating in the activity. However, schools do have a duty to exercise due care not to increase the risks over and above those inherent in the sport.

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and ~~helps ensure~~ promotes student safety and ~~the prevention of student injury. The Superintendent or designee~~ well-being. Appropriate measures shall ~~implement appropriate practices~~ be implemented to minimize the risk of harm to students, including, but not limited to, ~~practices relative to protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, the outdoor environment, and guiding student participation in~~ educational programs; and school-sponsored activities.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3320 - Claims and Actions Against the District)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

(cf. 3515 - Campus Security)

(cf. 3515.21 - Unmanned Aircraft Systems (Drones))

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3530 - Risk Management/Insurance)

(cf. 3542 - School Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

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

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5142.1 - Identification and Reporting of Missing Children)

(cf. 5143 - Insurance)

(cf. 6145.2 - Athletic Competition)

(cf. 6163.2 - Animals at School)

(cf. 7111 - Evaluating Existing Buildings)

School staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, ~~during~~ school-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district transportation ~~to and from school.~~

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety and emergency procedures, as well as injury and disease prevention.

(cf. 5141.7 - Sun Safety)

(cf. 6142.8 - Comprehensive Health Education)

Crossing Guards/Student Safety Patrol

Note: The following section is optional. School crossing guards may be employed by the Governing Board pursuant to Education Code 45450-45451 and by cities and counties pursuant to Vehicle Code 42200 and 42201. Education Code 49300 authorizes the Board to establish a student safety patrol at any district school for the purpose of assisting students in safely crossing streets. See the accompanying administrative regulation for requirements pertaining to safety patrols.

To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a student safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

(cf. 5142.2 - Safe Routes to School Program)

Legal Reference:

EDUCATION CODE

8482-8484.665 After School Education and Safety Program

17280-17317 Building approvals (Field Act)

17365-17374 Fitness of school facilities for occupancy

32001 Fire alarms and drills

32020 School gates; entrances for emergency vehicles

32030-32034 Eye safety

32040 First aid equipment

32225-32226 Two-way communication devices in classrooms

32240-32245 Lead-free schools

32250-32254 CDE school safety and security resources unit

32280-32289 Safety plans

44807 Duty of teachers concerning conduct of students

44808 Exemption from liability when students are not on school property

44808.5 Permission for students to leave school grounds; notice (high school)

45450-45451 Crossing guards

48900 Hazing

49300-49307 School safety patrol

49330-49335 Injurious objects

49341 Hazardous materials in school science laboratories

51202 Instruction in personal and public health and safety

GOVERNMENT CODE

810-996.6 California Tort Claims Act

HEALTH AND SAFETY CODE

115725-115735 Playground safety

115775-115800 Wooden playground equipment
116046 Issuance of best practices guidelines for K-12 pool safety
PENAL CODE
 245.6 Hazing
PUBLIC RESOURCES CODE
 5411 Purchase of equipment usable by physically disabled persons with disabilities
VEHICLE CODE
 21100 Rules and regulations; crossing guards
21201 Rules for operation of bicycle on roadway
 21212 Use of helmets
 42200 Fines and forfeitures, disposition by cities
 42201 Fines and forfeitures, disposition by counties
CODE OF REGULATIONS, TITLE 5
 202 Exclusion of students with a contagious disease
 570-576 School safety patrols
 5531 Supervision of social activities
 5552 Playground supervision
 5570 When school shall be open and teachers present
14030 Standards for development of plans for the design and construction of school facilities
 14103 Bus driver; authority over pupils

COURT DECISIONS

J.H. v. Los Angeles Unified School District, (2010) 183 Cal.App.4th 123

Lane v. City of Sacramento, (2010) 183 Cal. App. 4th. 1337

Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4th 1138

Kahn v. East Side Union High School District, (2003) 31 Cal.4th 990

Knight v. Jewett, (1992) 3 Cal.4th 296, 313

Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508

Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741

Management Resources:

AMERICAN SOCIETY FOR TESTING AND MATERIALS

F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, 2005-2017

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Safety Handbook for California Public Schools, 2014

U.S. CONSUMER PRODUCT SAFETY COMMISSION PUBLICATIONS

Handbook for Public Playground Safety, Pub. No. 325, 1994, rev. 1997 Handbook, 2010

WEB SITES

American Society for Testing and Materials: <http://www.astm.org>

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

California Department of Public Health: <http://www.cdph.ca.gov>

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

Environmental Protection Agency: <http://www.epa.gov>

U.S. Consumer Product Safety Commission: <http://www.cpsc.gov>

U.S. Department of Education, Safe Schools: <http://www.ed.gov/about/offices/list/osers/osep/gtss.html>

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Students

AR 5142

SAFETY

Note: The following optional administrative regulation may be revised to reflect district practice.

Each principal or designee shall establish ~~school~~emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials ~~and for student conduct~~, consistent with law, Board of Education policy, and administrative regulation. ~~Copies of the~~ The rules shall be communicated to students, distributed to parents/guardians, and ~~be~~ readily available at the school at all times.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Release of ~~Student to Adult~~ Students

Note: The following optional section may be revised to reflect district practice. For release of students during an emergency, see AR 3516 - Emergencies and Disaster Preparedness Plan.

Students shall be released during the school day only to the custody of an adult ~~only if: who is one of the following:~~

1. ~~The adult is the~~ student's custodial parent/guardian ~~with custody~~.
(cf. 5021 - Noncustodial Parents)
2. ~~The~~An adult ~~has been~~ authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, ~~and provided~~ the principal or designee verifies the adult's identity.
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
3. ~~The adult is a properly~~An authorized law enforcement officer acting in accordance with law:
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.11 - Questioning and Apprehension) ~~by Law Enforcement~~
(cf. 5145.13 - Response to Immigration Enforcement)
4. ~~The~~An adult ~~is~~ taking the student to emergency medical care at the request of the principal or designee.
(cf. 5141 - Health Care and Emergencies)

Supervision of Students

Note: The following optional section may be revised to reflect district practice.

5 CCR 5570 states that, unless otherwise provided by rule of the Governing Board, teachers are required to be present at their rooms and admit students not less than 30 minutes before school starts. The district's collective bargaining agreement may include supervision of students. The following paragraph may be revised to maintain consistency with the district's collective bargaining agreement and/or district practice.

Teachers shall be present at ~~the school site not less than 30 minutes before the time when school starts and be present in~~ their respective rooms and shall open them to admit students not less than 1530 minutes before the time ~~when~~that school starts. (5 CCR 5570)

Every teacher shall hold students ~~to a strict account~~accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, promptly report any such observations to the principal or designee, and file a written report as appropriate.

(cf. 1250 - Visitors/Outsiders)

(cf. 3530 - Risk Management/Insurance)

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. ~~Clearly identify supervision zones on the playground and require all playground supervisors to remain outside at a location from which they can observe their entire zone of supervision~~
2. ~~Where~~Consider the size of the playground area, the number of areas that are not immediately visible, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

~~The principal or designee shall:~~

- ~~1. Clearly identify supervision zones on the playground and require that all individuals supervising students remain outside at a location from which they can observe their entire zone of supervision~~
- ~~2. Require that all supervisors remain alert in spotting dangerous conditions, promptly report any such conditions to the principal or designee, and file a written report on such conditions as appropriate~~
- ~~3. Establish emergency procedures that ensure swift response to accidents, fighting, and situations that could become dangerous, such as unusual gatherings of students~~

~~When determining the ratio of playground supervisors to students, the Superintendent or designee shall consider the size of the playground area, the number of areas that are not immediately visible, and the age of the students.~~

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help ~~them to forestall~~prevent problems and resolve conflicts ~~among students~~. Such training shall be documented and kept on file.

(cf. 1240 - Volunteer Assistance)

(cf. 3515.2 - Disruptions)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 5131.4 - Student Disturbances)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Student Safety Patrols

Note: The following section is optional.

A school safety patrol shall be composed of students ~~attending that of the~~ school ~~who are~~ selected by the principal and shall serve only with written consent ~~from of the students and their parent/guardian~~parents/guardians. Patrol members shall be at least 10 years old and at least in the fifth grade. (Education Code 49302; 5 CCR 571)

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

Playground Safety

~~The Superintendent or designee shall ensure that playground design, installation, inspection, maintenance, and supervision comply with the safety standards in 22 CCR 65700-65750 as state funding is available and within the timelines required by law. (Health and Safety Code 115730)~~

Note: Health and Safety Code 115725 defines "playground" to include fall zones, surface materials, access ramps, and all areas within and including the designated enclosure and barriers.

~~Any new playground or any replacement of equipment shall be either: (22 CCR 65730)~~

~~1. Assembled and installed by or under the direct supervision of an individual authorized by the manufacturer~~

~~2. Inspected by a certified modification of components inside an existing playground safety inspector prior to its first use~~

shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The Superintendent or

designee shall ~~ensure that district personnel have read and understood the requirements in 22 CCR 65700-65750 before participating in the design, installation, or maintenance of a playground. (22 CCR 65740)~~ safety inspector certified by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

Activities with Safety Risks

Note: The following optional section lists activities that might be prohibited by the district because of high risk to student safety and should be revised to reflect district practice.

Pursuant to Government Code 831.7, public entities, including districts, are not liable to participants in a hazardous recreational activity, those who assist participants, or spectators for any damage to person or property arising out of the hazardous recreational activity when the person knew or reasonably should have known that the hazardous recreational activity created a substantial risk of injury and was voluntarily in the place of risk or having the ability to leave but failed to do so. Government Code 831.7 defines a "hazardous recreational activity" as a recreational activity conducted on school grounds that creates a substantial risk of injury, as distinguished from a minor, trivial, or insignificant risk of injury. The list below includes, but is not limited to, some of the hazardous recreational activities listed in Government Code 831.7. Prior to authorizing such activities, it is recommended that districts consult with their insurance carrier or joint powers authority or, for those who self-insure, with legal counsel. See BP/AR 3530 - Risk Management/Insurance.

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
- 3.- Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
- 5.- Sailing, boating, or water skiing
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Archery

12. Mountain bicycling

13. Rock climbing

14. Rocketeering

15. Surfing

16. Other activities determined by the principal to have a high risk to student safety

(cf. 5143 - Insurance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6153 - School-Sponsored Trips)

~~The cost of insurance coverage for such activities shall be borne by the student and/or student body consistent with law and Board policy.~~

Note: The following paragraph is optional. Vehicle Code 21201 establishes requirements for bicycles on roadways in regard to brakes, handlebars, size, and illumination when operated during darkness. Districts may want to provide such information to students and parents/guardians.

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard, or wear in-line or roller skates, upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet ~~that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212).~~

Laboratory Safety

Note: The following optional section reflects the Legislature's intent as stated in Education Code 49341, and the California Department of Education's Science Safety Handbook for Public Schools.

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

(cf. 3514.1 - Hazardous Substances)

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

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

(cf. 5141.22 - Infectious Diseases)

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

Hearing Protection

Note: The following optional section may be revised to reflect district practice.

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also ~~may~~ provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

Note: Education Code 32031 addresses circumstances under which eye protection devices must be used.

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

(cf. 3260 - Fees and Charges)

Protection Against Insect Bites

Note: The following optional section may be revised to reflect district practice.

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, under the supervision of school personnel, and in accordance with the manufacturer's directions, when engaging in outdoor activities.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Sierra County/Sierra-Plumas Joint USD

Board Policy

Facilities

BP 7140

ARCHITECTURAL AND ENGINEERING SERVICES

Note: Pursuant to Education Code 17266, when professional design services are used for construction or modernization of school facilities, districts are responsible for the selection of a licensed architect and/or structural engineer for necessary structural engineering and supervision of construction. Article 22 of the California Constitution allows districts to contract with qualified private entities for architectural and engineering services for all public works projects. Sample contracts are available from the American Institute of Architects, California Council.

Pursuant to Education Code 17262, the district may purchase sets of plans and specifications provided by the State Allocation Board (SAB) for use in constructing a school building of the type desired by the district.

The Governing Board desires to provide school facilities that support the educational program and meet all applicable safety and design standards. When required by law, the Board shall employ or contract with a licensed and certified architect and/or structural engineer ~~be employed~~ to design and supervise the construction of district schools and other facilities.

(cf. 7110 - Facilities Master Plan)

The architect and/or structural engineer shall be responsible for preparing all construction plans, specifications, and estimates and for the observation of the work of construction. (Education Code 17302)

Note: Education Code 17070.50 requires the California Department of Education (CDE) to review and approve plans and specifications for new construction and modernization of school facility projects funded by SAB. During this review, CDE's School Facilities Planning Division verifies project consistency with the design standards specified in Title 5 of the Code of Regulations. Pursuant to CDE forms SFPD 4.07, Plan Submission Requirements for New Construction, and SFPD 4.08, Plan Submission Requirements for Modernization Projects, facilities projects subject to this review include those funded through the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30) and projects that receive state funding for overcrowding relief, critically overcrowded schools, career technical education facilities, joint use facilities, or modernization funding. Board-approved educational specifications must be submitted when the project involves construction of a new school or demolition and rebuilding of 50 percent or more of the existing school's square footage.

Construction plans for school facility projects that are not funded by SAB are not required to be submitted to CDE for review and approval. However, locally funded projects must still comply with Title 5 design standards. Pursuant to Education Code 17251, a district may request that CDE, at district expense, review plans and specifications for locally funded school facility projects.

Pursuant to Education Code 17267, all plans and specifications for school construction projects must also be filed with the Department of General Services, Division of the State Architect (DSA) to ensure compliance with Title 24 of the Code of Regulations. See DSA's web site for information regarding this process.

To ensure compliance with state design and safety standards, preliminary and final plans for any state-funded school facility project, including Board-approved educational specifications for school design when necessary, shall be submitted to the California Department of Education and the Department of General Services, Division of the State Architect. (Education Code 17267; 5 CCR 14030-14032)

Note: Education Code 17070.50 prohibits SAB from apportioning state facilities funds unless the district has certified that the services of an architect, a structural engineer, or other design professional has been selected using a "competitive process" consistent with Government Code 4525-4529.5. Government Code 4526 requires that the competitive process must be based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. See the accompanying administrative regulation.

The Superintendent or designee shall devise a competitive process for the selection of architects ~~and~~, structural engineers, and other design professionals that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, ~~he/she~~ the Superintendent or designee shall recommend ~~specific~~ architectural and engineering firms to the Board ~~for approval~~. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest responsible bidder.

(cf. 3311 - Bids); (cf. 3311.3 - Design-Build Contracts)

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act, especially:

17070.50 Conditions for apportionment

17250.10-17250.55 Design-build contracts

17251 School construction; duties of the California Department of Education

17262-17268 School construction plans

17280-17316 Approvals, especially:

17302 Persons qualified to prepare plans, specifications and estimates and supervise construction

17316 Contract provision ~~re~~regarding school district property

17371 Limitation on liability of governing board

BUSINESS AND PROFESSIONS CODE

5500-5502 Architecture

5550-5558 Architects, licensure

6700-6706.3 Engineers

6750-6766 Engineers, licensure

GOVERNMENT CODE

4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms

14837 Definition of small business

87100 Public officials; financial interest

PUBLIC CONTRACT CODE

20111 School district contracts

CODE OF REGULATIONS, TITLE 5

14001 Minimum standards for school facilities

14030-14036 Standards, planning, and approval of school facilities

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

CALIFORNIA CONSTITUTION

Article 22 Architectural and engineering services

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Plan Submission Requirements for Modernization Projects, Form SFPD 4.08

Plan Submission Requirements for New Construction, Form SFPD 4.07

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

School Facility Program Handbook, January 2019

WEB SITES

American Institute of Architects California Council: <https://aiacalifornia.org>

California Department of Education, Facilities: <http://www.cde.ca.gov/lr/fa>

Department of General Services, Division of the State Architect: <https://www.dgs.ca.gov/DSA>

Department of General Services, Office of Public School Construction: <https://www.dgs.ca.gov/OPSC>

SIERRA COUNTY OFFICE OF EDUCATION
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Administrative Regulation

Facilities
AR 7140

ARCHITECTURAL AND ENGINEERING SERVICES

Note: When applying for state facilities funding, the district will be required to certify that any professional design services used for the project were selected using a qualification-based selection process. The Office of Public School Construction, in its School Facility Handbook, advises districts to consult with legal counsel to ensure that its process for selecting architects or structural engineers is a qualification-based selection process and complies with all other legal requirements, including the Public Contract Code and requirements for disabled veterans business enterprises.

~~The Board of Education shall engage the services of a licensed architect(s) holding a valid certificate or engineer(s) holding a valid certificate for the preparation of plans, specifications or estimates for any construction project, through a signed contract. (Education Code 17302)
(cf. 3312 - Contracts)~~

Contractors for any architectural, landscape architectural, engineering, environmental, land surveying, or construction project management services shall be selected, at fair and reasonable prices, on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. (Government Code 4526)

Note: Government Code 4526 requires that the district's selection process include at least items #1-3 below; however, the law does not prescribe the exact procedures that must be followed. Generally, elements of a "competitive process" include advertising and notice of the need for services, objective evaluation and selection criteria, and an appeals process for use by those not selected. Districts may wish to develop procedures consistent with these and other requirements in consultation with legal counsel.

The Superintendent or designee shall ensure that the selection process for projects receiving state funding: (Government Code 4526)

1. ~~Ensures that projects entail~~ Assures maximum participation by small business firms as defined pursuant to Government Code 14837
2. ~~Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration~~
3. ~~Prohibits district employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract which would subject the employee to the prohibition of Government Code 87100~~
(cf. 9270 - Conflict of Interest)

Note: Pursuant to Government Code 4527, the following items are optional and may be revised to reflect district practice.

The selection process may also include: (Government Code 4527)

1. ~~Detailed evaluations~~ Evaluation of current statements of ~~prospective contractors'~~ qualifications and performance data on file with the district and evaluation of statements that may be submitted by other firms regarding the proposed project
2. Discussion with at least three firms regarding anticipated concepts and the relative utility of alternative approaches for furnishing the required services ~~with at least three firms~~
3. Selection, in order of preference, of at least three firms deemed to be the most highly qualified to provide the required services, in accordance with established district criteria ~~and recommended in order of preference~~

Note: The following paragraph is optional and may be revised to reflect district practice. Government Code 4528 authorizes, but does not require, the district to implement the following procedures.

The district shall negotiate a contract with the best qualified firm at compensation determined by the district to be fair and reasonable. If the district is unable to negotiate a contract with the most qualified firm, the district shall negotiate a contract with the second most qualified firm and, if unsuccessful, with the third most qualified firm. If the district is unable to negotiate a satisfactory contract with any of the selected firms, the district shall select additional firms in order of their competence and qualification and continue negotiations until an agreement is reached. (Government Code 4528)

The above procedures shall not apply if the Superintendent or designee determines that the services needed are more of a technical nature and involve little professional judgment and that requiring bids would be in the public interest. (Government Code 4529)
(cf. 3311 - Bids)

Contracts shall specify that all plans, including, but not limited to, record drawings, specifications, and estimates prepared by the ~~contractor~~ architect or structural engineer shall become the property of the district. The contract shall also specify terms and conditions for reuse within the district of any plans prepared by the architect or structural engineer. (Education Code 17316)

A contract may be awarded to a single entity for both design and construction of any school facility in excess of \$1,000,000 in accordance with AR 3311.3 - Design-Build Contracts. (Education Code 17250.20)
(cf. 3311.3 - Design-Build Contracts)

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Board Bylaw

Board Bylaw
BB 9323

MEETING CONDUCT

Note: Education Code 35010 mandates the Governing Board to "prescribe and enforce" rules for its own governance. These rules must not be inconsistent with law or with regulations prescribed by the State Board of Education. The following bylaw provides suggested rules and procedures for meeting conduct and reflects provisions of law as applicable.

Meeting Procedures

All ~~Governing Board of Education~~ meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf. 9322 - Agenda/Meeting Materials)

Note: The law does not specify that a particular set of procedures must govern Board meetings. Although Robert's Rules of Order can serve as a useful guide, the Board may adopt any procedure that allows for the efficient and consistent conduct of meetings.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 - President)

Note: The following optional paragraph limits the length of Board meetings and should be revised to reflect district practice.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:~~00~~30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

(cf. 9320 - Meetings and Notices)

Note: In Rubin v. City of Burbank, an appellate court held that inclusion of "sectarian prayer" at city council meetings, which communicated a preference for a particular religious faith and advanced one faith over another, was unconstitutional by directing the prayer "in the name of Jesus." The court held that it would be constitutional to require the city to advise those people conducting the prayer of this limitation. This opinion is consistent with an unpublished 9th Circuit federal court opinion which stated that an invocation "in the name of Jesus" was unconstitutional in that it displayed allegiance to a particular faith.

Some general guidelines for invocations can be found in an Attorney General's opinion (76 Ops.Cal.Atty.Gen. 281 (1993)) which stated that a county board of supervisors could open its sessions with an invocation when the invocation is (1) not required by law as a condition to the official proceedings, (2) not part of the deliberative agenda, (3) not offered, supervised, or approved as to content by a public officer, (4) not officially limited to a

particular religion, (5) not disparaging of others, and (6) not directed towards proselytizing. However, because this is an unsettled area of law that is subject to frequent litigation, it is strongly recommended that districts consult legal counsel if they wish to open meetings with an invocation. Note that a different legal analysis applies to student-led or student-initiated prayer; see BP 5127 - Graduation Ceremonies and Activities.

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

(cf. 9323.2 - Actions by the Board)

Note: According to an Attorney General opinion (61 Ops.Cal.Atty.Gen. 243 (1978)), members of a public body have a duty to vote on issues before them so that the public is represented and receives the services which the public body was created to provide. Issues arise when a motion is tied and one Board member has abstained. The general parliamentary rule is that an abstention is counted as agreeing with the action taken by the majority of those who vote, whether affirmatively or negatively (66 Ops.Cal.Atty.Gen. 336 (1983). However, a stronger argument could be made that the parliamentary rule is in conflict with Education Code 35164 which requires a majority vote of all of the membership of the Board in order for the Board to act (i.e., a majority of all of the membership of the Board must vote affirmatively in order to approve any action). In 55 Ops.Cal.Atty.Gen. 26 (1972), the Attorney General opined that, when a statutory requirement exists that requires an affirmative action of at least a majority of the members of the Board, the general rule that members not voting were deemed to have agreed with the action taken by the majority of those that voted is not applicable.

The following optional paragraph is consistent with CSBA's opinion that a majority of the Board must vote affirmatively for a motion to carry, but the law is not settled and contrary legal opinions may exist. It is strongly recommended that the district consult with legal counsel and modify the following paragraph to ensure consistency with district practice.

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her/the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

Public Participation

Note: Pursuant to Government Code 54953.3, members of the public cannot be required to register their names, complete a questionnaire, or provide other information as a condition of attending a Board meeting. If an attendance list or similar document is posted near the entrance or circulated during the meeting, it must clearly state that signing or completing the document is voluntary.

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

Note: Education Code 35145.5 mandates the Board to adopt regulations which ensure that the public can address the Board regarding agenda items, as specified below.

District employees have the same right as members of the public to address the Board during a public Board meeting. In 90 Ops.Cal.Atty.Gen. 47 (2007), the Attorney General opined that, under the Ralph M. Brown Act, an administrative district employee cannot be prohibited from attending a Board meeting or from speaking during the public comment period, including comments on an employment-related issue.

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5; Government Code 54954.2)
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, ~~a~~ Board ~~members~~ or staff ~~membermembers~~ may ask a question for clarification, make a brief announcement, or make a brief report on ~~his/her~~their own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)
(*cf. 9130 - Board Committees*)
5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Note: Government Code 54954.3 authorizes reasonable regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. Such reasonable regulations must ensure that the intent of allowing the public an adequate opportunity to speak to the Board is carried out. The following paragraph should be revised to reflect district practice.

In general, individual speakers ~~shall~~will be allowed ~~five~~three minutes to address the Board on each agenda or nonagenda item. ~~The, and the~~ Board ~~shall~~will limit the total time for

public input on each item to 20 minutes. ~~With Board consent, However, in exceptional circumstances when necessary to ensure full opportunity for public input, the Board president may increase or decrease the, with Board consent, adjust the amount of time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may take a poll of speakers for or against a particular issue and may also ask that additional persons speak only if they have something new to add members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint.~~

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, subject to the following conditions:
 - a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.
 - b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)

Note: The following optional item addresses the issue of specific charges or complaints against district employees in open Board meetings. Although the Board may inform the speaker of appropriate district complaint procedures, it cannot prohibit criticisms of the district and its employees, no matter how harsh. Board members and staff may briefly respond to the concerns raised by the complainant at the meeting.

In *Baca v. Moreno Valley Unified School District*, a federal district court issued a preliminary injunction against the district prohibiting it from enforcing its policy barring criticism of employees at public Board meetings. The court found that the district's policy violated the plaintiff's First Amendment rights by restricting the content of her speech. The court further noted that the district could not legally prevent a person from speaking in open session, even if the speech was clearly defamatory. It is recommended that the Board consult legal counsel if a question arises regarding public criticism of a district employee.

- c. The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

Note: As provided in item #7 below, Government Code 54957.9 authorizes the Board to remove persons who willfully disrupt or disturb a meeting. Examples of disruptive conduct might include conduct that is extremely loud, disturbing, or creates a health or safety risk. In *McMahon v. Albany Unified School District*, the court held that a speaker's constitutional rights were not violated when he was removed from a Board meeting after dumping a substantial amount of garbage on the floor of the meeting room. Because the speaker was not removed based on

the content of his speech, the court upheld his conviction for a willful disruption of a public meeting. In City of San Jose v. Garbett, the court held that a legislative body may exclude from a meeting a person who has expressed a credible threat of violence that would place reasonable persons in fear for their safety or the safety of their immediate family and that serves no legitimate purpose.

However, the courts have found that a person's conduct must actually disrupt the meeting in order to warrant ejection. In Norse v. City of Santa Cruz, the court held that the city council improperly ejected a member of the public who gave the council a silent Nazi salute, on the grounds that the action did not interfere with the proceedings of the meeting.

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

Recording by the Public

Note: Government Code 54953.5 provides that any person attending an open meeting may record it with an audio or video recorder or a still or motion picture camera unless the Board makes a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view which would persistently disrupt the meeting. Government Code 54953.6 requires a similar finding before the Board can prohibit or restrict a broadcast of its meetings.

The following paragraph extends the right to record an open meeting to include recordings made by other devices such as a cell phone.

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference:EDUCATION CODE

5095 Powers of remaining board members and new appointees
 32210 Willful disturbance of public school or meeting a misdemeanor
 35010 Prescription and enforcement of rules
 35145.5 Agenda; public participation; regulations
 35163 Official actions, minutes and journal
 35164 Vote requirements
 35165 Effect of vacancies upon majority and unanimous votes by seven member board

CODE OF CIVIL PROCEDURE

527.8 Workplace Violence Safety Act

GOVERNMENT CODE

54953.3 Prohibition against conditions for attending a board meeting
 54953.5 Audio or video recording of proceedings
 54953.6 Broadcasting of proceedings
 54954.2 Agenda; posting; action on other matters
 54954.3 Opportunity for public to address legislative body; regulations
 54957 Closed sessions
 54957.9 Disorderly conduct of general public during meeting; clearing of room

PENAL CODE

403 Disruption of assembly or meeting

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Baca v. Moreno Valley Unified School District; (1996) 936 F.Supp. 719

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 66 Ops.Cal.Atty.Gen. 336 (1983)
 63 Ops.Cal.Atty.Gen. 215 (1980)
 61 Ops.Cal.Atty.Gen. 243, 253 (1978)
 59 Ops.Cal.Atty.Gen. 532 (1976)
 55 Ops.Cal.Atty.Gen. 26 (1972)

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CSBA: <http://www.csba.org>
 California Attorney General's Office: <https://oag.ca.gov>

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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