

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

June 19, 2013

6:00 pm

Downieville School, Downieville, California

This meeting will be available for videoconferencing at
Sierra-Plumas Joint Unified School District Office,
Room 4, Loyalton, CA

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, when feasible, attached to 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 and that cell phones are to be silent.)
- B. ROLL CALL
- C. FLAG SALUTE
- D. APPROVAL OF THE AGENDA
- E. PUBLIC COMMENT

At this time, we open the meeting for any public comments regarding the following Closed Session items:

- 1. Government Code §§54957.6, Negotiations and Related Matters: Employer's Initial Response to Confidential Employees' 2013-2014 Initial Proposal**

- F. CLOSED SESSION

Open Session is now closed. The Board of Trustees and the Superintendent will now move into Closed Session to consider the preceding item.

- G. RETURN TO OPEN SESSION

- H. REPORT OUT (Subject of Closed Session listed under Action Items, K.1.a)

- I. INFORMATION/DISCUSSION ITEMS

- 1. Superintendent's Report
 - a. Recognition
 - b. Board Policy 9005, Governance Standards**
- 2. Business Report
 - a. Board Report-Expenditures by Object 07/01/12 to 5/31/13**
 - b. 2012-13 Second Interim Report Letter from the California Department of Education**

Sierra County Board of Education
Regular Meeting Agenda
June 19, 2013

- c. Allen Wright, Board President, to act as interim signature authority for Sierra County Office of Education
- 3. Staff Reports (5 minutes)
Common Core State Standards and Smarter Balanced Assessments** (Mongolo)
- 4. SPTA Report (5 minutes)
- 5. Board Members' Report (5 minutes)
- 6. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)
 - a. Current location
 - b. Videoconference location

J. CONSENT CALENDAR

- 1. Approval of minutes of the Regular Board meeting held May 14, 2013**
- 2. Approval of bill warrants for month of May 2013**
- 3. Authorization to submit the Consolidated Application for Funding, 2013-14**

K. ACTION ITEMS

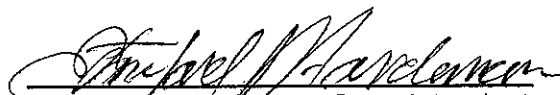
- 1. New Business
 - a. Employer's Initial Response to Confidential Employees' 2013-2014 Initial Proposal (Hardeman)
 - b. Resolution No. 12-012, Set Superintendent Salary** (Asquith)
 - c. Board Meeting Calendar Revision due to address change**
 - d. Revision to 2013-14 School Calendar** (Asquith) (changing length of 9th school month)
 - e. Public Hearing to receive comments regarding the 2013-2014 Sierra County Office of Education proposed budget, pursuant to Ed Code §42103, 42122, 42123 and 42127**
 - f. Adoption of 2013-2014 Budget and Criteria & Standards Report** (Asquith)
- BOARD POLICIES AND ADMINISTRATIVE REGULATIONS REVISIONS
- g. Board Policy 5030, Student Wellness**
 - h. Board Policy 5131.2, Bullying**

- i. Board Policy 5145.3, Nondiscrimination/Harassment**
 - j. Exhibit 5145.6, Parental Notifications**
 - k. Board Policy 6112, School Day**
 - l. Administrative Regulation 6112, School Day**
 - m. Board Policy 6159.2, Nonpublic, Nonsectarian School and Agency Services for Special Education**
 - n. Administrative Regulation 6159.2, Nonpublic, Nonsectarian School and Agency Services for Special Education**
 - o. Board Policy 6163.1, Library Media Centers**
 - p. Board Policy 6164.6, Identification and Education Under Section 504**
 - q. Administrative Regulation 6164.6, Identification & Education Under Section 504**
- Administrative Regulation TO DELETE:**
- r. Administrative Regulation 5148, Child Care and Development**

L. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on July 9, 2013, at 109 Beckwith Road, Room 4, Loyalton, California, at 6:00 pm.
- 2. Suggested Agenda Items
 - a. _____
 - b. _____
 - c. _____

M. ADJOURNMENT


Stanford J. Hardeman, Superintendent

*** prior month handout
** enclosed
* handout

Sierra County/Sierra-Plumas Joint USD

Board Bylaw

Governance Standards

BB 9005

Board Bylaws

The Board of Education believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

(cf. 9000 - Role of the Board)

(cf. 9270 - Conflict of Interest)

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education

(cf. 9010 - Public Statements)

3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential

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

6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader

(cf. 9240 - Board Development)

7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff

(cf. 2110- Superintendent Responsibilities and Duties)

8. Understand that authority rests with the Board as a whole and not with individuals

(cf. 9200 - Limits of Board Member Authority)

Board members also shall assume collective responsibility for building unity and creating a positive

organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures

(cf. 9310 - Board Policies)

6. Take collective responsibility for the Board's performance

7. Periodically evaluate its own effectiveness

(cf. 9400 - Board Self-Evaluation)

8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

(cf. 1220 - Citizen Advisory Committees)

(cf. 9323 - Meeting Conduct)

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35160 Board authority to act in any manner not conflicting with law

35164 Actions by majority vote

GOVERNMENT CODE

1090 Financial interest in contract

1098 Disclosure of confidential information

1125-1129 Incompatible activities

54950-54963 The Ralph M. Brown Act

87300-87313 Conflict of interest code

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

CSBA: www.csba.org

Balances through May						Fiscal Year 2012/13
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	165,966.00	169,220.00	16,111.11	150,111.23	2,997.66
1120	Certificated Substitutes	4,833.00	5,863.00		4,160.00	1,703.00
1200	Certificated Pupil Support Ser	59,350.00	61,716.00	5,788.70	52,098.30	3,829.00
1300	Certificated Supervisor Admini	65,192.00	65,192.00	5,432.65	59,759.15	.20
Total for Object 1000		295,341.00	301,991.00	27,332.46	266,128.68	8,529.86
2100	Instructional Aides' Salaries	108,737.00	124,217.00	16,503.73	93,666.97	14,046.30
2120	Classified Substitutes	1,000.00	1,000.00			1,000.00
2200	Classified Support Salaries	4,888.00	5,288.00	732.18	4,963.87	408.05-
2300	Classified Supervisors' Admini	100,802.00	100,907.00	8,325.00	92,040.00	542.00
2400	Clerical Technical Office Staf	113,746.00	113,696.00	9,834.56	104,040.42	178.98-
2900	Other Classified Salaries	6,144.00	6,080.00		5,020.00	1,060.00
Total for Object 2000		335,317.00	351,188.00	35,395.47	299,731.26	16,061.27
3101	STRS Certificated Positions	24,366.00	25,003.00	2,254.91	21,660.13	1,087.96
3102	STRS Classified Positions	300.00	300.00	30.00	270.00	.00
3202	PERS Classified Positions	50,903.00	47,738.00	4,138.22	43,627.53	27.75-
3301	OASDI Certificated Positions				140.74	140.74-
3302	OASDI Classified Positions	19,595.00	22,038.00	2,132.29	17,957.14	1,948.57
3311	Medicare Certificated Position	4,202.00	4,378.00	389.09	3,974.69	14.22
3312	Medicare Classified Positions	4,639.00	5,214.00	503.75	4,250.54	459.71
3401	Health & Welfare Benefits Cert	75,400.00	75,951.00	6,676.71	62,397.13	6,877.16
3402	Health & Welfare Benefits Clas	87,800.00	80,626.00	6,895.98	73,364.51	365.51
3501	SUI Certificated	3,249.00	3,381.00	300.66	3,975.74	895.40-
3502	SUI Classified	3,666.00	4,039.00	389.34	3,262.06	387.60
3601	Workers' Compensation Certific	8,448.00	8,602.00	781.23	7,603.30	217.47
3602	Workers' Compensation Classifi	9,338.00	10,470.00	1,011.48	8,522.90	935.62
3701	OPEB, Allocated Certificated	27,730.00	14,772.00		12,958.44	1,813.56
3802	PERS Reduction Recapture	5,681.00	4,639.00	408.31	4,231.08	.39-
3901	Golden Handshake		12,958.00			12,958.00
Total for Object 3000		325,317.00	320,109.00	25,911.97	268,195.93	26,001.10
4100	Approved Textbooks Core Curric	532.00			293.13	293.13-
4200	Library and Reference Material	4,250.00	6,062.00		3,744.80	2,317.20
4300	Materials and Supplies	14,275.00	15,701.00	287.04	7,646.89	7,767.07
4320	Custodial Supplies	1,300.00	1,300.00	181.31	778.04	340.65
4330	Office Supplies	2,000.00	2,000.00		737.87	1,262.13
4340	COUNTY OFFICE MOVING EXP				73.30	73.30-
4350	Vehicle Upkeep	7,000.00	6,500.00	173.68	2,262.47	4,063.85

Selection Filtered by User Permissions, (Org = 1, Online/Offline = N, Fiscal Year = 2013, Period = 11, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Fund = 01, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

ESCAPE ONLINE

Balances through May						Fiscal Year 2012/13
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
Total for Object 4000		29,357.00	31,563.00	642.03	15,536.50	15,384.47
5100	Subagreements for Services	50,000.00	50,000.00		29,600.00	20,400.00
5200	Travel and Conference	26,031.00	22,205.00	716.95	11,342.46	10,145.59
5300	Dues and Membership	16,321.00	17,470.00		8,992.32	8,477.68
5400	Insurance	10,200.00	10,200.00		10,187.00	13.00
5500	Operation Housekeeping Service	10,000.00	8,000.00	500.00	7,893.68	393.68-
5600	Rentals, Leases, Repairs, Nonc	3,100.00	2,700.00	128.66	723.24	1,848.10
5800	Professional Consulting	9,000.00	9,000.00		4,900.00	4,100.00
5801	Legal Services	35,000.00	29,205.00	235.00	765.00	28,205.00
5803	Legal Publications	500.00	500.00	200.00	12.93	287.07
5805	Personnel Expense	700.00	700.00	250.00	102.00	348.00
5806	Negotiations	2,000.00	2,000.00			2,000.00
5808	Other Services & Fees	1,500.00	1,500.00	56.02	1,154.26	289.72
5810	Contracted Services	196,694.00	209,422.00	34,496.89	118,403.15	56,521.96
5899	SPJUSD to Reimburse			1,024.58	838.85	1,863.43-
5900	Communications	2,000.00	2,000.00		375.00	1,625.00
Total for Object 5000		363,046.00	364,902.00	37,608.10	195,289.89	132,004.01
7110	County Tuition Inter Dist Agre	133,586.00	137,325.00	133,353.10	3,972.00	.10-
7141	Tuition, excess cost etc betwe	99,264.00	165,934.00	38,760.45	58,926.32	68,247.23
7310	Direct Support/Indirect Costs					.00
Total for Object 7000		232,850.00	303,259.00	172,113.55	62,898.32	68,247.13
Total for Expense accounts		1,581,228.00	1,673,012.00	299,003.58	1,107,780.58	266,227.84
Total for Org 001, Fund 01 and Expense accounts		1,581,228.00	1,673,012.00	299,003.58	1,107,780.58	266,227.84



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

May 21, 2013

RECEIVED
MAY 23 2013
SCOE
S-PJUSD

Stan Hardeman, Superintendent
Sierra County Office of Education
Sierra-Plumas Joint Unified School District
P.O. Box 157
Sierraville, CA 96126

Dear Superintendent Hardeman:

Subject: 2012–13 Second Interim Reports

Pursuant to California *Education Code* sections 1240(l) and 42131(f), we have reviewed your county office of education and school district's Second Interim Reports and the accompanying certifications of financial solvency to determine whether they comply with the Criteria and Standards for fiscal stability adopted by the State Board of Education, allow your offices to meet their financial obligations during the fiscal year, and are consistent with a financial plan that will enable your offices to satisfy their multiyear financial commitments. We concur with your assessment that, based on current projections, your county office will be able to meet its financial obligations for the current and subsequent two fiscal years and that a positive certification is appropriate. We also concur with your assessment that, based on current projections, the school district may be unable to meet its financial obligations in the second subsequent fiscal year and that a qualified certification is appropriate.

Although both the county office and school district project balanced budgets and adequate reserves for the current year, absent budget reductions, the district projects financial difficulties in the second subsequent fiscal year. We advise that all possible means of reducing expenditures must be explored, and that these reductions should be implemented as soon as practicable to maximize their cumulative effect. We emphasize that these reductions are imperative in order for the district to remain fiscally solvent. We ask that you keep us informed of your actions and progress.

As you are aware, the State Superintendent of Public Instruction (SSPI) is legally responsible to oversee the fiscal solvency of county offices of education and of any school districts for which the county board of education serves as the governing board. The California Department of Education may find it necessary to intervene in the district's fiscal condition at any time during the fiscal year as provided by *EC* Section 1630(b).

Stan Hardeman, Superintendent
May 21, 2013
Page 2

We remind you that as a result of the qualified certification for the current fiscal year, the following requirements are in effect:

- Pursuant to *Government Code* Section 3540.2(e), your district must allow the SSPI at least 10 working days to review and comment on any proposed labor agreements and to render an opinion on whether the agreement would endanger the fiscal well-being of the district.
- Pursuant to *EC* Section 42133(b), your district may not issue, for the 2012–13 and 2013–14 fiscal years, certificates of participation, tax anticipation notes, revenue bonds, or any other debt instruments not requiring the approval of the voters of the district, unless the SSPI determines that repayment of that indebtedness is probable.
- Pursuant to *EC* Section 1240.2, your district must provide to the Controller and the SSPI, no later than June 1, financial statement projections of the district's fund and cash balances through June 30 for the period ending April 30.

We appreciate the submission of your Second Interim Reports. If you have any questions or concerns, please contact our office by phone at 916-322-1770.

Sincerely,



Peggy O'Guin, Administrator
Financial Accountability and Information Services

PWO:mp
y2013-201a-46c

cc: Rose Asquith, Business Manager

Common Core State Standards

and Smarter Balanced Assessments

overview

May 14, 2013

Why do we need Common Core?

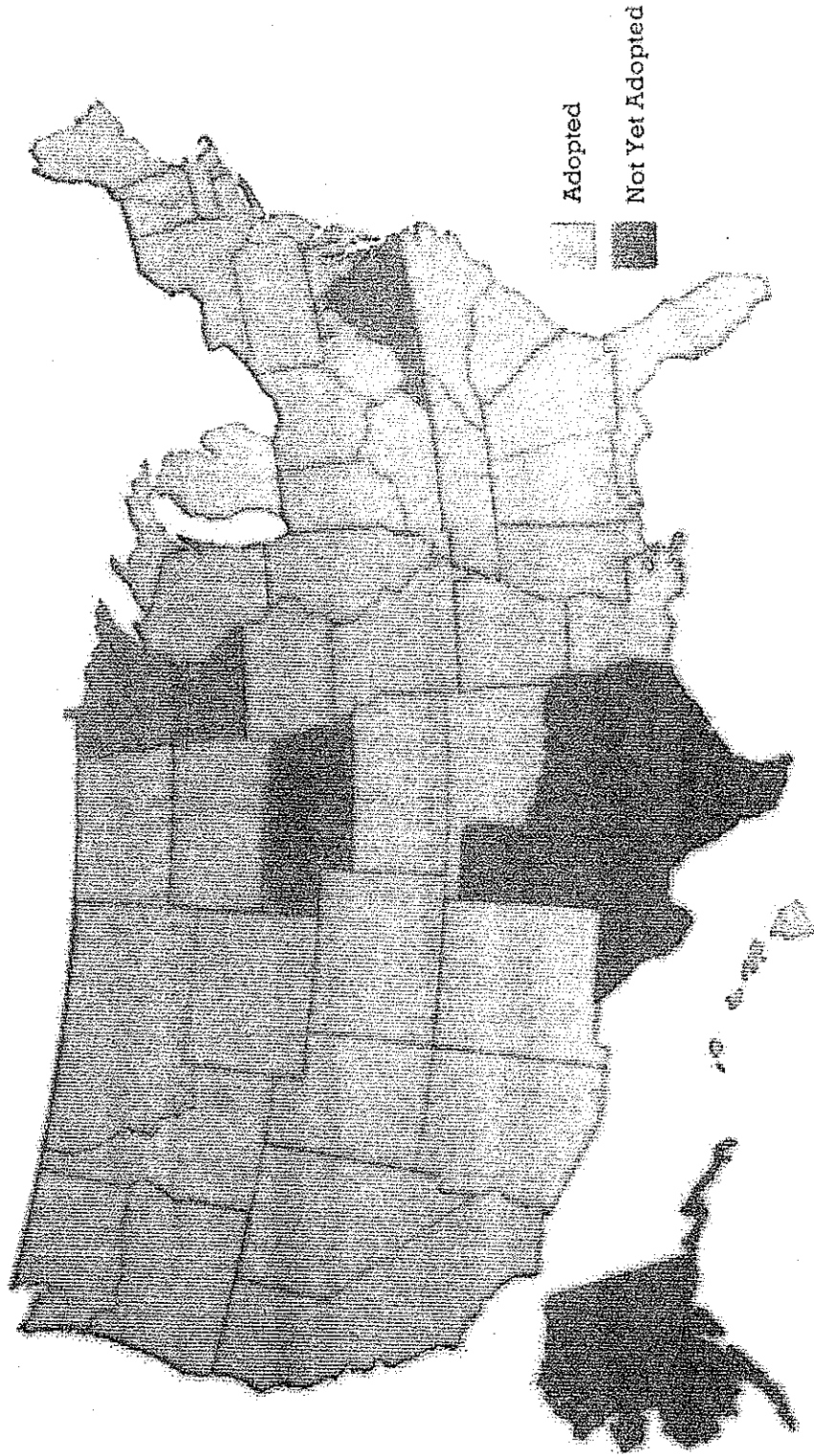
- get away from sit and get
go to create and learn
- teach kids to think and be problem solvers
- Four "C"s -
Communication; being able to discuss/explain
Collaboration; working together to reach a common goal
Creativity; trying new approaches = innovation and
invention
Critical Thinking; look at problems in a new way

Background information on Common Core State Standards (CCSS)

- Are aligned with college and career expectations
- Are clear, understandable and consistent
- Include rigorous content and application of knowledge through high-order skills
- Are informed by other top performing countries, so that all students are prepared to succeed in our global economy and society
- Are evidence-based
- Were developed by states as a collaborative initiative.
- By agreement, states had to adopt CCSS word for word, but they could add 15%.
- CCSS were adopted by the California Board of Education on August 2, 2010

States That Have Adopted the CCSS

□ Forty-five states, the District of Columbia, four territories, and the Department of Defense Education Activity have adopted the Common Core State Standards.



Shifts Demanded by the CCSS:

Math

- Standards develop foundational knowledge on critical concepts
- Students become efficient and accurate in developing computational fluency
- Students develop a deep conceptual understanding of core content and understand why a mathematical idea is important
- Students apply math concepts in "real world" situations

Shifts Demanded by the CCSS: Language Arts

- Increase reading of informational texts
- Increased text complexity of reading texts as measured by lexile level (developed by Metametrics)
- Focus on academic vocabulary within context of texts
- Emphasis on text-dependent questions and performance tasks
- Connect writing to reading with frequent opportunities to research information
- Provide literacy instruction in all content areas

CCSS Transition Timeline: 2014-15

- spring 2013 - Last year of STAR testing
- spring 2014 - CDE is proposing that we only test what the Federal government requires.
- Smarter Balanced Testing begins in spring 2015
 - Testing for grades 3-8, and 11 in Language Arts and Math
 - Includes summative and optional interim assessments
 - On May 29th - practice tests for grades 3-8 and 11 will be available for teachers/students/parents to use.

Computer Adaptive Testing (CAT) Smarter Balanced Assessment

- The computer adaptive testing will adjust the difficulty throughout the assessment depending on the student responses. This approach represents a significant improvement over traditional paper-and-pencil assessments because it presents an individually tailored set of questions to each student and can quickly identify which skills students have mastered.
- Better information for teachers: optional interim assessments will be available. These will provide a more detailed picture of where students excel or need additional support. Schools can use these assessments at predetermined dates throughout the year on a small or large scale (assess small elements of content or the full breadth of the Common Core State Standards). This interim assessments will be reported on the same scale as the final tests.

Computer Adaptive Testing (CAT) Smarter Balanced Assessment - Continued

- More efficient and more secure: Computer adaptive tests are typically shorter than paper-and-pencil assessments because fewer questions are required to accurately determine each student's achievement level. The assessments draw from a large bank of questions, and since students receive different questions based on their responses, test items are more secure and can be used for a longer period of time.
- More accurate: CAT offers teachers and schools a more accurate way to evaluate achievement, readiness for college and careers, and to measure growth over time. The computerized assessments will also bring results in weeks, not months.

Item types -

The Smarter Balanced assessment system includes a variety of item types.

- Selected-response items - students select one or more responses from a set of options (multiple choice)
- Technology-enhanced items - students must be able to respond through a non-traditional response type, such as editing text, highlighting text, or drawing an object.
- Constructed-response items - students must produce a text or numerical response in order to collect evidence about their knowledge or understanding of a given assessment target.
- Performance tasks - this will measure a student's ability to integrate knowledge and skills across multiple standards. This is a key component of college and career readiness. These will better measure depth of understanding, research skills, and complex analysis.

Examples

- http://
sampleitems.smarterbalanced.org/
itempreview/sbac/ELA.htm
- http://
sampleitems.smarterbalanced.org/
itempreview/sbac/index.htm

Support for Teachers and Parents

- Teachers need support
- Awareness
- Understanding the new Standards
- Training
- New Thinking, New Planning
- Parents need support
- Understanding why we have new standards
- Understanding how they can support their students
- Provide resources

Technology and curriculum needs

- New textbooks - publishers already have some CCSS materials. Need to be very careful with reviewing books for adoption to make sure we get quality text books. New texts will be required by July 2015
- More computers - Tests will be computer based
- Headphones - There are items that are read orally.
- keyboarding training - students need to know keyboarding, highlighting, underlining, click and drag, and drawing on the computer
- more internet used for instruction
Example: Reading standard #7 requires 8th graders to "evaluate the advantages and disadvantages of using different mediums such as print, digital text, video, or multi-media, to present a particular topic or ideas.

Resources

- <http://www.corestandards.org>
- <http://www.smarterbalanced.org/smarter-balanced-assessments/computer-adaptive-testing/>
- <http://www.cde.ca.gov/re/cc/>
- <http://www.smarterbalanced.org>
- <http://www.sdcoe.net/commoncore/events.asp>
- <http://www.scoe.net/castandards/>
- <http://www.nextgenscience.org/next-generation-science-standards>
- <http://www.achievethecore.org/leadership-tools-common-core-professional-development/>
- <http://myboe.org/portal/default/Group/Viewer/GroupView?action=2&gid=2996>

QUESTIONNAIRE



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

May 14, 2013

Loyalton Middle School, Room 4, Loyalton, California

This meeting was audioconferenced to Downieville. (Videoconference unavailable)

A. CALL TO ORDER

President ALLEN WRIGHT called the meeting to order at 6:01 pm.

B. ROLL CALL

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

ABSENT: None

VACANT: None

STAFF: Mr. Stan Hardeman, Superintendent
Ms. Rose Asquith, Business Manager
Ms. Hannah Tomatis, Administrative Assistant
Ms. Marla Stock, Site Administrator
Mr. Derek Cooper, Site Administrator
Ms. Marlene Mongolo/SELPA Director

C. FLAG SALUTE

D. APPROVAL OF THE AGENDA

MSCU/HALL/DRISCOLL

E. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
 - a. Employee Recognition: Karen Gress, Blaine Donnelly
 - b. Secure Rural Schools – website: <http://www.partnershipforruralamerica.org>

2. Business Report
 - a. Board Report-Expenditures by Object 07/01/12 to 4/30/13
 - b. Technology Equipment Expenditures

WRIGHT listed the technology expenditures for the following years:

YEAR	COUNTY	DISTRICT
2009/10	70,197	58,593
2010/11	90,000	30,000
2011/12	18,000	37,000
2012/13	0	47,700

3. Staff Reports
CCSS/Smart Balanced Assessment Presentation (Mongolo) – Postponed until June due to video projector unavailability.

4. Board Members' Report

- a. Resolution 12-011, In Recognition of Outstanding Service DRYDEN read the Resolution in honor of Stanford J. Hardeman.

WRIGHT moved to adopt Resolution 12-011. HALL seconded.

DRISCOLL: AYE

DRYDEN: AYE

HALL: AYE

MOORE: AYE

WRIGHT: AYE

5/0

- b. DRISCOLL: Announced that he chaperoned prom and stated that we have a great group of kids.

F. PUBLIC COMMENT

President WRIGHT opened the meeting for public comment at 6:27 pm.

There was no comment.

President WRIGHT closed the meeting for public comment at 6:28 pm.

G. CONSENT CALENDAR

The following items were included in the consent calendar:

1. Approval of minutes of the Regular Board meeting held April 9, 2013
2. Approval of minutes of the Special Board meeting held April 24, 2013
3. Approval of bill warrants for month of April 2013

MSCU/MOORE/DRISCOLL

DRISCOLL: AYE

DRYDEN: AYE

HALL: AYE

MOORE: AYE

WRIGHT: AYE

5/0

H. ACTION ITEMS

1. NEW BUSINESS

- a. Presentation of the Initial Proposal from the Sierra-Plumas Teachers' Association for 2013-2014 Bargaining Unit Agreement presented by Pat Doyle, SPTA Co-President
- b. The public hearing to receive comment on the Initial Proposal from the Sierra-Plumas Teachers' Association for 2013-2014 Bargaining Unit Agreement was held at 6:30 pm. There was no comment.
- c. Presentation of the Initial Proposal from the Sierra-Plumas Classified Employees' Association for 2013-2014 Bargaining Unit Agreement presented by WRIGHT.

- d. The public hearing to receive comment on the Initial Proposal from the Sierra-Plumas Classified Employees' Association for 2013-2014 Bargaining Unit Agreement was held at 6:32 pm. There was no comment.
- e. Presentation of Confidential Employees Initial Proposal for 2013-2014 negotiations presented by Rose Asquith, Business Manager.

I. PUBLIC COMMENT

At this time the meeting opened for any public comments regarding the following Closed Session items:

- 1. Government Code §54957.6, Negotiations and Related Matters: Employer's Initial Response to Sierra-Plumas Teachers' Association's 2013-2014 Initial Proposal
- 2. Government Code §54957.6, Negotiations and Related Matters: Employer's Initial Response to the Sierra-Plumas Classified Employees' Association 2013-2014 Initial Proposal

There was no comment.

J. CLOSED SESSION commenced at 6:37 pm.

The Board of Trustees, Superintendent Stan Hardeman, Rose Asquith, Business Manager and Susan Roberts, Personnel, moved into Closed Session to consider the preceding items.

K. RETURN TO OPEN SESSION at 7:30 pm.

L. REPORT OUT (See Items "f" and "h")

OPEN SESSION ACTION ITEMS - CONTINUED

- f. Presentation of the Employer's Initial Response to the Sierra-Plumas Teachers' Association's Initial Proposal for 2013-2014 Bargaining Unit Agreement presented by WRIGHT.

MSCU/DRISCOLL/HALL

DRISCOLL: AYE

DRYDEN: AYE

HALL: AYE

MOORE: AYE

WRIGHT: AYE

5/0

- g. The public hearing to receive comment on the Employer's Initial Response to the Sierra-Plumas Teachers' Association's Initial Proposal for 2013-2014 Bargaining Unit Agreement was held at 7:39 pm.
There was no comment.

- h. Presentation of the Employer's Initial Response to the Sierra-Plumas Classified Employees' Association for 2013-2014 Bargaining Unit Agreement presented by WRIGHT.

MSCU/MOORE/HALL (continued on page 3)

Sierra County Board of Education
Regular Meeting Minutes
May 14, 2013

DRISCOLL: AYE
DRYDEN: AYE
HALL: AYE
MOORE: AYE
WRIGHT: AYE
5/0

- i. The public hearing to receive public comment on the Employer's Initial Response to the Sierra-Plumas Classified Employees' Association for 2013-2014 Bargaining Unit Agreement was held at 7:39 pm.
There was no comment.
- j. The Public Hearing for California Department of Education Certification of the Sierra County SELPA Annual Service Plan was held at 7:40 pm.
- k. Sierra County SELPA Annual Service *and Budget* Plan
MOORE/HALL motion for approval of the SELPA Annual Service Plan and to include Budget Plan, which was included in the backup packet to the board and the public.
DRISCOLL: AYE
DRYDEN: AYE
HALL: AYE
MOORE: AYE
WRIGHT: AYE
5/0
- l. Public Hearing for Testimony Regarding Acceptance of Tier III Categorical Funds and Proposed Uses for fiscal year 2013-2014 was held at 7:41pm.
Programs closed subject to Tier III funding: None proposed
Rose Asquith explained the expenditures and asked for questions. There were no questions.
- m. Resolution No. 12-010, Tier III Categorical Flexibility
ADOPT/MOORE/DRISCOLL
DRISCOLL: AYE
DRYDEN: AYE
HALL: AYE
MOORE: AYE
WRIGHT: AYE
5/0
- n. Revised 2013-2014 School Calendar
Pat Doyle requested in the case of any unused snow days, that the district use the May 23 date first and have the April 18 snow day available to attach to the spring break dates.
APPROVAL/DRYDEN/MOORE/MSCU
DRISCOLL: AYE
DRYDEN: AYE
HALL: AYE
MOORE: AYE
WRIGHT: AYE
5/0

- o. Presentation of the 2013-2014 Preliminary Budget

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

MOORE motioned to adopt Items "p" through "u". HALL seconded.

- p. Board Policy 4030, Nondiscrimination in Employment, revision
- q. Administrative Regulation 4217.3, Layoff/Rehire, revision
- r. Board Policy 5116.1, Administrative Regulation 5116.1 and Exhibit E, Intradistrict Open Enrollment, mandated review
- s. Board Policy 7214, General Obligation Bonds, revision
- t. Administrative Regulation 7214, General Obligation Bonds, revision
- u. Board Bylaw, 9250, Remuneration, Reimbursement And Other Benefits

DRISCOLL: AYE

DRYDEN: AYE

HALL: AYE

MOORE: AYE

WRIGHT: AYE

5/0

M. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on Wednesday, June 19, 2013, at Downieville School, Downieville, California, at 6:00 pm.
- 2. Suggested Agenda Items
 - a. Adoption of 2013-2014 Budget and Criteria & Standards Report
 - b. Smart Balanced Assessment
 - c. Secure Rural Schools

N. ADJOURNMENT

MSCU/HALL/DRISCOLL
Adjourned at 7:56 pm.

Patty Hall, Clerk

Stanford J. Hardeman, Superintendent

Checks Dated 05/01/2013 through 05/31/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00013728	05/02/2013	STAN HARDEMAN	01-5200		452.96
00013729	05/02/2013	HAWS, THEOBALD & AUMAN PC	01-5800		700.00
00013730	05/02/2013	COATES/LES SCHAWB TIRE CENTER	01-4350	158.42	
			01-5600	79.22	
			01-5899	79.22	316.86
00013731	05/02/2013	LIBERTY UTILITIES CPEC	01-5500		140.33
00013732	05/02/2013	BARBARA MCKURTIS	01-5100	3,000.00	
			01-5810	1,000.00	4,000.00
00013733	05/02/2013	OFFICE DEPOT	01-4300		136.92
00013734	05/02/2013	NCS PEARSON, INC.	01-4300		1,489.52
00013735	05/02/2013	TRI COUNTY SCHOOLS GROUP	INSURANCE 01-9535	3,047.00	
			76-9576	11,223.10	14,270.10
00013736	05/02/2013	U.S. BANK	01-4300	49.99	
			01-5899	20.00	69.99
00013737	05/17/2013	EMPLOYMENT DEVELOPMENT DEPARTMENT	01-3501	48.30	
			01-3502	7.50	55.80
00013738	05/17/2013	BARBARA MCKURTIS	01-5100		4,000.00
00013739	05/17/2013	MARLENE MONGOLO	01-5200		78.00
00013740	05/17/2013	SIERRA COUNTY OFFICE OF EDUCATION	01-5808		78.87
00013741	05/17/2013	VOYAGER	01-4350	225.37	
			01-5899	29.64	255.01
00013742	05/17/2013	ALLEN WRIGHT	01-5200		21.19
00013743	05/30/2013	ROSE ASQUITH	01-5200	60.15	
			01-5899	180.47	240.62
00013744	05/30/2013	GORDON N. STOWE & ASSOCIATES	01-5810		105.96
00013745	05/30/2013	ADRIENNE GARZA	01-5200		32.00
00013746	05/30/2013	BARBARA MCKURTIS	01-5100		3,600.00
00013747	05/30/2013	SIERRA COUNTY OFFICE OF EDUCATION	01-5808		42.00
00013748	05/30/2013	SIERRA VALLEY HOME CENTER	01-4300		337.71
00013749	05/30/2013	U.S. BANK	01-4300	116.36	
			01-5810	20.00	136.36
00013750	05/30/2013	SUSAN VANDRUFF, OTR	01-5810		1,140.00
00013751	05/30/2013	ALLEN WRIGHT	01-5200		21.19
Total Number of Checks				24	31,721.39

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	24	20,498.29
76	Payroll Clearing	1	11,223.10
Total Number of Checks		24	31,721.39
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			31,721.39

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

ESCAPE ONLINE

Page 1 of 1

2013-14 Application for Funding

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/19/2013
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes. If a web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment.	Less than 50 English Learners.

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	No
Title I Part D (Delinquent) ESEA Sec. 1401 SACS 3025	No
Title II Part A (Teacher Quality) ESEA Sec. 2101 SACS 4035	No
Title VI, Part B Subpart 1 Small, Rural School Achievement Grant ESEA Sec. 6211 SACS 5801	No
Title VI, Part B Subpart 1 REAP Flexibility Participation	

SIERRA COUNTY OFFICE OF EDUCATION

RESOLUTION NO. 12-012

SET SUPERINTENDENT SALARY

WHEREAS, the County Superintendent of Schools shall be appointed by the Sierra County Board of Education; and

WHEREAS, the California Constitution, Article 9, Section 3.1(b) authorizes the County Board to set the County Superintendent's salary; and

WHEREAS, pursuant to Education Code §35034 and §35035 the County Superintendent **may** serve as district superintendent, chief executive officer and secretary of the District Governing Board; and

WHEREAS, the County Superintendent of Schools **may** serve as both County and District Superintendent; and

WHEREAS, the County Superintendent salary will be set at \$_____, per annum, effective July 1, 2013; and

NOW, THEREFORE, BE IT RESOLVED that effective upon being appointed County Superintendent of Schools effective _____(date), the Sierra County Superintendent of Schools shall be paid \$_____ per annum for services _____(date), through June 30, 2014.

PASSED AND ADOPTED by the Sierra County Board of Education on this 19th day of June, 2013, by the following votes:

AYES:
NOES:
ABSENT:
ABSTAIN:
VACANT:

Sharon Dryden, Clerk

**SIERRA COUNTY BOARD OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
GOVERNING BOARD
MEETING SCHEDULE
YEAR 2013**

The meetings are held on the second Tuesday of each month with the exception of the June board meeting which will be held on the third Wednesday.

JANUARY 8, 2013.....	111 Beckwith Street, Loyalton CA
FEBRUARY 12, 2013.....	130 School Street, Downieville CA
<i>FEBRUARY 26, 2013 (Special Meeting to be called if needed)</i>	<i>111 Beckwith Street, Loyalton CA</i>
MARCH 12, 2013	111 Beckwith Street, Loyalton CA
APRIL 9, 2013.....	130 School Street, Downieville CA
MAY 14, 2013.....	111 Beckwith Street, Loyalton CA
JUNE 19, 2013 (THIRD WED).....	130 School Street, Downieville CA
JULY 9, 2013	109 Beckwith Road, 111 Beckwith Street, Loyalton CA
AUGUST 13, 2013.....	130 School Street, Downieville CA
SEPTEMBER 10, 2013.....	109 Beckwith Road, 111 Beckwith Street, Loyalton CA
OCTOBER 8, 2013	130 School Street, Downieville CA
NOVEMBER 12, 2013.....	109 Beckwith Road, 111 Beckwith Street, Loyalton CA
DECEMBER 10, 2013	130 School Street, Downieville CA

The **Sierra County Board of Education** meetings will begin at 6:00 p.m.

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.

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
2013 – 2014 School Calendar

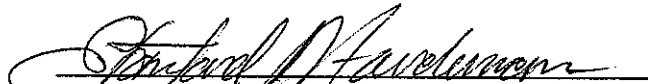
Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Special Days	Teacher Days	School Days
AUG	11	12	13	14	15	16	17		7	
	18	19	20	21	22	23	24	22-23 Staff Development		
	25	26	27	28	29	30	31	26 First Day of School		
SEP	1	2	3	4	5	6	7	2 Labor Day Holiday	20	19
	8	9	10	11	12	13	14			
	15	16	17	18	19	20	21	20 End of 1 st Month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

STANFORD J. HARDEMAN
SUPERINTENDENT

**NOTICE OF PUBLIC HEARING OF THE 2013-2014
SIERRA COUNTY OFFICE OF EDUCATION
PROPOSED BUDGET**

Pursuant to Education Code Sections 1040, notice is hereby published that a Public Hearing on the Sierra County Office of Education's proposed budget will be held Wednesday, June 19, 2013, 6:00 p.m. at Downieville School, Downieville, California.

The budget will be available for public inspection at the Sierra County Office of Education, 305 S. Lincoln Street, Sierraville, California, and /or 111 Beckwith Street, Loyalton, CA, one week prior to the meeting between the hours of 8:00 a.m. and 4:30 p.m. Monday – Friday, or may appear at the Public Hearing and speak to the proposed budget or any item therein.


Stanford J. Hardeman, Superintendent
May 23, 2013

Published: June 6, & 13, 2013

SIERRA COUNTY OFFICE OF EDUCATION

2013-2014 Budget

Presented June 19, 2013

GENERAL FUND

Revenue:

- ✓ Overall revenue is expected to decrease over the prior year by 9.2%.

Revenue Limit Revenue:

- ✓ Revenue Limit is calculated using the current formula authorized by Education Code. Assumptions used are 1) COLA of 1.0565% and 2) deficit factor of 19.23%, for an unfunded revenue limit of (\$62,520). Two Opportunity classes are planned: one at Downieville Jr/Sr High and one at Loyalton Middle School. If the Local Control Funding Formula is voted into law, then the opportunity classes are expected not to be funded.

State Revenue Assumptions:

- ✓ Special Education Entitlement is projected to be \$22,800 less than prior year.

Other State:

- ✓ Categorical Tier III Flex funding at the same level as prior years and may be folded into the LCFF.

Local Revenue:

- ✓ Interagency Business Services \$227,325
- ✓ Interest: \$6,100

Expenditures

<u>Description</u>	Comparison over 2012-2013	
	<u>Preliminary</u>	<u>Estimated Actuals Budget</u>
Certificated Salaries	decrease of 4.4%	decrease of 4.4%
Classified Salaries	decrease of 3.5%	decrease of 5.9%
Benefits	decrease of 4.2%	decrease of 3.7%
Books & Supplies	decrease of 13.3%	increase of 12.1%
Operating Cost	decrease of 10.4%	decrease of 7.9%
Other Outgo (tuition)		increase of 17.6%

Contribution:

Special Education, including Preschool \$84,936

FOREST RESERVE FUND

Forest Receipt Revenue Eliminated: a loss of \$63,000

OTHER COMMENTS

- ✓ Positive Certification
- ✓ Proposed 2013-14 Indirect Cost Rate of 14.24%
- ✓ PERS rate 11.442%
- ✓ County Offices will be require to certify CALPADS data
- ✓ Education Protection Account (EPA) to be paid quarterly and will be deducted from State Advance Apportionment. EPA for 13-14 is estimated to be 16.4% of revenue limit funding.

Description	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES							
1) Revenue Limit Sources	489,764.00	0.00	489,764.00	407,491.00	0.00	407,491.00	-16.8%
2) Federal Revenue	0.00	185,557.00	185,557.00	0.00	166,294.00	166,294.00	-10.4%
3) Other State Revenue	84,116.00	420,085.00	504,201.00	84,116.00	386,368.00	470,484.00	-6.7%
4) Other Local Revenue	241,044.00	16,771.00	257,815.00	233,425.00	27,125.00	260,550.00	1.1%
5) TOTAL REVENUES	814,924.00	622,413.00	1,437,337.00	725,032.00	579,787.00	1,304,819.00	-9.2%
B. EXPENDITURES							
1) Certificated Salaries	40,206.00	261,785.00	301,991.00	40,309.00	248,252.00	288,561.00	-4.4%
2) Classified Salaries	223,335.00	127,853.00	351,188.00	220,819.00	109,699.00	330,518.00	-5.9%
3) Employee Benefits	188,836.00	131,273.00	320,109.00	185,443.00	122,702.00	308,145.00	-3.7%
4) Books and Supplies	15,050.00	16,513.00	31,563.00	15,050.00	20,338.00	35,388.00	12.1%
5) Services and Other Operating Expenditures	194,727.00	170,175.00	364,902.00	197,727.00	138,280.00	336,007.00	-7.9%
6) Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)	303,259.00	0.00	303,259.00	356,594.00	0.00	356,594.00	17.6%
8) Other Outgo - Transfers of Indirect Costs	(6,925.00)	6,925.00	0.00	(25,452.00)	25,452.00	0.00	0.0%
9) TOTAL EXPENDITURES	958,488.00	714,524.00	1,673,012.00	990,490.00	664,723.00	1,655,213.00	-1.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)							
	(143,564.00)	(92,111.00)	(235,675.00)	(265,458.00)	(84,936.00)	(350,394.00)	48.7%
D. OTHER FINANCING SOURCES/USES							
1) Interfund Transfers							
a) Transfers In	63,176.00	0.00	63,176.00	0.00	0.00	0.00	-100.0%
b) Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
a) Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions	(78,827.00)	78,827.00	0.00	(84,936.00)	84,936.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES	(15,651.00)	78,827.00	63,176.00	(84,936.00)	84,936.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F	
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)										
1) Beginning Fund Balance		9791		(13,284.00)	(13,284.00)					103.1%
a) As of July 1 - Unaudited			1,912,645.08		1,912,645.08					-9.0%
b) Audit Adjustments		9793	0.00	0.00	0.00					0.0%
c) As of July 1 - Audited (F1a + F1b)			1,912,645.08	13,284.00	1,925,929.08	1,753,430.08	0.00	0.00	1,753,430.08	-9.0%
d) Other Restatements		9795	0.00	0.00	0.00					0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,912,645.08	13,284.00	1,925,929.08	1,753,430.08	0.00	0.00	1,753,430.08	-9.0%
2) Ending Balance, June 30 (E + F1e)			1,753,430.08	0.00	1,753,430.08	1,403,036.08	0.00	0.00	1,403,036.08	-20.0%
F. FUND BALANCE, RESERVES										
Components of Ending Fund Balance										
a) Nonspendable		9711	500.00	0.00	500.00					0.0%
Revolving Cash		9712	0.00	0.00	0.00					0.0%
Stores		9713	0.00	0.00	0.00					0.0%
Prepaid Expenditures		9719	0.00	0.00	0.00					0.0%
All Others		9740	0.00	0.00	0.00					0.0%
b) Restricted										0.0%
c) Committed		9750	0.00	0.00	0.00					0.0%
Stabilization Arrangements		9760	0.00	0.00	0.00					0.0%
d) Assigned										0.0%
Other Assignments		9780	44,458.00	0.00	44,458.00	65,000.00	0.00	0.00	65,000.00	46.2%
e) Unassigned/unappropriated										0.0%
Reserve for Economic Uncertainties		9789	163,000.00	0.00	163,000.00	163,000.00	0.00	0.00	163,000.00	0.0%
Unassigned/Unappropriated Amount		9790	1,545,472.08	0.00	1,545,472.08	1,174,536.08	0.00	0.00	1,174,536.08	-24.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals		2013-14 Budget		% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	
G. ASSETS							
1) Cash		9110	0.00	0.00	0.00		
a) in County Treasury		9111	0.00	0.00	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9120	0.00	0.00	0.00		
b) in Banks		9130	0.00	0.00	0.00		
c) in Revolving Fund		9135	0.00	0.00	0.00		
d) with Fiscal Agent		9140	0.00	0.00	0.00		
e) collections awaiting deposit		9150	0.00	0.00	0.00		
2) Investments		9200	0.00	0.00	0.00		
3) Accounts Receivable		9290	0.00	0.00	0.00		
4) Due from Grantor Government		9310	0.00	0.00	0.00		
5) Due from Other Funds		9320	0.00	0.00	0.00		
6) Stores		9330	0.00	0.00	0.00		
7) Prepaid Expenditures		9340	0.00	0.00	0.00		
8) Other Current Assets			0.00	0.00	0.00		
9) TOTAL ASSETS			0.00	0.00	0.00		
H. LIABILITIES							
1) Accounts Payable		9500	0.00	0.00	0.00		
2) Due to Grantor Governments		9590	0.00	0.00	0.00		
3) Due to Other Funds		9610	0.00	0.00	0.00		
4) Current Loans		9640	0.00	0.00	0.00		
5) Deferred Revenue		9650	0.00	0.00	0.00		
6) TOTAL LIABILITIES			0.00	0.00	0.00		
I. FUND EQUITY							
Ending Fund Balance, June 30 (G9 - H6)			0.00	0.00	0.00		

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
REVENUE LIMIT SOURCES									
Principal Apportionment State Aid - Current Year		8011	344,544.00	0.00	344,544.00	254,121.00	0.00	254,121.00	-26.2%
Education Protection Account State Aid - Current Year		8012	79,890.00	0.00	79,890.00	90,365.00	0.00	90,365.00	13.1%
Charter Schools General Purpose Entitlement - State Aid		8015	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Aid - Prior Years		8019	(2,314.00)	0.00	(2,314.00)	0.00	0.00	0.00	-100.0%
Tax Relief Subventions Homeowners' Exemptions		8021	100.00	0.00	100.00	100.00	0.00	100.00	0.0%
Timber Yield Tax		8022	5.00	0.00	5.00	5.00	0.00	5.00	0.0%
Other Subventions/in-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	59,000.00	0.00	59,000.00	59,000.00	0.00	59,000.00	0.0%
Unsecured Roll Taxes		8042	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	0.0%
Prior Years' Taxes		8043	40.00	0.00	40.00	40.00	0.00	40.00	0.0%
Supplemental Taxes		8044	200.00	0.00	200.00	200.00	0.00	200.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	660.00	0.00	660.00	660.00	0.00	660.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	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	0.00	0.0%
Receipt from Co. Board of Sup.		8070	0.00	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	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-Revenue Limit (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, Revenue Limit Sources			485,125.00	0.00	485,125.00	407,491.00	0.00	407,491.00	-16.0%
Revenue Limit Transfers									
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Juvenile Court/County Community Schools Transfer	2400-2420	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Day Schools Transfer	2430	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Special Education ADA Transfer	6500	8091		0.00	0.00		0.00	0.00	0.0%
All Other Revenue Limit Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction Transfer		8092	4,639.00	0.00	4,639.00	0.00	0.00	0.00	-100.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	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	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUE LIMIT SOURCES			489,764.00	0.00	489,764.00	407,491.00	0.00	407,491.00	-16.8%
FEDERAL REVENUE									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	101,592.00	101,592.00	0.00	96,512.00	96,512.00	-5.0%
Special Education Discretionary Grants		8182	0.00	37,268.00	37,268.00	0.00	37,818.00	37,818.00	1.5%
Child Nutrition Programs		8220	0.00	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	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	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	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290		0.00	0.00		0.00	0.00	0.0%
NCLB: Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290		0.00	0.00		0.00	0.00	0.0%
NCLB: Title III, Immigrant Education Program	4201	8290		0.00	0.00		0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind	3011-3020, 3026-3205, 4036-4126, 4204, 5510	8290	0.00	6,663.00	6,663.00	0.00	5,898.00	5,898.00	-11.5%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	40,034.00	40,034.00	0.00	26,066.00	26,066.00	-34.9%
TOTAL FEDERAL REVENUE			0.00	185,557.00	185,557.00	0.00	166,294.00	166,294.00	-10.4%
OTHER STATE REVENUE									
Other State Apportionments									
Community Day School Additional Funding	2430	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Current Year									
Prior Years	2430	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Entitlement	6355-6360	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Current Year									
Prior Years	6355-6360	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan	6500	8311	0.00	330,229.00	330,229.00	0.00	310,462.00	310,462.00	-6.0%
Current Year									
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Home-to-School Transportation	7230	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Economic Impact Aid	7090-7091	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Spec. Ed. Transportation	7240	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Class Size Reduction, K-3		8434	0.00	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	0.00	0.0%
Mandated Costs Reimbursements		8550	458.00	0.00	458.00	458.00	0.00	458.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	4,510.00	1,283.00	5,793.00	4,510.00	950.00	5,460.00	-5.7%
Tax Relief Subventions									
Restricted Levies - Other									

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Homeowners' Exemptions		8575	0.00	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	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
School Based Coordination Program	7250	8590		0.00	0.00		0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590		0.00	0.00		0.00	0.00	0.0%
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650-6690	8590		47,644.00	47,644.00		37,500.00	37,500.00	-21.3%
Healthy Start	6240	8590		0.00	0.00		0.00	0.00	0.0%
School Community Violence Prevention Grant	7391	8590		0.00	0.00		0.00	0.00	0.0%
Quality Education Investment Act	7400	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	79,148.00	40,929.00	120,077.00	79,148.00	37,456.00	116,604.00	-2.9%
TOTAL, OTHER STATE REVENUE			84,116.00	420,085.00	504,201.00	84,116.00	386,368.00	470,484.00	-6.7%

Description	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
OTHER LOCAL REVENUE							
Other Local Revenue							
County and District Taxes							
Other Restricted Levies							
Secured Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes							
Parcel Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds							
Not Subject to RL Deduction	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-Revenue Limit Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales							
Sale of Equipment/Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interest	6,100.00	0.00	6,100.00	6,100.00	0.00	6,100.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts							
Adult Education Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Services							
7230, 7240							
Interagency Services	234,944.00	0.00	234,944.00	227,325.00	0.00	227,325.00	-3.2%
Mitigation/Developer Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8681	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8689	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Other Local Revenue			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Plus: Misc Funds Non-Revenue Limit (50%) Adjustment		8691							
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition		8710	0.00	16,771.00	16,771.00	0.00	27,125.00	27,125.00	61.7%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Appointments									
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6500	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6500	8793		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	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Appointments									
From Districts or Charter Schools	All Other	8791	0.00	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	0.00	0.0%
From JPAs	All Other	8793	0.00	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	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			241,044.00	16,771.00	257,815.00	233,425.00	27,125.00	260,550.00	1.1%
TOTAL REVENUES			814,924.00	622,413.00	1,437,337.00	725,032.00	579,787.00	1,304,819.00	-9.2%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	22,176.00	152,907.00	175,083.00	22,279.00	142,698.00	164,977.00	-5.8%
Certificated Pupil Support Salaries		1200	0.00	61,716.00	61,716.00	0.00	58,392.00	58,392.00	-5.4%
Certificated Supervisors' and Administrators' Salaries		1300	18,030.00	47,162.00	65,192.00	18,030.00	47,162.00	65,192.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			40,206.00	261,785.00	301,991.00	40,309.00	248,252.00	288,561.00	-4.4%
CLASSIFIED SALARIES									
Classified Instructional Salaries		2100	8,732.00	116,485.00	125,217.00	8,517.00	98,667.00	107,184.00	-14.4%
Classified Support Salaries		2200	0.00	5,288.00	5,288.00	8,350.00	4,888.00	13,238.00	150.3%
Classified Supervisors' and Administrators' Salaries		2300	100,907.00	0.00	100,907.00	90,812.00	0.00	90,812.00	-10.0%
Clerical, Technical and Office Salaries		2400	113,696.00	0.00	113,696.00	113,140.00	0.00	113,140.00	-0.5%
Other Classified Salaries		2900	0.00	6,080.00	6,080.00	0.00	6,144.00	6,144.00	1.1%
TOTAL, CLASSIFIED SALARIES			223,335.00	127,853.00	351,188.00	220,819.00	109,699.00	330,518.00	-5.9%
EMPLOYEE BENEFITS									
STRS		3101-3102	3,580.00	21,723.00	25,303.00	1,838.00	20,481.00	22,319.00	-11.8%
PERS		3201-3202	39,556.00	8,182.00	47,738.00	42,721.00	9,353.00	52,074.00	9.1%
OASDI/Medicare/Alternative		3301-3302	17,170.00	14,460.00	31,630.00	18,554.00	11,568.00	30,122.00	-4.8%
Health and Welfare Benefits		3401-3402	87,327.00	69,250.00	156,577.00	85,329.00	69,893.00	155,222.00	-0.9%
Unemployment Insurance		3501-3502	2,955.00	4,465.00	7,420.00	1,145.00	378.00	1,523.00	-79.5%
Workers' Compensation		3601-3602	7,535.00	11,537.00	19,072.00	8,126.00	11,029.00	19,155.00	0.4%
OPEB, Allocated		3701-3702	14,772.00	0.00	14,772.00	27,730.00	0.00	27,730.00	87.7%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction		3801-3802	2,983.00	1,656.00	4,639.00	0.00	0.00	0.00	-100.0%
Other Employee Benefits		3901-3902	12,958.00	0.00	12,958.00	0.00	0.00	0.00	-100.0%
TOTAL, EMPLOYEE BENEFITS			188,836.00	131,273.00	320,109.00	185,443.00	122,702.00	308,145.00	-3.7%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	300.00	5,762.00	6,062.00	300.00	6,313.00	6,613.00	9.1%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Materials and Supplies		4300	14,750.00	10,751.00	25,501.00	14,750.00	14,025.00	28,775.00	12.8%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL BOOKS AND SUPPLIES			15,050.00	16,513.00	31,563.00	15,050.00	20,338.00	35,388.00	12.1%
SERVICES AND OTHER OPERATING EXPENDITURES									
Subagreements for Services		5100	0.00	50,000.00	50,000.00	0.00	33,544.00	33,544.00	-32.9%
Travel and Conferences		5200	6,200.00	16,005.00	22,205.00	6,200.00	17,785.00	23,985.00	8.0%
Dues and Memberships		5300	16,870.00	600.00	17,470.00	16,870.00	600.00	17,470.00	0.0%
Insurance		5400 - 5450	5,000.00	5,200.00	10,200.00	5,000.00	5,200.00	10,200.00	0.0%
Operations and Housekeeping Services		5500	4,000.00	4,000.00	8,000.00	4,000.00	4,000.00	8,000.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	2,100.00	600.00	2,700.00	2,100.00	600.00	2,700.00	0.0%
Transfers of Direct Costs		5710	0.00	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	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	158,557.00	93,770.00	252,327.00	161,557.00	76,551.00	238,108.00	-5.6%
Communications		5900	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
TOTAL SERVICES AND OTHER OPERATING EXPENDITURES			194,727.00	170,175.00	364,902.00	197,727.00	138,280.00	336,007.00	-7.9%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
CAPITAL OUTLAY									
Land		6100	0.00	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	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	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	0.00	0.0%
Equipment		6400	0.00	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	0.00	0.0%
TOTAL CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)									
Tuition									
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	137,325.00	0.00	137,325.00	143,407.00	0.00	143,407.00	4.4%
State Special Schools		7130	0.00	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	165,934.00	0.00	165,934.00	213,187.00	0.00	213,187.00	28.5%
Payments to County Offices		7142	0.00	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	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	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	0.00	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		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	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		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	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
All Other Transfers Out to All Others		7299	0.00	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	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			303,259.00	0.00	303,259.00	356,594.00	0.00	356,594.00	17.6%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									
Transfers of Indirect Costs		7310	(6,925.00)	6,925.00	0.00	(25,452.00)	25,452.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(6,925.00)	6,925.00	0.00	(25,452.00)	25,452.00	0.00	0.0%
TOTAL EXPENDITURES			958,488.00	714,524.00	1,673,012.00	990,490.00	664,723.00	1,655,213.00	-1.1%

Description	2012-13 Estimated Actuals		2013-14 Budget			% Diff Column C & F			
	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)		Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	63,176.00	0.00	63,176.00	0.00	0.00	0.00	-100.0%
(a) TOTAL INTERFUND TRANSFERS IN			63,176.00	0.00	63,176.00	0.00	0.00	0.00	-100.0%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	0.00	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	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7615	0.00	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	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	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	0.00	0.0%
OTHER SOURCES/USES									
SOURCES									
State Appropriations		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Emergency Appropriations									
Proceeds									
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	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	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	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	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	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	0.00	0.0%
All Other Financing Sources		8979	0.00	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	0.00	0.0%
USES									

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	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	0.00	0.0%
(d) TOTAL USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS									
Contributions from Unrestricted Revenues		8980	(78,827.00)	78,827.00	0.00	(84,936.00)	84,936.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL CONTRIBUTIONS			(78,827.00)	78,827.00	0.00	(84,936.00)	84,936.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(15,651.00)	78,827.00	63,176.00	(84,936.00)	84,936.00	0.00	-100.0%

Description	Function Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) Revenue Limit Sources		8010-8099	489,764.00	0.00	489,764.00	407,491.00	0.00	407,491.00	-22.6%
2) Federal Revenue		8100-8299	0.00	185,557.00	185,557.00	0.00	166,294.00	166,294.00	-10.4%
3) Other State Revenue		8300-8599	84,116.00	420,085.00	504,201.00	84,116.00	386,368.00	470,484.00	-6.7%
4) Other Local Revenue		8600-8799	241,044.00	16,771.00	257,815.00	233,425.00	27,125.00	260,550.00	1.1%
5) TOTAL REVENUES			814,924.00	622,413.00	1,437,337.00	725,032.00	579,787.00	1,304,819.00	-10.5%
B. EXPENDITURES (Objects 1000-7999)									
1) Instruction	1000-1999		70,464.00	469,351.00	539,815.00	58,826.00	416,497.00	475,323.00	-11.9%
2) Instruction - Related Services	2000-2999		8,157.00	95,116.00	103,273.00	8,465.00	94,560.00	103,025.00	-0.2%
3) Pupil Services	3000-3999		23,437.00	94,449.00	117,886.00	36,646.00	91,233.00	127,879.00	8.5%
4) Ancillary Services	4000-4999		0.00	23,133.00	23,133.00	0.00	11,961.00	11,961.00	-48.3%
5) Community Services	5000-5999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) General Administration	7000-7999		540,571.00	6,925.00	547,496.00	507,013.00	25,452.00	532,465.00	-2.7%
8) Plant Services	8000-8999		12,600.00	25,550.00	38,150.00	22,946.00	25,020.00	47,966.00	25.7%
9) Other Outgo	9000-9999	Except 7600-7699	303,259.00	0.00	303,259.00	356,594.00	0.00	356,594.00	17.6%
10) TOTAL EXPENDITURES			958,488.00	714,524.00	1,673,012.00	990,490.00	664,723.00	1,655,213.00	-1.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)									
			(143,564.00)	(92,111.00)	(235,675.00)	(265,458.00)	(84,936.00)	(350,394.00)	48.7%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	63,176.00	0.00	63,176.00	0.00	0.00	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	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	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(78,827.00)	78,827.00	0.00	(84,936.00)	84,936.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(15,651.00)	78,827.00	63,176.00	(84,936.00)	84,936.00	0.00	-100.0%

Description	Function Codes	Object Codes	2012-13 Estimated Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(159,215.00)	(13,284.00)	(172,499.00)	(350,394.00)	0.00	(350,394.00)	103.1%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance		9791	1,912,645.08	13,284.00	1,925,929.08	1,753,430.08	0.00	1,753,430.08	-9.0%
a) As of July 1 - Unaudited		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Audit Adjustments									
c) As of July 1 - Audited (F1a + F1b)			1,912,645.08	13,284.00	1,925,929.08	1,753,430.08	0.00	1,753,430.08	-9.0%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,912,645.08	13,284.00	1,925,929.08	1,753,430.08	0.00	1,753,430.08	-9.0%
2) Ending Balance, June 30 (E + F1e)			1,753,430.08	0.00	1,753,430.08	1,403,036.08	0.00	1,403,036.08	-20.0%
Components of Ending Fund Balance									
a) Nonspendable		9711	500.00	0.00	500.00	500.00	0.00	500.00	0.0%
Revolving Cash		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stores		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Expenditures		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9740	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted									
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments (by Resource/Object)		9780	44,458.00	0.00	44,458.00	65,000.00	0.00	65,000.00	46.2%
e) Unassigned/unappropriated									
Reserve for Economic Uncertainties		9789	163,000.00	0.00	163,000.00	163,000.00	0.00	163,000.00	0.0%
Unassigned/Unappropriated Amount		9790	1,545,472.08	0.00	1,545,472.08	1,174,536.08	0.00	1,174,536.08	-24.0%

Resource	Description	2012-13 Estimated Actuals	2013-14 Budget
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Total, Restricted Balance		0.00	0.00
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Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	421,176.00	0.00	-100.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			421,176.00	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	358,000.00	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			358,000.00	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)					
			63,176.00	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	63,176.00	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(63,176.00)	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00	0.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
TOTAL ASSETS			0.00		
LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
TOTAL LIABILITIES			0.00		
I. FUND EQUITY					
Ending Fund Balance, June 30 (G9 - H6)					
			0.00		

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
FEDERAL REVENUE					
Forest Reserve Funds		8260	63,176.00	0.00	-100.0%
Pass-Through Revenues from Federal Sources		8287	358,000.00	0.00	-100.0%
TOTAL, FEDERAL REVENUE			421,176.00	0.00	-100.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	0.0%
TOTAL, REVENUES			421,176.00	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	358,000.00	0.00	-100.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			358,000.00	0.00	-100.0%
TOTAL, EXPENDITURES			358,000.00	0.00	-100.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	63,176.00	0.00	-100.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			63,176.00	0.00	-100.0%

Description	Function Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	421,176.00	0.00	-100.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			421,176.00	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	358,000.00	0.00	-100.0%
10) TOTAL, EXPENDITURES			358,000.00	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			63,176.00	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	63,176.00	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(63,176.00)	0.00	-100.0%

Description	Function Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00	0.0%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2012-13 Estimated Actuals	2013-14 Budget
Total, Restricted Balance		0.00	0.00



2013-14 July 1 Budget (Single Adoption)
AVERAGE DAILY ATTENDANCE

Sierra County Office of Education
Sierra County

46 10462 0000000
Form A

Description	2012-13 Estimated Actuals		2013-14 Budget	
	Annual ADA	Revenue Limit ADA	Estimated Annual ADA	Estimated Revenue Limit ADA
ELEMENTARY				
1. County School Tuition Fund	10.44	10.44	10.00	10.00
2. Juvenile Halls, Homes, and Camps				
3. County Group Home and Institution Pupils				
4. Community School Pupils				
a. Probation (EC 1981[c][1][2])				
b. Pupils expelled (EC 1981[c][3])				
c. Homeless (EC 1981[d])				
5. Opportunity Schools and Full-Day Opportunity Classes	1.87	1.78	0.90	0.90
6. Cal-SAFE County Classroom*				
7. Community Day Schools				
8. TOTAL, ELEMENTARY	12.31	12.22	10.90	10.90
HIGH SCHOOL				
9. County School Tuition Fund	5.60	5.60	6.30	6.30
10. Juvenile Halls, Homes, and Camps				
11. County Group Home and Institution Pupils				
12. Community School Pupils				
a. Probation (EC 1981[c][1][2])				
b. Pupils expelled (EC 1981[c][3])				
c. Homeless (EC 1981[d])				
13. Opportunity Schools and Full-Day Opportunity Classes	0.00	0.00	0.90	0.90
14. Cal-SAFE County Classroom*				
Specialized Secondary Schools				
16. Technical, Agricultural, and Conservation Schools				
17. Regional Occupational Centers and Programs*				
18. Adults in Correctional Facilities				
19. Handicapped Adults				
20. Adults*				
21. Community Day Schools				
22. TOTAL, HIGH SCHOOL	5.60	5.60	7.20	7.20
COUNTY SUPPLEMENT				
23. County Community Schools (EC 1982[a])				
a. Elementary				
b. High School				
24. Special Education				
a. Special Day Class - Elementary	0.55	0.55	0.00	0.00
b. Special Day Class - High School				
c. Nonpublic, Nonsectarian Schools - Elementary				
d. Nonpublic, Nonsectarian Schools - High School				
e. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions - Elementary				
f. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions - High School				
25. TOTAL, ADA FROM SCHOOL DISTRICTS	0.55	0.55	0.00	0.00
26. DIRECT SERVICES	364.11	382.81	354.90	364.11
27. OTHER PURPOSE	397.12	397.12	387.77	387.77

Description	2012-13 Estimated Actuals		2013-14 Budget	
	Annual ADA	Revenue Limit ADA	Estimated Annual ADA	Estimated Revenue Limit ADA
COMMUNITY DAY SCHOOLS (5th-8th Hours)				
28. Elementary				
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only				
b. 7th & 8th Hour Pupil Hours (Hours)*				
29. High School				
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only				
b. 7th & 8th Hour Pupil Hours (Hours)*				
CHARTER SCHOOLS AUTHORIZED BY COUNTY BOARD OF EDUCATION				
30. County Operated Charter Schools - Revenue Limit				
a. Kindergarten through Grade Three				
b. Grades Four through Six				
c. Grades Seven through Eight				
d. Grades Nine through Twelve				
e. Community Day Schools				
31. County Operated Charter Schools - Block Grant				
a. Kindergarten through Grade Three				
b. Grades Four through Six				
c. Grades Seven through Eight				
d. Grades Nine through Twelve				
e. Community Day Schools				
32. Other Charter Schools Authorized by County Board of Education				
a. Kindergarten through Grade Three				
b. Grades Four through Six				
c. Grades Seven through Eight				
d. Grades Nine through Twelve				
e. Community Day Schools				
33. TOTAL CHARTER SCHOOLS ADA	0.00	0.00	0.00	0.00
CHARTER SCHOOLS - COMMUNITY DAY SCHOOLS (5th-8th Hours)				
34. Elementary				
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only				
b. 7th & 8th Hour Pupil Hours (Hours)*				
35. High School				
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only				
b. 7th & 8th Hour Pupil Hours (Hours)*				
SUPPLEMENTAL INSTRUCTION HOURS (Community Schools Only)				
36. Elementary				
a. Core Instruction*				
b. Remedial Instruction*				
37. High School				
a. Core Instruction*				
b. Remedial Instruction*				

*ADA is no longer collected as a result of flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011), currently in effect from 2008-09 through 2014-15.

ANNUAL BUDGET REPORT:

July 1, 2013 Single Budget Adoption

This budget was developed using the state-adopted Criteria and Standards. It was filed and adopted subsequent to a public hearing by the County Board of Education. (Pursuant to Education Code sections 1620, 1622, and 33129)

Public Hearing: _____ Adoption Date: June 19, 2013

Place: Downieville, Ca Signed: _____
Date: June 19, 2013 Clerk/Secretary of the County Board
Time: 6 p.m. (Original signature required)

Contact person for additional information on the budget reports:

Name: Rose Asquith
Title: Business Manager
Telephone: 530-994-1044
E-mail: rasquith@spjUSD.org

To update our mailing database, please complete the following:

Superintendent's Name: Stanford J. Hardeman
Chief Business Official's Name: Rose Asquith
CBO's Title: Business Manager
CBO's Telephone: 530-994-1044

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review (Form 01CS). Criteria and standards that are "Not Met" and supplemental information and additional fiscal indicators that are "Yes" may indicate areas of potential concern for fiscal solvency purposes and should be carefully reviewed.

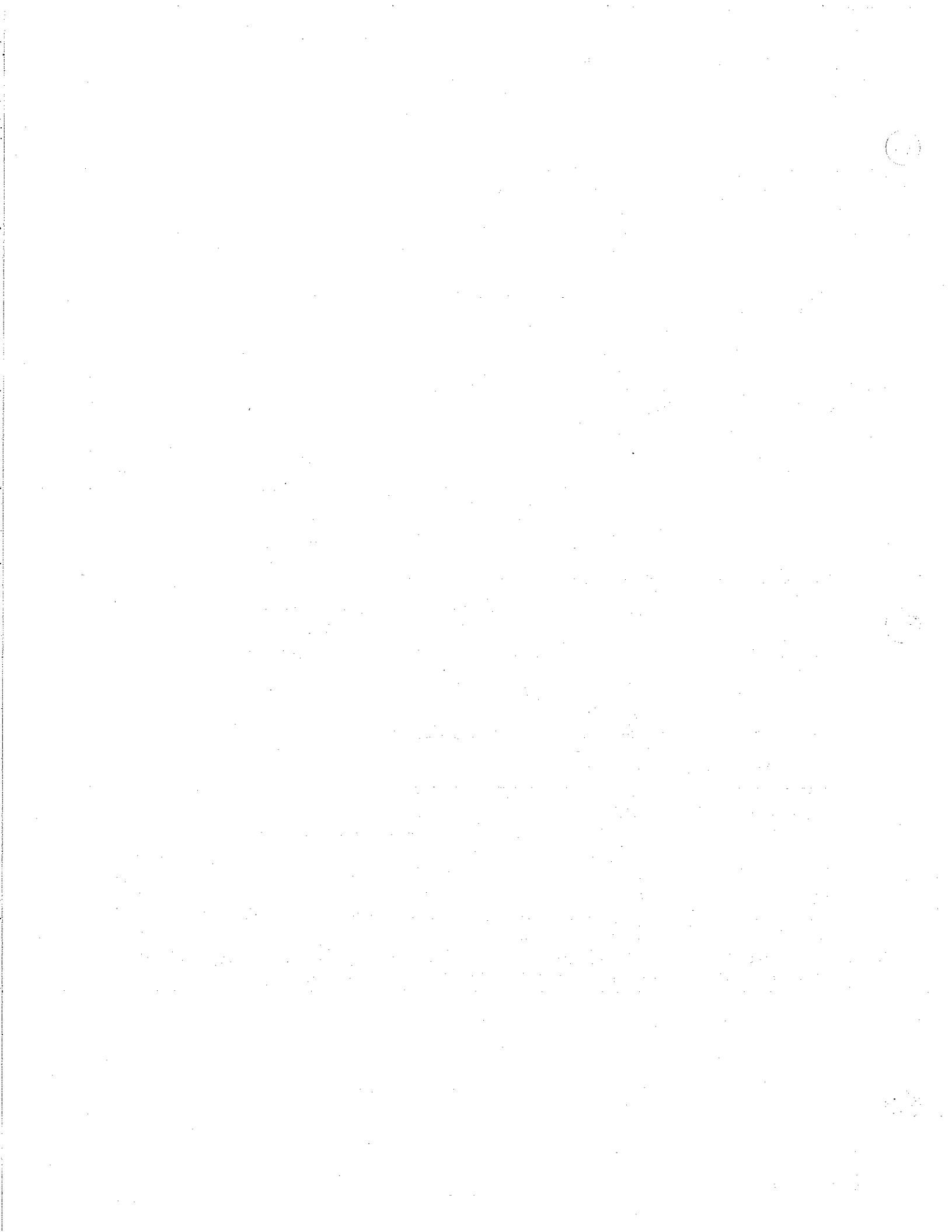
CRITERIA AND STANDARDS			Met	Not Met
1a	Average Daily Attendance (ADA) - Countywide	Projected countywide other purpose ADA has not been overestimated by more than the standard for the first prior fiscal year, or two or more of the previous three fiscal years.		X
1b	ADA - County Operated Programs	Projected ADA for county operated programs has not exceeded the standard for the budget and two subsequent fiscal years.	X	
2	Revenue Limit	Projected change in revenue limit is within the standard for the budget and two subsequent fiscal years.		X

CRITERIA AND STANDARDS (continued)			Met	Not Met
3	Salaries and Benefits	Projected total salaries and benefits are within the standard for the budget and two subsequent fiscal years.	X	
4a	Other Revenues	Projected operating revenues (e.g., federal, other state, and other local) are within the standard for the budget and two subsequent fiscal years.	X	
4b	Other Expenditures	Projected expenditures (e.g., books and supplies, and services and other operating) are within the standard for the budget and two subsequent fiscal years.	X	
5a	Deferred Maintenance	SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011), eliminates the local match requirement for Deferred Maintenance from 2008-09 through 2014-15. Therefore, this item has been inactivated for that period.		
5b	Ongoing and Major Maintenance Account	If applicable, required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account) is included in the budget.	n/a	
6	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard for two or more of the last three fiscal years.	X	
7	Fund Balance	Unrestricted county school service fund beginning balance has not been overestimated by more than the standard for two or more of the last three fiscal years.	X	
8	Reserves	Projected available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the budget and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Are there known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Exps.	Are there ongoing county school service fund expenditures in excess of one percent of the total county school service fund expenditures that are funded with one-time resources?	X	
S3	Using Ongoing Revenues to Fund One-time Exps.	Are there large non-recurring county school service fund expenditures that are funded with ongoing county school service fund revenues?	X	
S4	Contingent Revenues	Are any projected revenues for the budget 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 by more than the standard for the budget or two subsequent fiscal years?		X

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the county office have long-term (multiyear) commitments or debt agreements?		X
		<ul style="list-style-type: none"> If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2012-13) annual payment? 	X	
S7a	Postemployment Benefits Other than Pensions	Does the county office provide postemployment benefits other than pensions (OPEB)?		X
		<ul style="list-style-type: none"> If yes, are they lifetime benefits? 	X	
		<ul style="list-style-type: none"> If yes, do benefits continue beyond age 65? 	X	
		<ul style="list-style-type: none"> If yes, are benefits funded by pay-as-you-go? 		X
S7b	Other Self-insurance Benefits	Does the county office provide other self-insurance benefits (e.g., workers' compensation)?		X
S8	Status of Labor Agreements	Are salary and benefit negotiations still open for:		
		<ul style="list-style-type: none"> Certificated? (Section S8A, Line 1) 		X
		<ul style="list-style-type: none"> Classified? (Section S8B, Line 1) 		X
		<ul style="list-style-type: none"> Management/supervisor/confidential? (Section S8C, Line 1) 		X

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the county office will end the budget 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	Declining ADA	Is other purpose ADA decreasing in both the prior fiscal year and budget year?		X
A4	New Charter Schools Impacting County Office ADA	Are any new charter schools operating in county boundaries that are impacting the county office's ADA, either in the prior fiscal year or budget year?	X	
A5	Salary Increases Exceed COLA	Has the county office entered into a bargaining agreement where any of the budget 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	



ANNUAL CERTIFICATION REGARDING SELF-INSURED WORKERS' COMPENSATION CLAIMS

Pursuant to EC Section 42141, if a county office of education is self-insured for workers' compensation claims, the county superintendent of schools annually shall provide information to the governing board of the county board of education regarding the estimated accrued but unfunded cost of those claims. The county board of education annually shall certify to the Superintendent of Public Instruction the amount of money, if any, that has been reserved in the budget of the county office of education for the cost of those claims.

To the Superintendent of Public Instruction:

() Our county office of education is self-insured for workers' compensation claims as defined in Education Code Section 42141(a):

Total liabilities actuarially determined:	\$	_____
Less: Amount of total liabilities reserved in budget:	\$	_____
Estimated accrued but unfunded liabilities:	\$	_____ 0.00

() This county office of education is self-insured for workers' compensation claims through a JPA, and offers the following information:

Northeastern JPA

() This county office of education is not self-insured for workers' compensation claims.

Signed _____
Clerk/Secretary of the Governing Board
(Original signature required)

Date of Meeting: Jun 19, 2013

For additional information on this certification, please contact:

Name: Rose Asquith

Title: Business Manager

Telephone: 530-944-1044 x 22

E-mail: rasquith@spjUSD.org



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) 79,395.00
- 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) 879,121.00

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) 9.03%

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. 0.00
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. 12,958.00

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)	124,021.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	28,424.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	9,000.00
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)	3,444.95
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)	12,958.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	151,931.95
9. Carry-Forward Adjustment (Part IV, Line F)	14,337.24
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	166,269.19

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	489,815.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	103,273.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	117,886.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	23,133.00
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)	95,609.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	273,010.00
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)	17,432.00
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)	34,705.05
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)	12,958.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	1,167,821.05

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)

13.01%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2014-15 see www.cde.ca.gov/fg/ac/lc/)

(Line A10 divided by Line B18)

14.24%

Part IV - Carry-forward Adjustment

A 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>151,931.95</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>(1,193.21)</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (11.68%) times Part III, Line B18); zero if negative	<u>14,337.24</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (11.68%) times Part III, Line B18) or (the highest rate used to recover costs from any program (11.58%) times Part III, Line B18); zero if positive	<u>0.00</u>
Preliminary carry-forward adjustment (Line C1 or C2)	<u>14,337.24</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>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>14,337.24</u>

Approved indirect cost rate: 11.68%
Highest rate used in any program: 11.58%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	6500	293,667.00	1,387.00	0.47%
01	6520	18,692.00	1,308.00	7.00%
01	6535	4,578.00	530.00	11.58%
01	6680	43,944.00	3,700.00	8.42%

July 1 Budget (Single Adoption)
2012-13 Estimated Actuals
LOTTERY REPORT
Revenues, Expenditures and
Ending Balances - All Funds

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	15,817.00		1,529.00	17,346.00
2. State Lottery Revenue	8560	4,510.00		1,283.00	5,793.00
3. Other Local Revenue	8600-8799	100.00		0.00	100.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		20,427.00	0.00	2,812.00	23,239.00
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	0.00			0.00
2. Classified Salaries	2000-2999	0.00			0.00
3. Employee Benefits	3000-3999	0.00			0.00
4. Books and Supplies	4000-4999	5,050.00		2,812.00	7,862.00
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	1,500.00			1,500.00
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800				
Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		6,550.00	0.00	2,812.00	9,362.00
C. ENDING BALANCE					
(Must equal Line A6 minus Line B12)	979Z	13,877.00	0.00	0.00	13,877.00
D. COMMENTS:					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Description	Object Codes	2013-14 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2014-15 Projection (C)	% Change (Cols. E-C/C) (D)	2015-16 Projection (E)
Revenue Limit Other Purpose ADA (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted from Form A, Line 27)		387.77	-2.78%	377.00	0.00%	377.00
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. Revenue Limit Sources	8010-8099	407,491.00	-3.63%	392,697.00	-4.10%	376,614.00
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	84,116.00	-0.73%	83,500.00	0.00%	83,500.00
4. Other Local Revenues	8600-8799	233,425.00	-3.42%	225,438.00	0.00%	225,438.00
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	(84,936.00)	3.27%	(87,712.00)	-4.29%	(91,471.00)
6. Total (Sum lines A1 thru A5)		640,096.00	-4.09%	613,923.00	-3.23%	594,081.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				40,309.00		40,859.00
b. Step & Column Adjustment				550.00		550.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	40,309.00	1.36%	40,859.00	1.35%	41,409.00
2. Classified Salaries						
a. Base Salaries				220,819.00		221,104.00
b. Step & Column Adjustment				285.00		447.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	220,819.00	0.13%	221,104.00	0.20%	221,551.00
3. Employee Benefits	3000-3999	185,443.00	-0.24%	185,000.00	0.00%	185,000.00
4. Books and Supplies	4000-4999	15,050.00	-0.33%	15,000.00	0.00%	15,000.00
5. Services and Other Operating Expenditures	5000-5999	197,727.00	0.14%	198,000.00	0.00%	198,000.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	356,594.00	0.39%	358,000.00	0.56%	360,000.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(25,452.00)	0.00%	(25,452.00)	0.00%	(25,452.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		990,490.00	0.20%	992,511.00	0.30%	995,508.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		(350,394.00)		(378,588.00)		(401,427.00)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)		1,753,430.08		1,403,036.08		1,024,448.08
2. Ending Fund Balance (Sum lines C and D1)		1,403,036.08		1,024,448.08		623,021.08
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	500.00		500.00		500.00
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	65,000.00		86,960.00		114,690.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	163,000.00		165,100.00		165,900.00
2. Unassigned/Unappropriated	9790	1,174,536.08		771,888.08		341,931.08
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		1,403,036.08		1,024,448.08		623,021.08

Description	Object Codes	2013-14 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2014-15 Projection (C)	% Change (Cols. E-C/C) (D)	2013-16 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	163,000.00		165,100.00		165,900.00
c. Unassigned/Unappropriated	9790	1,174,536.08		771,888.08		341,931.08
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
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)						
		1,337,536.08		936,988.08		507,831.08
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	2013-14 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2014-15 Projection (C)	% Change (Cols. E-C/C) (D)	2015-16 Projection (E)
Revenue Limit Other Purpose ADA (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted from Form A, Line 27)						
(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. Revenue Limit Sources	8010-8099	0.00	0.00%	0.00	0.00%	0.00
2. Federal Revenues	8100-8299	166,294.00	-6.79%	155,000.00	0.00%	155,000.00
3. Other State Revenues	8300-8599	386,368.00	-5.66%	364,500.00	-8.09%	335,000.00
4. Other Local Revenues	8600-8799	27,125.00	90.60%	51,701.00	59.96%	82,699.00
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	84,936.00	3.27%	87,712.00	4.29%	91,471.00
6. Total (Sum lines A1 thru A5)		664,723.00	-0.87%	658,913.00	0.80%	664,170.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				248,252.00		250,691.00
b. Step & Column Adjustment				2,439.00		2,504.00
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	248,252.00	0.98%	250,691.00	1.00%	253,195.00
2. Classified Salaries						
a. Base Salaries				109,699.00		110,980.00
b. Step & Column Adjustment				1,281.00		1,938.00
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	109,699.00	1.17%	110,980.00	1.75%	112,918.00
3. Employee Benefits	3000-3999	122,702.00	0.29%	123,062.00	1.15%	124,475.00
4. Books and Supplies	4000-4999	20,338.00	0.03%	20,345.00	-0.98%	20,145.00
5. Services and Other Operating Expenditures	5000-5999	138,280.00	-7.16%	128,383.00	-0.31%	127,985.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	25,452.00	0.00%	25,452.00	0.00%	25,452.00
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)		664,723.00	-0.87%	658,913.00	0.80%	664,170.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)						
		0.00		0.00		0.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)						
		0.00		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						
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		0.00		0.00		0.00
(Line D3f must agree with line D2)						

Description	Object Codes	2013-14 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2014-15 Projection (C)	% Change (Cols. E-C/C) (D)	2015-16 Projection (E)
E. AVAILABLE RESERVES						
1. County School Service Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
d. Allowable Reserves - JUV/CCS/ROP (Form 01CS, Criterion 8, lines 8C8 and 8C9)		0.00		0.00		0.00
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
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)		0.00		0.00		0.00

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	2013-14 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2014-15 Projection (C)	% Change (Cols. E-C/C) (D)	2015-16 Projection (E)
Revenue Limit Other Purpose ADA (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted from Form A, Line 27)		387.77	-2.78%	377.00	0.00%	377.00
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. Revenue Limit Sources	8010-8099	407,491.00	-3.63%	392,697.00	-4.10%	376,614.00
2. Federal Revenues	8100-8299	166,294.00	-6.79%	155,000.00	0.00%	155,000.00
3. Other State Revenues	8300-8599	470,484.00	-4.78%	448,000.00	-6.58%	418,500.00
4. Other Local Revenues	8600-8799	260,550.00	6.37%	277,139.00	11.19%	308,137.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5)		1,304,819.00	-2.45%	1,272,836.00	-1.15%	1,258,251.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				288,561.00		291,550.00
b. Step & Column Adjustment				2,989.00		3,054.00
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	288,561.00	1.04%	291,550.00	1.05%	294,604.00
2. Classified Salaries						
a. Base Salaries				330,518.00		332,084.00
b. Step & Column Adjustment				1,566.00		2,385.00
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	330,518.00	0.47%	332,084.00	0.72%	334,469.00
3. Employee Benefits	3000-3999	308,145.00	-0.03%	308,062.00	0.46%	309,475.00
4. Books and Supplies	4000-4999	35,388.00	-0.12%	35,345.00	-0.57%	35,145.00
5. Services and Other Operating Expenditures	5000-5999	336,007.00	-2.86%	326,383.00	-0.12%	325,985.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	356,594.00	0.39%	358,000.00	0.56%	360,000.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		1,655,213.00	-0.23%	1,651,424.00	0.50%	1,659,678.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		(350,394.00)		(378,588.00)		(401,427.00)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)		1,753,430.08		1,403,036.08		1,024,448.08
2. Ending Fund Balance (Sum lines C and D1)		1,403,036.08		1,024,448.08		623,021.08
3. Components of Ending Fund Balance						
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	0.00		0.00		0.00
d. Assigned	9780	65,000.00		86,960.00		114,690.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	163,000.00		165,100.00		165,900.00
2. Unassigned/Unappropriated	9790	1,174,536.08		771,888.08		341,931.08
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		1,403,036.08		1,024,448.08		623,021.08

Description	Object Codes	2013-14 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2014-15 Projection (C)	% Change (Cols. E-C/C) (D)	2015-16 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	163,000.00		165,100.00		165,900.00
c. Unassigned/Unappropriated	9790	1,174,536.08		771,888.08		341,931.08
d. Allowable Reserves - R/JV/CCS/ROP (Form 01CS, Criterion 8, lines 8C8 and 8C9)		0.00		0.00		0.00
e. Negative Restricted Ending Balances (Negative resources 2000-9999) (Enter projections)	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 E1a thru E2c)		1,337,536.08		936,988.08		507,831.08
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		80.81%		56.74%		30.60%
F. RECOMMENDED RESERVES						
1. Special Education Pass-through Exclusions						
For counties that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	Yes					
b. If you are the SELPA AU and are excluding special education pass-through funds: 1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds (Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)						
		0.00		0.00		0.00
2. County Office's Total Expenditures and Other Financing Uses Used to determine the reserve standard percentage level on line F3d (Line B11, plus line F1b2 if line F1a is No)						
		1,655,213.00		1,651,424.00		1,659,678.00
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		1,655,213.00		1,651,424.00		1,659,678.00
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		1,655,213.00		1,651,424.00		1,659,678.00
d. Reserve Standard Percentage Level (Refer to Form 01CS, Criterion 8 for calculation details)		5%		5%		5%
e. Reserve Standard - By Percent (Line F3c times F3d)		82,760.65		82,571.20		82,983.90
f. Reserve Standard - By Amount (Refer to Form 01CS, Criterion 8 for calculation details)		63,000.00		63,000.00		63,000.00
g. Reserve Standard (Greater of Line F3e or F3f)		82,760.65		82,571.20		82,983.90
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

Section I - Expenditures	Funds 01, 09, and 62			2012-13 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	1,673,012.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3355 and 3385)	All	All	1000-7999	264,384.00
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 except 3801-3802	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	0.00
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 except 3801-3802	65,640.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	16,771.00
9. PERS Reduction	All	All	3801-3802	4,639.00
10. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C9, D1, or D2.			
11. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C10)				87,050.00
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures before adjustments (Line A minus lines B and C11, plus lines D1 and D2)				1,321,578.00
F. Charter school expenditure adjustments (From Section V)				0.00
G. Total expenditures subject to MOE (Line E plus Line F)				1,321,578.00

Section II - Expenditures Per ADA		2012-13 Annual ADA/ Exps. Per ADA	
A. Average Daily Attendance (Form A, Annual ADA column, lines 8, 22, 25, and 33, minus lines 18 and 19)		18.46	
B. Supplemental Instructional Hours converted to ADA (Form A, Annual ADA column, lines 36a & b and 37a & b - Currently not collected due to flexibility provisions of SBX3 4, as amended by SB 70)			
C. Total ADA before adjustments (Lines A plus B)		18.46	
D. Charter school ADA adjustments (From Section V)		0.00	
E. Adjusted total ADA (Lines C plus D)		18.46	
F. Expenditures per ADA (Line I.G divided by Line II.E)		71,591.44	
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)		1,157,712.59	66,079.49
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section VI)		0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)		1,157,712.59	66,079.49
B. Required effort (Line A.2 times 90%)		1,041,941.33	59,471.54
C. Current year expenditures (Line I.G and Line II.F)		1,321,578.00	71,591.44
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)		0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)		MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under NCLB covered programs in FY 2014-15 may be reduced by the lower of the two percentages)		0.00%	0.00%

Section IV - Education Jobs Fund Expenditures to Meet MOE Requirement (If both amounts in Line D of Section III are positive)

Education Jobs Fund Expenditures (Resource 3205)	Funds 01, 09, and 62			2012-13 Expenditures
	Goals	Functions	Objects	
A. Expenditures available to apply to deficiency:				
1. All Resource 3205 Expenditures	All	All	1000-7999	0.00
2. Less state and local expenditures not allowed for MOE:				
a. Community Services	All	5000-5999	1000-7999 except 3801-3802	0.00
b. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	0.00
c. Debt Service	All	9100	5400-5450, 5800, 7430- 7439	0.00
d. Other Transfers Out	All	9200	7200-7299	0.00
e. Interfund Transfers Out	All	9300	7600-7629	0.00
f. All Other Financing Uses	All	9100 9200	7699 7651	0.00
g. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999 except 3801-3802	0.00
h. PERS Reduction	All	All	3801-3802	0.00
i. Supplemental expenditures made as a result of a Presidentially declared disaster.	Manually entered. Must not include expenditures previously included.			
j. Total state and local expenditures not allowed for MOE calculation (Sum lines A2a through A2i)				0.00
3. Plus additional MOE expenditures:	Manually entered. Must not include expenditures previously included.			
a. Expenditures to cover deficits for student body activities				
4. Total Education Jobs Fund expenditures available to apply to deficiency (Line IV.A1 minus Line IV.A2j plus Line IV.A3a)				0.00

Section IV - Education Jobs Fund Expenditures to Meet MOE Requirement (If both amounts in Line D of Section III are positive) (continued)

Aggregate Expenditures/Per ADA Expenditures	Total	Per ADA
B. MOE deficiency amount if MOE not met Col 1 (Line III.D) and Col 2 (Line III.D x Line II.E)	0.00	0.00
C. Education Jobs Fund expenditures applied (Using lowest amount needed) (Lowest amount in Line IV.B, up to amount available in Line IV.A4)	0.00	0.00
D. Total expenditures, with adjustments, Col 1 (Line I.G plus Line IV.C)	1,321,578.00	
E. Total expenditures per ADA, with adjustments, Col 2 (Col 1 Line IV.D divided by Line II.E)		71,591.44
F. Adjusted MOE expenditures deficiency amount, Col 1 (Line IV.B minus Line IV.C)	0.00	
G. Adjusted MOE per pupil expenditure deficiency amount, Col 2 (Line III.B minus IV.E) (If negative, then zero)		0.00
H. MOE determination with Education Jobs Fund expenditure adjustment. (If both amounts in lines F and G are positive, MOE not met. If either column in Line IV.F or IV.G equals zero, MOE requirement has been met)	MOE Met	
I. MOE adjusted deficiency percentage, if MOE not met; otherwise zero. Col 1 (Line IV.F divided by Line III.B) and Col 2 (Line IV.G divided by Line III.B) (Funding under NCLB covered programs in FY 2014-15 may be reduced by the lower of the two percentages)	0.00%	0.00%

SECTION V - Detail of Charter School Adjustments (used in Section I, Line F and Section II, Line D)

Charter School Name/Reason for Adjustment	Expenditure Adjustment	ADA Adjustment
Total charter school adjustments	0.00	0.00

SECTION VI - 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

17

18

19

Description	Principal Appt. Software Data ID	2012-13 Estimated Actuals	2013-14 Budget
REVENUE LIMIT SUBJECT TO DEFICIT			
1. Juvenile Court Schools and County Community Schools (This amount should be included in resources 2400, 2410 & 2420, Object 8091)	3217		
2. Homeless Children	3220		
3. Opportunity Schools	3231	339,336.00	229,764.00
4. Vocational Technical Schools	3236		
5. Adults in Correctional Facilities (Contra Costa, Marin, and Riverside Counties)	3242		
6. Total Special Schools and Classes (Sum Lines 1 through 5)	3244	339,336.00	229,764.00
7. Direct Services	3006	29,400.00	28,384.00
8. Other County School Service Fund Operations	3010	65,177.00	64,638.00
9. Minimum Teacher Salary Adjustment	3013	2,247.00	2,282.00
10. Teachers' Retirement Board	3015		
11. Community Day Schools	3103		
12. Beginning Teacher Salary Incentive Funding	3085		
13. REVENUE LIMIT SUBJECT TO DEFICIT (Sum Lines 6 through 12)	3018	436,160.00	325,068.00
DEFICIT CALCULATION			
14. Deficit Factor	3019	0.77451	0.80767
15. DEFICITED REVENUE LIMIT (Line 13 times Line 14)	3020	337,810.28	262,547.67
OTHER REVENUE LIMIT ITEMS			
16 Handicapped Adults (Glenn, Inyo, and Santa Cruz Counties) Unemployment Insurance Increases	3245 3025		1,527.00
17. Less: PERS Reduction (Must agree with objects 8092 and 3801-3802)	3098	4,639.00	0.00
19. County School Tuition (Out-of-state)	3033	141,197.00	143,407.00
20. School Building Aid (EC Section 2555)	3034		
21. Specialized Secondary Schools	3037		
22. Less: Excess Juvenile Court and Community School Account Ending Balance	3038		
23. Transfer of Special Education Revenue Limit from School Districts: a. Special Day Class	3041	5,163.15	0.00
b. NPS (EC Section 56366(a)(7))	3246		
c. NPS/LCI	3042		
24. Transfer of County Community School Funds from School Districts (Should be included in Resource 2400 or 2420, Object 8091)	3045	0.00	0.00
25. Apprenticeship Funding	0570		
26. Community Day Schools Additional Funding	3103, 9007		
27. Adult Education (EC Section 52616.21)	0487		
28. Core Academic Programs	9001		
29. Remedial Program (California High School Exit Exam)	9002		
30. Other Adjustments	---		
31. TOTAL, OTHER REVENUE LIMIT ITEMS a. Other Non-deficited Revenue Limit items (Sum of Lines 16 and 17, minus Line 18)	---	3,269.00	1,527.00
b. Other Revenue Limit Add-on items (Sum of Lines 19 - 21, plus Lines 23 - 30, minus Line 22)	3046	146,360.15	143,407.00
32. TOTAL, ADJUSTED REVENUE LIMIT (Prior to add-ons) (Line 15 plus Line 31a)	3027	341,079.28	264,074.67

Description	Principal Appt. Software Data ID	2012-13 Estimated Actuals	2013-14 Budget
STATE AID PORTION OF REVENUE LIMIT			
33. Total Property Tax Revenues (Including prior year restricted moneys reported in Line 43b)	3059	63,005.00	63,005.00
34. Ratio of Special Education Property Taxes to Total Property Taxes (Round to six decimals)	3062	0.000000	0.000000
35. Less: Property Taxes other than Special Education (Line 33 times (1 minus Line 34))	3067	63,005.00	63,005.00
36. Less: Receipts from County Board of Supervisors (Must agree with Object 8070)	3029		
37. Less: Federal Categorical Aid other than Special Education	3030		
38. GROSS STATE AID (Line 32 minus Lines 35 through 37; if negative, then zero)	3032	278,074.28	201,069.67
39. Excess Tax Amount (Line 32 minus Lines 35 through 37; if positive, then zero)	3386	0.00	0.00
40. Less: Education Protection Account (Object 8012)	3387	79,890.00	90,365.00
41. NET STATE AID (Line 38 minus Line 40; if negative, then zero)	3388	198,184.28	110,704.67
42. TOTAL, NET STATE AID PORTION OF REVENUE LIMIT (Object 8011) (Line 41 plus Line 31b)	3047	344,544.43	254,111.67
OTHER ITEMS			
43. Other Items			
a. Excess ERAF	---		
b. Prior Year Restricted Moneys (EC Section 2558(e))	3055		
FOR USE IN THE CRITERIA AND STANDARDS REVIEW FORM, REVENUE LIMIT STANDARD CALCULATION			
44. Base Revenue Limit per ADA for Juvenile Court Schools, County Community Schools, and County Community School Students Expelled	3200, 3204, 3214		
45. Base Revenue Limit per ADA for Other Purpose	3008		
46. Juvenile Court Schools Statewide Average Base Revenue Limit per ADA for Community Day School	3205		
47. Base Revenue Limit per ADA for Direct Services	3004		
OTHER NON-REVENUE LIMIT ITEMS			
48. Apprenticeship Funding	0570		
49. Community Day Schools Additional Funding	3103, 9007		
50. Adult Education (EC Section 52616.21)	0487		
51. Core Academic Programs	9001		
52. Remedial Program (California High School Exit Exam)	9002		

July 1 Budget (Single Adoption)
2012-13 Estimated Actuals
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 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
01 CITY SCHOOL SERVICE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Sources/Uses Detail					63,176.00	0.00		
Fund Reconciliation							0.00	0.00
09 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							0.00	0.00
10 SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
11 ADULT EDUCATION FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
12 CHILD DEVELOPMENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
13 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
14 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
15 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
16 FOREST RESERVE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	63,176.00		
Fund Reconciliation							0.00	0.00
17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
18 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
19 FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Sources/Uses Detail								
Reconciliation							0.00	0.00
20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
21 BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
25 CAPITAL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
30 STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
35 COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
53 TAX OVERRIDE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
56 DEBT SERVICE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
57 FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
61 CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00

July 1 Budget (Single Adoption)
2012-13 Estimated Actuals
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 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
62 CHARTER SCHOOLS ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
63 OTHER ENTERPRISE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
66 WAREHOUSE REVOLVING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
67 SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
71 RETIREE BENEFIT FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
73 FOUNDATION PRIVATE-PURPOSE TRUST FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
76 WARRANT/PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
95 STUDENT BODY FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
TOTALS	0.00	0.00	0.00	0.00	63,176.00	63,176.00	0.00	0.00

Projections 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 approval of the budget.

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

A. STANDARD: Projected countywide other purpose average daily attendance (ADA) has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

Percentage Level	Countywide ADA
3.0%	0 to 6,999
2.0%	7,000 to 59,999
1.0%	60,000 and over

County Office ADA (Form A, Estimated Revenue Limit ADA column, line 27):

County Office Countywide ADA Standard Percentage Level:

1A-1. Calculating the County Office's Countywide ADA Variances

DATA ENTRY: Enter data in the Revenue Limit Countywide Other Purpose ADA, Original Budget column for the First, Second, and Third Prior Years; all other data are extracted or calculated.

Fiscal Year	Revenue Limit Countywide Other Purpose ADA Original Budget (Use Form A, Line 27)	Estimated/Unaudited Actuals (Form A, Line 27)	ADA Variance Level (If Budget is greater than Actuals, else N/A)	Status
Third Prior Year (2010-11)	410.00	412.10	N/A	Met
Second Prior Year (2011-12)	415.00	415.63	N/A	Met
Fiscal Year (2012-13)	415.00	397.12	4.3%	Not Met

1A-2. Comparison of County Office Countywide ADA to the Standard

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

1a. STANDARD NOT MET - Projected countywide ADA was estimated above the standard for the first prior year. Provide reasons for the overestimate, a description of the methods and assumptions used in projecting ADA, and what changes will be made to improve the accuracy of projections in this area.

Explanation:
(required if NOT met)

Per kindergarten roundup, the incoming Loyalton Elementary School kindergarten class was estimated to be 24 and only 18 actually enrolled.

1b. STANDARD MET - Projected countywide ADA has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation:
(required if NOT met)

1. CRITERION: Average Daily Attendance (continued)

B. STANDARD: Projected ADA for county operated programs for any of the budget year or two subsequent fiscal years has not increased from the historical average from the three prior fiscal years by more than two percent (2%) each year.

1B-1. Calculating the County Office's Historical Average Projected ADA for County Operated Programs

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Average Daily Attendance (Form A, Revenue Limit Column, Actuals Data)			
	Juvenile Court and County Community Schools ADA (Lines 2-4b, 10-12b, 30a-30d)	Other Purpose ADA (Line 27)	Community Day Schools ADA (Lines 7, 21, 30e)	Direct Services ADA (Line 26)
Third Prior Year (2010-11)		412.10		425.73
Second Prior Year (2011-12)		415.63		389.45
First Prior Year (2012-13)	0.00	397.12	0.00	382.81
Historical Average:	0.00	408.28	0.00	399.33

County Office's County Operated Programs ADA Standard:

Budget Year (2013-14)	Juvenile Court and County Community Schools ADA (Lines 2-4b, 10-12b, 30a-30d)	Other Purpose ADA (Line 27)	Community Day Schools ADA (Lines 7, 21, 30e)	Direct Services ADA (Line 26)
(historical average plus 2%):	0.00	416.45	0.00	407.32
1st Subsequent Year (2014-15) (historical average plus 4%):	0.00	424.61	0.00	415.30
2nd Subsequent year (2015-16) (historical average plus 6%):	0.00	432.78	0.00	423.29

1B-2. Calculating the County Office's Projected ADA for County Operated Programs

DATA ENTRY: If Form MYP exists, Other Purpose ADA will be extracted for the two subsequent years; otherwise enter this data. Enter the remaining data in each column for the 1st and 2nd Subsequent Years; all other data are extracted or calculated.

Fiscal Year	Average Daily Attendance (Form A, Revenue Limit Column, Budget Data)			
	Juvenile Court and County Community Schools ADA (Lines 2-4b, 10-12b, 30a-30d)	Other Purpose ADA (Line 27) (Form MYP, RL Other Purpose ADA)	Community Day Schools ADA (Lines 7, 21, 30e)	Direct Services ADA (Line 26)
Budget Year (2013-14)	0.00	387.77	0.00	364.00
1st Subsequent Year (2014-15)	0.00	377.00	0.00	354.00
2nd Subsequent Year (2015-16)	0.00	377.00	0.00	347.36
Status:	Met	Met	Met	Met

1B-3. Comparison of County Office Projected County Operated Programs ADA to the Standard

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

1a. STANDARD MET - Projected ADA for county operated programs has not exceeded the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

2. CRITERION: Revenue Limit

STANDARD: Projected revenue limit for any of the budget year or two subsequent fiscal years has not changed from the prior fiscal year by more than the change in population and the funded cost-of-living adjustment (COLA), plus or minus one percent.

For excess property tax counties, projected revenue limit has not changed from the prior fiscal year by more than the percent change in property tax revenues, plus or minus one percent.

2A. Calculating the County Office's Revenue Limit Standard

2A-1. Projected Revenue Limit - Budget Year (2013-14)

DATA ENTRY: All data are extracted or calculated.

	Juvenile Court and County Community Schools	Other Purpose	Community Day Schools	Direct Services
Step 1 - Funded COLA				
a. Base Revenue Limit (BRL) per ADA (Form RL, Lines 44, 45, 46, and 47)				
b. Deficit Factor (Form RL, Line 14)	0.80767	0.80767	0.80767	0.80767
c. Funded BRL per ADA (Step 1a times Step 1b)	0.00	0.00	0.00	0.00
d. Prior Year Funded BRL per ADA (Form RL, Lines 44, 45, 46, and 47 times the deficit factor, Line 14)	0.00	0.00	0.00	0.00
e. Difference (Step 1c minus Step 1d)	0.00	0.00	0.00	0.00
f. Percent Change Due to COLA (Step 1e divided by Step 1d)	0.00%	0.00%	0.00%	0.00%

Step 2 - Change in Population

a. Revenue Limit ADA (From Criterion #1, Section 1B-2)	0.00	387.77	0.00	364.11
Prior Year Revenue Limit ADA (From Criterion #1, Section 1B-1)	0.00	397.12	0.00	382.81
c. Difference (Step 2a minus Step 2b)	0.00	(9.35)	0.00	(18.70)
d. Percent Change Due to Population (Step 2c divided by Step 2b)	0.00%	-2.35%	0.00%	-4.88%

Step 3 - Weighted Change

a. Projected BRL times ADA (Step 1a times Step 2a)	0.00	0.00	0.00	0.00
b. Percent Allocation by ADA Category (Step 3a for each category divided by the total of all four categories)	0.00%	0.00%	0.00%	0.00%
c. Percent Change in COLA plus Population (Step 1f plus Step 2d)	0.00%	-2.35%	0.00%	-4.88%
d. Percent Weighted Change (Step 3b times Step 3c)	0.00%	0.00%	0.00%	0.00%

Revenue Limit Standard - 2013-14
(Sum of Step 3d, all columns, plus/minus 1%): **-1.00 % to 1.00 %**

2A-2. Projected Revenue Limit - 1st Subsequent Year (2014-15)

DATA ENTRY: Enter data in lines 1a, 1b, and 2 for all columns.

	Juvenile Court and County Community Schools	Other Purpose	Community Day Schools	Direct Services
1. a. Percent Change Due to COLA (Net of deficit)	0.00%		0.00%	
b. Percent Change Due to Population	0.00%		0.00%	
c. Percent Change in COLA plus Population (Line 1a plus Line 1b)	0.00%	0.00%	0.00%	0.00%
2. Percent Allocation by ADA Category (The sum of line 2 must equal 100%)				
3. Percent Weighted Change (Line 1c times Line 2)	0.00%	0.00%	0.00%	0.00%

Revenue Limit Standard - 2014-15
(Sum of Line 3, all columns, plus/minus 1%): **-1.00 % to 1.00 %**

2A-3. Projected Revenue Limit - 2nd Subsequent Year (2015-16)

DATA ENTRY: Enter data in lines 1a, 1b, and 2 for all columns.

	Juvenile Court and County Community Schools	Other Purpose	Community Day Schools	Direct Services
1. a. Percent Change Due to COLA (Net of deficit)	0.00%		0.00%	
b. Percent Change Due to Population	0.00%		0.00%	
c. Percent Change in COLA plus Population (Line 1a plus Line 1b)	0.00%	0.00%	0.00%	0.00%
2. Percent Allocation by ADA Category (The sum of line 2 must equal 100%)				
3. Percent Weighted Change (Line 1c times Line 2)	0.00%	0.00%	0.00%	0.00%

Revenue Limit Standard - 2015-16
(Sum of Line 3, all columns, plus/minus 1%): **-1.00 % to 1.00 %**

2B. Alternate Revenue Limit Standard - Excess Property Tax

DATA ENTRY: If applicable to your county office, input data in the 1st and 2nd Subsequent Year columns for projected local property taxes; all other data are extracted or calculated.

Excess Property Tax County Office Projected Revenue Limit (Applicable if Form RL, Budget column, line 35 is greater than the sum of lines 15 through 17)

	Prior Year (2012-13)	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Projected local property taxes (Form RL, Line 35)	63,005.00	63,005.00	63,005.00	63,005.00
Excess Property Tax Standard (Percent change over previous year, plus/minus 1%):		N/A	N/A	N/A

2C. Calculating the County Office's Projected Change in Revenue Limit

DATA ENTRY: Enter data on lines 1 and 2 in the 1st and 2nd Subsequent Year columns; all other data are extracted or calculated.

	Prior Year (2012-13)	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
1. Revenue Limit (Fund 01, Objects 8011, 8012, 8020-8089)	487,439.00	407,491.00	392,697.00	376,614.00
2. Less: Adjustments for Transfers from Districts (Form RL, Lines 23-24)	5,163.15	0.00	0.00	0.00
3. Adjusted Revenue Limit (Line 1 minus Line 2)	482,275.85	407,491.00	392,697.00	376,614.00
County Office's Projected Change in Revenue Limit:		-15.51%	-3.63%	-4.10%
Revenue Limit Standard:		-1.00 % to 1.00 %	-1.00 % to 1.00 %	-1.00 % to 1.00 %
Status:		Not Met	Not Met	Not Met

2D. Comparison of County Office Revenue Limit to the Standard

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

1a. STANDARD NOT MET - Projected change in revenue limit is outside the standard in one or more of the budget or two subsequent fiscal years. Provide reasons why the projection(s) exceed the standard(s) and a description of the methods and assumptions used in projecting revenue limit.

Explanation:
(required if NOT met)

For all years the out of range is due to Out-of-State Tuition pass through revenue.

3 CRITERION: Salaries and Benefits

STANDARD: Projected total salaries and benefits for any of the budget year or two subsequent fiscal years has not changed from the prior year amount by more than the change in funded COLA plus or minus five percent.

3A. Calculating the County Office's Salaries and Benefits Standard Percentages

DATA ENTRY: All data are extracted or calculated.

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
1. County Office's Change in Funded COLA (Criterion 2A, Percent Change Due to COLA, Other Purpose):	0.00%		
2. County Office's Salaries and Benefits Standard (Line 1, plus/minus 5%):	-5.00% to 5.00%	-5.00% to 5.00%	-5.00% to 5.00%

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

DATA ENTRY: If Form MYP exists, Salaries and Benefits for the 1st and 2nd Subsequent Years will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Fiscal Year	Salaries and Benefits (Form 01, Objects 1000-3999) (Form MYP, Lines B1-B3)	Percent Change Over Previous Year	Status
First Prior Year (2012-13)	973,288.00		
Budget Year (2013-14)	927,224.00	-4.73%	Met
1st Subsequent Year (2014-15)	931,896.00	0.48%	Met
2nd Subsequent Year (2015-16)	938,548.00	0.74%	Met

3C. Comparison of County Office Change in Salaries and Benefits to the Standard

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

STANDARD MET - Ratio of total salaries and benefits to total expenditures has met the standard for the budget 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 budget year or two subsequent fiscal years, have not changed from the prior fiscal year amount by more than the change in funded COLA plus or minus ten percent.

For each major object category, changes that exceed the percentage change in the funded COLA plus or minus five percent must be explained.

4A. Calculating the County Office's Other Revenues and Expenditures Standard Percentage Ranges

DATA ENTRY: All data are extracted or calculated.

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
1. County Office's Change in Funded COLA (Criterion 2A, Percent Change Due to COLA, Other Purpose):	0.00%		
2. County Office's Other Revenues and Expenditures Standard Percentage Range (Line 1, plus/minus 10%):	-10.00% to 10.00%	-10.00% to 10.00%	-10.00% to 10.00%
3. County Office's Other Revenues and Expenditures Explanation Percentage Range (Line 1, plus/minus 5%):	-5.00% to 5.00%	-5.00% to 5.00%	-5.00% to 5.00%

4B. Calculating the County Office's Change by Major Object Category and Comparison to the Explanation Percentage Range (Section 4A, Line 3)

DATA ENTRY: If Form MYP exists, the 1st and 2nd Subsequent Year data for each revenue and expenditure section will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

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	Amount	Percent Change Over Previous Year	Change Is Outside Explanation Range
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Federal Revenue (Fund 01, Objects 8100-8299) (Form MYP, Line A2)

First Prior Year (2012-13)	185,557.00		
Budget Year (2013-14)	166,294.00	-10.38%	Yes
1st Subsequent Year (2014-15)	155,000.00	-6.79%	Yes
2nd Subsequent Year (2015-16)	155,000.00	0.00%	No

Explanation:
(required if Yes)

Fiscal year 2013-14 is due to sequestration and the budget for 2014-15 does not include any prior year unspent funds.

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYP, Line A3)

First Prior Year (2012-13)	504,201.00		
Budget Year (2013-14)	470,484.00	-6.69%	Yes
1st Subsequent Year (2014-15)	448,000.00	-4.78%	No
2nd Subsequent Year (2015-16)	418,500.00	-6.58%	Yes

Explanation:
(required if Yes)

FY2013-14 & 2015-16 is due to reduction to special education revenue.

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYP, Line A4)

First Prior Year (2012-13)	257,815.00		
Budget Year (2013-14)	260,550.00	1.06%	No
1st Subsequent Year (2014-15)	277,139.00	6.37%	Yes
2nd Subsequent Year (2015-16)	308,137.00	11.19%	Yes

Explanation:
(required if Yes)

FY14-15 & 15-16: District bill for Special Education to increase due to lower state revenue.

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYP, Line B4)

First Prior Year (2012-13)	31,563.00		
Budget Year (2013-14)	35,388.00	12.12%	Yes
1st Subsequent Year (2014-15)	35,345.00	-0.12%	No
2nd Subsequent Year (2015-16)	35,145.00	-0.57%	No

Explanation:
(required if Yes)

Budgeting 12-13 unspent restricted funds in 2013-14.

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYP, Line B5)

First Prior Year (2012-13)	364,902.00		
Budget Year (2013-14)	336,007.00	-7.92%	Yes
1st Subsequent Year (2014-15)	326,383.00	-2.86%	No
2nd Subsequent Year (2015-16)	325,985.00	-0.12%	No

Explanation:
(required if Yes)

Reduction of 20% to the speech and language contract offset by 12-13 unspent restricted carry over revenue.

4C. Calculating the County Office's Change in Total Operating Revenues and Expenditures (Section 4A, Line 2)

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Status
----------------------------	--------	--------------------------------------	--------

Total Federal, Other State, and Other Local Revenue (Section 4B)

First Prior Year (2012-13)	947,573.00		
Budget Year (2013-14)	897,328.00	-5.30%	Met
1st Subsequent Year (2014-15)	880,139.00	-1.92%	Met
2nd Subsequent Year (2015-16)	881,637.00	0.17%	Met

Total Books and Supplies, and Services and Other Operating Expenditures (Section 4B)

First Prior Year (2012-13)	396,465.00		
Budget Year (2013-14)	371,395.00	-6.32%	Met
1st Subsequent Year (2014-15)	361,728.00	-2.60%	Met
2nd Subsequent Year (2015-16)	361,130.00	-0.17%	Met

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

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

1a. STANDARD MET - Projected other operating revenues have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:
Federal Revenue
(linked from 4B
if NOT met)

Explanation:
Other State Revenue
(linked from 4B
if NOT met)

Explanation:
Other Local Revenue
(linked from 4B
if NOT met)

1b. STANDARD MET - Projected total operating expenditures have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:
Books and Supplies
(linked from 4B
if NOT met)

Explanation:
Services and Other Exps
(linked from 4B
if NOT met)

5. CRITERION: Facilities Maintenance

STANDARD: Confirm that the annual contribution for facilities maintenance funding is not less than the amounts required pursuant to Education Code sections 17584 (Deferred Maintenance) and 17070.75 (Ongoing and Major Maintenance/Restricted Maintenance Account), if applicable.

5A. Determining the County Office's Compliance with the Contribution Requirement for EC Section 17584 - Deferred Maintenance

NOTE: SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011), eliminates the local match requirement for Deferred Maintenance from 2008-09 through 2014-15. Therefore, this section has been inactivated for that period.

5B. Determining the County Office's Compliance with the Contribution Requirement for EC Section 17070.75 as modified by Section 17070.766 and amended by SB 70 (Chapter 7, Statutes of 2011), effective 2008-09 through 2014-15 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: SB 70 (Chapter 7, Statutes of 2011) extends EC Section 17070.766 from 2008-09 through 2014-15. EC Section 17070.766 reduced the contributions required by EC Section 17070.75 from 3 percent to 1 percent. Therefore, the calculation in this section has been revised accordingly for that period.

DATA ENTRY: All data are extracted or calculated. If standard is not met, enter an X in the appropriate box and enter an explanation, if applicable.

	Budgeted Unrestricted Expenditures and Other Financing Uses (Form 01, Resources 0000-1999, Objects 1000-7999)	1% Required Minimum Contribution (Unrestricted Budget times 1%)	Budgeted Contribution ¹ to the Ongoing and Major Maintenance Account	Status
Ongoing and Major Maintenance/ Restricted Maintenance Account	990,490.00	9,904.90	0.00	Not Met

¹ Fund 01, Resource 8150, Objects 8900-8999

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

<input checked="" type="checkbox"/>	Not applicable (county office does not participate in the Leroy F. Green School Facilities Act of 1998)
<input type="checkbox"/>	Other (explanation must be provided)

Explanation:
(required if NOT met
and Other is marked)

6. CRITERION: Deficit Spending

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources), as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the county office's available reserves¹ as a percentage of total expenditures and other financing uses², in two out of three prior fiscal years.

6A. Calculating the County Office's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

	Third Prior Year (2010-11)	Second Prior Year (2011-12)	First Prior Year (2012-13)
1. County Office's Available Reserve Amounts (resources 0000-1999)			
a. Designated for Economic Uncertainties (Funds 01 and 17, Object 9770)	149,278.00		
b. Undesignated Amounts (Funds 01 and 17, Object 9790)	1,735,173.82		
c. Reserve for Economic Uncertainties (Funds 01 and 17, Object 9789)		150,116.00	163,000.00
d. Unassigned/Unappropriated (Funds 01 and 17, Object 9790)		1,730,342.61	1,545,472.08
e. Negative County School Service Fund Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999)	0.00	0.00	0.00
f. Available Reserves (Lines 1a through 1e)	1,884,451.82	1,880,458.61	1,708,472.08
2. Expenditures and Other Financing Uses			
a. County Office's Total Expenditures and Other Financing Uses (Fund 01, objects 1000-7999)	1,492,179.68	1,500,527.11	1,673,012.00
b. Less: Special Education Pass-through Funds (Fund 01, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)	0.00		
c. Plus: Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)		0.00	0.00
d. Net Expenditures and Other Financing Uses (Line 2a minus Line 2b, or Line 2a plus Line 2c)	1,492,179.68	1,500,527.11	1,673,012.00
3. County Office's Available Reserve Percentage (Line 1f divided by Line 2d)	126.3%	125.3%	102.1%
County Office's Deficit Spending Standard Percentage Levels (Line 3 times 1/3):	42.1%	41.8%	34.0%

¹ Available reserves from the Juvenile Court/County Community Schools and Regional Occupational Centers/Programs may be included, up to the applicable percentage of program expenditures. Funds designated as reserves for this purpose continue to be restricted for use only in those programs.

Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the County School Service Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the County School Service Fund.

² A county office of education that is the administrative unit of a special education local plan area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

6B. Calculating the County Office's Deficit Spending Percentages

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Net Change in Unrestricted Fund Balance (Form 01, Section E)	Total Unrestricted Expenditures and Other Financing Uses (Form 01, Objects 1000-7999)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
Third Prior Year (2010-11)	587,996.27	830,990.02	N/A	Met
Second Prior Year (2011-12)	25,867.05	834,420.28	N/A	Met
First Prior Year (2012-13)	(159,215.00)	958,488.00	16.6%	Met
Budget Year (2013-14) (Information only)	(350,394.00)	990,490.00		

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

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

- 1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in two or more of the three prior years.

Explanation:
(required if NOT met)

7. CRITERION: Fund Balance

STANDARD: Budgeted beginning unrestricted county school service fund balance has not been overestimated for two out of three prior fiscal years by more than the following percentage levels:

Percentage Level ¹	County Office Total Expenditures and Other Financing Uses ²	
1.7%	0	to \$5,668,999
1.3%	\$5,669,000	to \$14,170,999
1.0%	\$14,171,000	to \$63,771,000
0.7%	\$63,771,001	and over

¹ Percentage levels equate to a rate of deficit spending which would eliminate recommended reserves for economic uncertainties over a three year period.

² A county office of education that is the Administrative Unit of a Special Education Local Plan Area may exclude from its expenditures the distribution of funds to its participating members.

County Office's Expenditures and Other Financing
Uses (Criterion 8B1), plus SELPA Pass-through
(Criterion 7A2b) if Criterion 7A, Line 1 is No:

County Office's Fund Balance Standard Percentage Level:

7A. 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 MYP 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; Budget Year data are extracted.

For county offices that serve as the AU of a SELPA (Form MYP, Lines F1a, F1b1, and F1b2):

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

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223):	0.00	0.00	0.00

7B. Calculating the County Office's Unrestricted County School Service Fund Beginning Balance Percentages

DATA ENTRY: Enter data in the Original Budget column for the First, Second, and Third Prior Years; all other data are extracted or calculated.

Fiscal Year	Unrestricted County School Service Fund Beginning Balance ³ (Form 01, Line F1e, Unrestricted Column)		Beginning Fund Balance Variance Level (If overestimated, else N/A)	Status
	Original Budget	Estimated/Unaudited Actuals		
Third Prior Year (2010-11)	1,119,461.00	1,298,955.55	N/A	Met
Second Prior Year (2011-12)	1,774,649.00	1,886,777.62	N/A	Met
First Prior Year (2012-13)	1,775,195.00	1,912,645.08	N/A	Met
Budget Year (2013-14) (Information only)	1,753,430.08			

³ Adjusted beginning balance, including audit adjustments and other restatements (objects 9791-9795)

7C. Comparison of County Office Unrestricted Beginning Fund Balance to the Standard

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

- STANDARD MET** - Unrestricted county school service fund beginning fund balance has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation:
(required if NOT met)

8 CRITERION: Reserves

STANDARD: Available reserves¹ for any of the budget 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 \$63,000 (greater of)	0	to \$5,668,999
4% or \$283,000 (greater of)	\$5,669,000	to \$14,170,999
3% or \$567,000 (greater of)	\$14,171,000	to \$63,771,000
2% or \$1,913,000 (greater of)	\$63,771,001	and over

¹ Available reserves from Juvenile Court/County Community Schools and Regional Occupational Centers/Programs may be included, up to the applicable percentage of program expenditures. Funds designated as reserves for this purpose continue to be restricted for use only in those programs.

Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the County School Service Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the County School Service Fund.

² A county office of education that is the Administrative Unit of a Special Education Local Plan Area 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 (Education Code Section 2557), rounded to the nearest thousand.

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
County Office's Expenditures and Other Financing Uses (Criterion 8B1), plus SELPA Pass-through (Criterion 7A2b) if Criterion 7A, Line 1 is No:	1,655,213	1,651,424	1,659,678
County Office's Reserve Standard Percentage Level:	5%	5%	5%

8A. Calculating the County Office's Available Reserves from Juvenile Court/County Community Schools and Regional Occupational Centers/Programs

DATA ENTRY: Click the appropriate Yes or No button in Step 1. If Yes, enter budget year data in step 3b, and enter subsequent year data in steps 2 and 3 for lines a and b. All other data will be extracted or calculated.

Step 1 - Including Restricted Reserves in the Reserve Calculation

Do you choose to include in the county office's reserve calculation the available restricted reserves from Juvenile Court/County Community Schools and Regional Occupational Centers/Programs?
(If Yes, complete supplemental Form JUV for use in step 2; ROP GL data will be extracted for use in Step 3)

No

NOTE: Funds designated as reserves for this purpose continue to be restricted for use only in those programs.

Step 2 - Juvenile Court/County Community Schools

- a. Total Expenditures (Form JUV, Line B7)
- b. Reserve for Economic Contingencies per EC 42238.18 (Form JUV, Line D2b1)
- c. Maximum Reserves (Step 2a times the standard percentage level)
- d. Allowable Reserves (Lesser of Step 2b or Step 2c)

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
a. Total Expenditures			
b. Reserve for Economic Contingencies			
c. Maximum Reserves	0.00	0.00	0.00
d. Allowable Reserves	0.00	0.00	0.00

NOTE: SBX3 4 (Chapter 12, Statutes of 2009) and amended by SB 70 (Chapter 7, Statutes of 2011) eliminated Resource 6350, ROC/P Apportionment, for a five-year period from 2008-09 to 2014-15.

Step 3 - Regional Occupational Centers/Programs (Resources 6355 and 6360)

- a. Total Expenditures (Fund 01, Objects 1000-7499)
- b. General Reserve per EC 52321(b)
- c. Maximum Reserves (Step 3a times the standard percentage level)
- d. Allowable Reserves (Lesser of Step 3b or Step 3c)

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
a. Total Expenditures	0.00		
b. General Reserve			
c. Maximum Reserves	0.00	0.00	0.00
d. Allowable Reserves	0.00	0.00	0.00

8B. Calculating the County Office's Reserve Standard

DATA ENTRY: If Form MYP exists, 1st and 2nd Subsequent Year data for line 1 will be extracted; if not, enter data for the two subsequent years.
All other data are extracted or calculated.

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
1. Expenditures and Other Financing Uses (Fund 01, objects 1000-7999) (Form MYP, Line B11)	1,655,213.00	1,651,424.00	1,659,678.00
2. Plus: Special Education Pass-through (Criterion 7A, Line 2b if Criterion 7A, Line 1 is No)	0.00	0.00	0.00
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	1,655,213.00	1,651,424.00	1,659,678.00
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line B3 times Line B4)	82,760.65	82,571.20	82,983.90
6. Reserve Standard - by Amount (From percentage level chart above)	63,000.00	63,000.00	63,000.00
7. County Office's Reserve Standard (Greater of Line B5 or Line B6)	82,760.65	82,571.20	82,983.90

8C. Calculating the County Office's Budgeted Reserve Amount

DATA ENTRY: If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 through 7 will be extracted; if not, enter data for the two subsequent years.
All other data are extracted or calculated.

Reserve Amounts

(Unrestricted resources 0000-1999 except lines 4, 8, and 9):

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
1. County School Service Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYP, Line E1a)	0.00	0.00	0.00
2. County School Service Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYP, Line E1b)	163,000.00	165,100.00	165,900.00
3. County School Service Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYP, Line E1c)	1,174,536.08	771,888.08	341,931.00
4. County School Service Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYP, Line E1e)	0.00	0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYP, Line E2a)	0.00		
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYP, Line E2b)	0.00		
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYP, Line E2c)	0.00		
8. Juvenile Court/County Community Schools Allowable Reserves (Section 8A, Step 2d, if Step 1 is Yes)	0.00	0.00	0.00
9. Regional Occupational Centers/Programs Allowable Reserves (Section 8A, Step 3d, if Step 1 is Yes)	0.00	0.00	0.00
10. County Office's Budgeted Reserve Amount (Lines C1 thru C9)	1,337,536.08	936,988.08	507,831.08
11. County Office's Budgeted Reserve Percentage (Information only) (Line 10 divided by Section 8B, Line 3)	80.81%	56.74%	30.60%
County Office's Reserve Standard (Section 8B, Line 7):	82,760.65	82,571.20	82,983.90
Status:	Met	Met	Met

8D. Comparison of County Office Reserve Amount to the Standard

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

- 1a. STANDARD MET - Projected available reserves have met the standard for the budget 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 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 in the budget in excess of one percent of the total county school service fund expenditures that are funded with one-time resources?

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. Use of Ongoing Revenues for One-time Expenditures

1a. Does your county office have large non-recurring county school service fund expenditures that are funded with ongoing county school service fund revenues?

1b. If Yes, identify the expenditures:

S4. Contingent Revenues

1a. Does your county office have projected revenues for the budget 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 budget year and two subsequent fiscal years. Provide an explanation if contributions have changed from prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether contributions are ongoing or one-time in nature.

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 budget year and two subsequent fiscal years. Provide an explanation if transfers have changed from prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether transfers are ongoing or one-time in nature.

Estimate the impact of any capital projects on the county school service fund operational budget.

County Office's Contributions and Transfers Standard: -10.0% to +10.0%
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: For Contributions, enter data in the Projection column for the 1st and 2nd Subsequent Years. Contributions for the First Prior Year and Budget Year will be extracted. For Transfers In and Transfers Out, enter data in the First Prior Year. If Form MYP exists, the data will be extracted for the Budget Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Budget Year, 1st and 2nd subsequent Years. Click the appropriate button for item 1d; all other data will be calculated.

Description / Fiscal Year	Projection	Amount of Change	Percent Change	Status
1a. Contributions, Unrestricted County School Service Fund (Fund 01, Resources 0000-1999, Object 8980)				
First Prior Year (2012-13)	(78,827.00)			
Budget Year (2013-14)	(84,936.00)	6,109.00	7.7%	Met
1st Subsequent Year (2014-15)	(87,712.00)	2,776.00	3.3%	Met
2nd Subsequent Year (2015-16)	(91,471.00)	3,759.00	4.3%	Met
1b. Transfers In, County School Service Fund *				
First Prior Year (2012-13)	63,176.00			
Budget Year (2013-14)	0.00	(63,176.00)	-100.0%	Not Met
1st Subsequent Year (2014-15)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2015-16)	0.00	0.00	0.0%	Met
1c. Transfers Out, County School Service Fund *				
First Prior Year (2012-13)	0.00			
Budget Year (2013-14)	0.00	0.00	0.0%	Met
1st Subsequent Year (2014-15)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2015-16)	0.00	0.00	0.0%	Met

1d. Impact of Capital Projects

Do you have any capital projects 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 by more than the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

1b. NOT MET - The projected transfers in to the county school service fund have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify the amount(s) transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the county office's plan, with timelines, for reducing or eliminating the transfers.

Explanation:
(required if NOT met)

Last year Forest Receipt revenue is authorized. Funds transferred in from Fund 16.

1c. MET - Projected transfers out have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

1d. NO - There are no capital projects 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 budget 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.

¹ Include 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: Click the appropriate button in item 1 and enter data in all columns of item 2 for applicable long-term commitments; there are no extractions in this section.

1. Does your county office have long-term (multiyear) commitments?
(If No, skip item 2 and sections S6B and S6C)

2. If Yes to item 1, list 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 Criterion S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2013
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Capital Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	1	unrestricted	unused vacation	11,287

Other Long-term Commitments (do not include OPEB):

Type of Commitment (continued)	Prior Year (2012-13) Annual Payment (P & I)	Budget Year (2013-14) Annual Payment (P & I)	1st Subsequent Year (2014-15) Annual Payment (P & I)	2nd Subsequent Year (2015-16) Annual Payment (P & I)
Capital Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	16,500	11,287	0	0

Other Long-term Commitments (continued):

Total Annual Payments:	16,500	11,287	0	0
Has total annual payment increased over prior year (2012-13)?	No	No	No	No

S Comparison of 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 budget 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

Estimate the unfunded liability for postemployment benefits other than pensions (OPEB) based on an actuarial valuation, if required, or other method; identify or estimate the annual required contribution; and indicate how the obligation is funded (pay-as-you-go, amortized over a specific period, etc.).

Estimate the unfunded liability for self-insurance programs such as workers' compensation based on an actuarial valuation, if required, or other method; identify or estimate the required contribution; and, indicate how the obligation is funded (level of risk retained, funding approach, etc.).

S7A. Identification of the County Office's Estimated Unfunded Liability for Postemployment Benefits Other than Pensions (OPEB)

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section except the budget year data on line 5b.

1. Does your county office provide postemployment benefits other than pensions (OPEB)? (If No, skip items 2-5)

2. For the county office's OPEB:
a. Are they lifetime benefits?

b. Do benefits continue past age 65?

c. Describe any other characteristics of the county office's OPEB program including eligibility criteria and amounts, if any, that retirees are required to contribute toward their own benefits:

3. a. Are OPEB financed on a pay-as-you-go, actuarial cost, or other method?

b. Indicate any accumulated amounts earmarked for OPEB in a self-insurance or government fund

	Self-Insurance Fund	Government Fund
	0	44,450

4. OPEB Liabilities

a. OPEB actuarial accrued liability (AAL)	181,654.00
b. OPEB unfunded actuarial accrued liability (UAAL)	181,654.00
c. Are AAL and UAAL based on the county office's estimate or an actuarial valuation?	
	Actuarial
d. If based on an actuarial valuation, indicate the date of the OPEB valuation.	Jul 01, 2011

5. OPEB Contributions

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
a. OPEB annual required contribution (ARC) per actuarial valuation or Alternative Measurement Method	27,730.00	27,730.00	27,730.00
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (funds 01-70, objects 3701-3752)	27,730.00	27,730.00	27,730.00
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)	12,958.00	0.00	0.00
d. Number of retirees receiving OPEB benefits	1	0	0

S7B. Identification of the County Office's Unfunded Liability for Self-Insurance Programs

D/ ITRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section.

1. 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 7A) (If No, skip items 2-4)

Yes

2. Describe each self-insurance program operated by the county office, including details for each such as level of risk retained, funding approach, basis for the valuation (county office's estimate or actuarial valuation), and date of the valuation:

NEJPA/Workman Comp Insurance, Confidence Level 1) PIPS 99%, 2) Self-Ins. 90%. TriCounty School Insurance Group for Health and Welfare and property insurance. A Stabilization Reserve is maintained at an amount of not less than seven (7) times the current "specific stop loss. A reserve for Incurred but not reported Reserve (IBNR) will include an amount equal to the difference between known claim reserves and the anticipated full value of all claims. Amount listed below is the annual premium for both JPAs.

3. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs
b. Unfunded liability for self-insurance programs

0.00
0.00

4. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs
b. Amount contributed (funded) for self-insurance programs

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
a. Required contribution (funding) for self-insurance programs	174,360.00	174,306.00	175,480.00
b. Amount contributed (funded) for self-insurance programs	174,360.00	174,306.00	175,480.00

S8. Status of Labor Agreements

Analyze the status of employee labor agreements. Identify new labor agreements, 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 at budget adoption, 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: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2012-13)	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Number of certificated (non-management) full-time-equivalent (FTE) positions	4.5	3.6	3.6	3.6

Certificated (Non-management) Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year?

No

If Yes, and the corresponding public disclosure documents have not been filed with the CDE, complete questions 2-4.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 5 and 6.

Salary

Negotiations Settled

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:

Budget Year
(2013-14)

1st Subsequent Year
(2014-15)

2nd Subsequent Year
(2015-16)

Is the cost of salary settlement included in the budget 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

4,000

6. Amount included for any tentative salary schedule increases

Budget Year
(2013-14)

1st Subsequent Year
(2014-15)

2nd Subsequent Year
(2015-16)

0

0

0

Certified (Non-management) Health and Welfare (H&W) Benefits

1. Are costs of H&W benefit changes included in the budget 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

Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Yes	Yes	Yes
72,000	73,000	74,000
81.0%	81.0%	81.0%
19.0%	19.0%	19.0%

Certificated (Non-management) Prior Year Settlements

- Are any new costs from prior year settlements included in the budget?
If Yes, amount of new costs included in the budget and MYPs
If Yes, explain the nature of the new costs:

No		
----	--	--

Certificated (Non-management) Step and Column Adjustments

1. Are step & column adjustments included in the budget and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Yes	Yes	Yes
2,419	2,989	3,054
1.2%	1.2%	1.2%

Certificated (Non-management) Attrition (layoffs and retirements)

1. Are savings from attrition included in the budget and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?

Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
No	No	No
No	No	No

Certificated (Non-management) - Other

- List other significant contract changes 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: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2012-13)	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Number of classified (non-management) FTE positions	5.8	6.5	6.5	6.5

Classified (Non-management) Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year?

No

If Yes, and the corresponding public disclosure documents have not been filed with the CDE, complete questions 2-4.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 5 and 6.

Health & Welfare Cap

Negotiations Settled

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:

Budget Year
(2013-14)

1st Subsequent Year
(2014-15)

2nd Subsequent Year
(2015-16)

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

No	No	No
----	----	----

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

1,500

6. Amount included for any tentative salary schedule increases

Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
0	0	0

Classified (Non-management) Health and Welfare (H&W) Benefits

1. Are costs of H&W benefit changes included in the budget 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

Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
No	No	No
18,026	18,500	18,500
73.0%	70.0%	70.0%
27.0%	30.0%	30.0%

Classified (Non-management) Prior Year Settlements

- Are any new costs from prior year settlements included in the budget?
If Yes, amount of new costs included in the budget and MYPs
If Yes, explain the nature of the new costs:

No		
----	--	--

Classified (Non-management) Step and Column Adjustments

1. Are step & column adjustments included in the budget and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Yes	Yes	Yes
1,987	1,281	1,938
1.7%	1.2%	1.7%

Classified (Non-management) Attrition (layoffs and retirements)

1. Are savings from attrition included in the budget and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?

Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
No	No	No
No	No	No

Classified (Non-management) - Other

List other significant contract changes and the cost impact of each change (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: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2012-13)	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Number of management, supervisor, and confidential FTE positions	4.0	4.3	4.3	4.3

Management/Supervisor/Confidential Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year?

No

If Yes, complete question 2.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 3 and 4.

Benefit

If n/a, skip the remainder of Section S8C.

Negotiations Settled

2. Salary settlement:

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

Total cost of salary settlement

% change in salary schedule from prior year (may enter text, such as "Reopener")

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Is the cost of salary settlement included in the budget 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

3,000

4. Amount included for any tentative salary schedule increases

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Amount included for any tentative salary schedule increases	0	0	0

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

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Are costs of H&W benefit changes included in the budget and MYPs?	Yes	Yes	Yes
Total cost of H&W benefits	44,570	44,600	44,650
Percent of H&W cost paid by employer	90.0%	90.0%	90.0%
Percent projected change in H&W cost over prior year	10.0%	10.0%	10.0%

Management/Supervisor/Confidential Step and Column Adjustments

- Are step & column adjustments included in the budget and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Are step & column adjustments included in the budget and MYPs?	Yes	Yes	Yes
Cost of step & column adjustments	3,000	285	447
Percent change in step & column over prior year	1.4%	0.1%	0.2%

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

- Are costs of other benefits included in the budget and MYPs?
- Total cost of other benefits
- Percent change in cost of other benefits over prior year

	Budget Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Are costs of other benefits included in the budget and MYPs?	No	No	No
Total cost of other benefits			
Percent change in cost of other benefits over prior year			

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 A1 through A8 except item A3, which is automatically completed based on data in Criterion 1.

- A1. Do cash flow projections show that the county office will end the budget year with a negative cash balance in the county school service fund?

- A2. Is the system of personnel position control independent from the payroll system?

- A3. Is other purpose ADA decreasing in both the prior fiscal year and budget year? (Data from Criterion 1, Sections 1B-1 and 1B-2, Other Purpose ADA column, are used to determine Yes or No)

- A4. Are new charter schools operating in county office boundaries that impact the county office's ADA, either in the prior fiscal year or budget year?

- A5. Has the county office entered into a bargaining agreement where any of the budget or subsequent 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?

- Does the county office have any reports that indicate fiscal distress?
(If Yes, provide copies to 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)

County Superintendent is retiring as of June 30, 2013.

End of County Office Budget Criteria and Standards Review



Revised
12/8

UNDERLINE indicates "new" to OUR POLICIES

**Sierra County/Sierra-Plumas Joint USD
Students**

BP 5030(a)

STUDENT WELLNESS

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee may develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

- (cf. 1020 - Youth Services)*
- (cf. 3513.3 - Tobacco-Free Schools)*
- (cf. 3514 - Environmental Safety)*
- (cf. 5131.6 - Alcohol and Other Drugs)*
- (cf. 5131.61 - Drug Testing)*
- (cf. 5131.62 - Tobacco)*
- (cf. 5131.63 - Steroids)*
- (cf. 5141 - Health Care and Emergencies)*
- (cf. 5141.22 - Infectious Diseases)*
- (cf. 5141.3 - Health Examinations)*
- (cf. 5141.31 - Immunizations)*
- (cf. 5141.32 - Health Screening for School Entry)*
- (cf. 5141.6 - School Health Services)*
- (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)*
- (cf. 6164.2 - Guidance/Counseling Services)*

School Health Council/Committee

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b)

To fulfill this requirement, the Superintendent or designee may appoint a school health council or other district committee whose membership shall include representatives of these groups. He/she also may invite participation of other groups or individuals, such as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

- (cf. 1220 - Citizen Advisory Committees)*
- (cf. 9140 - Board Representatives)*

The school health council/committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the

council/committee may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

✓ The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. (42 USC 1758b)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

✓ The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program.

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

✓ To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

(cf. 1325 - Advertising and Promotion)

✓ All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

(cf. 5142.2 - Safe Routes to School Program)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

- ✓ The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

(cf. 1330.1 - Joint Use Agreements)

- ✓ Professional development may be offered to health education and physical education teachers, coaches, activity supervisors, food services staff, and other staff as appropriate to enhance their health knowledge and skills.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- ✓ The Superintendent or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

- ✓ The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutritional Guidelines for Foods Available at School

- ✓ For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

- ✓ In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a

summer meal program.

(cf. 3550 - Food Service/Child Nutrition Program)
 (cf. 3552 - Summer Meal Program)
 (cf. 3553 - Free and Reduced Price Meals)
 (cf. 5141.27 - Food Allergies/Special Dietary Needs)
 (cf. 5148 - Child Care and Development)
 (cf. 5148.3 - Preschool/Early Childhood Education)

The Superintendent or designee shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

Revised
 The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts)
 (cf. 3554 - Other Food Sales)

✓ The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

(cf. 1230 - School-Connected Organizations)

✓ School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

Program Implementation and Evaluation

✓ The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy. (42 USC 1758b)

(cf. 0500 - Accountability)
 (cf. 3555 - Nutrition Program Compliance)

✓ The Superintendent or designee shall periodically assess the implementation and effectiveness of this policy.

✓ The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the

U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

Revised
The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards
5. Results of the state's physical fitness test at applicable grade levels
6. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
7. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
8. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

The Superintendent or designee may invite feedback on district and school wellness activities from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b)

In addition, the assessment results shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to

focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Posting Requirements

- ✓ Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)
- ✓ Each school may also post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education
 49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
 49490-49494 School breakfast and lunch programs
 49500-49505 School meals
 49510-49520 Nutrition
 49530-49536 Child Nutrition Act
 49540-49546 Child care food program
 49547-49548.3 Comprehensive nutrition services
 49550-49561 Meals for needy students
 49565-49565.8 California Fresh Start pilot program
 49570 National School Lunch Act
 51210 Course of study, grades 1-6
 51220 Course of study, grades 7-12
 51222 Physical education
 51223 Physical education, elementary schools
 51795-51796.5 School instructional gardens
 51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations
 15510 Mandatory meals for needy students
 15530-15535 Nutrition education
 15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:
 1758b Local wellness policy
 1771-1791 Child Nutrition Act, especially:
 1773 School Breakfast Program
 1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program
 220.1-220.23 National School Breakfast Program

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

CSBA PUBLICATIONS

Increasing Access to Drinking Water in Schools, Policy Brief, March 2013
Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009

Physical Education and California Schools, Policy Brief, rev. October 2007

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009

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

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTER FOR COLLABORATIVE SOLUTIONS

Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating,

Physical Activity and Food Security in Afterschool Programs, March 2010

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, 2005

FEDERAL REGISTER

Rules and Regulations, January 26, 2012, Vol. 77, Number 17, pages 4088-4167

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2005

Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

WEB SITES

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

Action for Healthy Kids: <http://www.actionforhealthykids.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

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

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Center for Collaborative Solutions: <http://www.ccscenter.org>

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

Dairy Council of California: <http://www.dairycouncilofca.org>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

School Nutrition Association: <http://www.schoolnutrition.org>

Society for Nutrition Education: <http://www.sne.org>

U.S. Department of Agriculture, Food Nutrition Service, wellness policy:

<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>

Policy

adopted: April 10, 2007

Revised: June 19, 2013

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California



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Students

BP 5131.2(a)

BULLYING

Note: The following optional policy may be re- practice.

Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), requires the Governing Board to adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics; see BP 5145.3 - Nondiscrimination/Harassment for language fulfilling this mandate.

✓ The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

- (cf. 5131 - Conduct)
- (cf. 5136 - Gangs)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)
- (cf. 5145.9 - Hate-Motivated Behavior)

Note: Pursuant to Education Code 32261 and 48900.2-48900.4, the definition of "bullying" for purposes of establishing grounds for suspension or expulsion includes bullying via an electronic act such as posting of messages on social media networks; see AR 5144.1 - Suspension and Expulsion/Due Process.

In addition, Penal Code 653.2 makes it a crime for a person to distribute personal identity information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online so that he/she receives harassing messages). Penal Code 288.2 makes it a crime to send a message to a minor if the message contains matter that is sexual in nature with the intent of seducing the minor (i.e., sexting).

✓ *Cyberbullying* includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

- (cf. 5145.2 - Freedom of Speech/Expression)

Note: Education Code 32282 encourages districts to include policies and procedures aimed at preventing bullying in their comprehensive safety plans; see BP 0450 - Comprehensive Safety Plan.

✓ Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

BULLYING (continued)

(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)

Bullying Prevention

✓ To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)
(cf. 6164.2 - Guidance/Counseling Services)

Note: California content standards related to student education about bullying and violence prevention (e.g., recognizing the characteristics of bullying, examining the effects of bullying on others, demonstrating what to say and do when witnessing bullying) are addressed within the health education content standards adopted by the State Board of Education.

47 USC 254 requires districts that receive e-rate discounts to adopt a policy which addresses educating students about appropriate online behavior, including the interaction with other individuals on social networking web sites and in chat rooms, as well as providing information about cyberbullying awareness and response. See BP 6163.4 - Student Use of Technology for language implementing this mandate.

✓ The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6163.4 - Student Use of Technology)

✓ School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

BULLYING (continued)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

Note: Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), requires the district to adopt a process requiring school personnel who witness acts of discrimination, harassment, intimidation, or bullying to take immediate steps to intervene when it is safe to do so; also see BP 5145.3 - Nondiscrimination/Harassment.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Note: Pursuant to Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), districts are required to adopt a process for receiving and investigating student complaints involving discrimination, harassment, intimidation, and bullying based on race or ethnicity, nationality, gender, sex, sexual orientation, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55. To ensure compliance with this requirement, the California Department of Education has determined that the uniform complaint procedures must be used for this purpose. Though some bullying incidents may not fall within the provisions of Education Code 234.1, CSBA strongly recommends that districts use their uniform complaint procedures when investigating all bullying incidents to ensure consistent implementation by district staff. The following **optional** paragraph provides that all complaints regarding bullying will be investigated using the district's uniform complaint procedures pursuant to AR 1312.3 - Uniform Complaint Procedures. Districts that choose to use another complaint procedure for bullying incidents that are not covered within Education Code 234.1 should modify the following paragraph accordingly.

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

BULLYING (continued)

Note: Districts have the authority to monitor student use of the district's Internet system and to conduct individual searches of student accounts if there is reasonable suspicion that a user has violated district policy or the law; see BP/AR 5145.12 - Search and Seizure and BP/AR 6163.4 - Student Use of Technology.

As noted in the section "Discipline" below, the courts have generally upheld a district's authority to discipline a student for off-campus conduct when the conduct causes, or is foreseeably likely to cause, a substantial disruption of school activities. Thus, in complaints regarding off-campus conduct, districts should document, with specific examples, how the conduct or speech significantly disrupted or was likely to significantly disrupt school activities and the targeted student's educational performance.

✓ When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

✓ When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Revised When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline

Note: Pursuant to Education Code 32261 and 48900.2-48900.4, "bullying" is a ground for suspension or expulsion in grades 4-12; see AR 5144.1 - Suspension and Expulsion/Due Process.

As noted in the section "Complaints and Investigation" above, the courts have generally upheld discipline for off-campus conduct that posed a threat to the safety of other students, staff, or school property or presented a risk of substantial disruption of school activities, provided that the district was able to document the impact or disruption that the conduct had, or could be expected to have, on school activities (e.g., Lavine v. Blaine School District). In addition, courts have analyzed the reasonableness of the district's policy and whether the disciplinary action taken by the district was in proportion to the student's misbehavior. For example, the court in J.C. v. Beverly Hills Unified School District found that the district would be able to discipline a student for a video recorded off campus and posted on YouTube, but that the discipline imposed on this particular student was not justified since the district did not present evidence of specific facts that led school officials to predict that the video would cause substantial disruption (e.g., the video was not violent or threatening nor did it lead to any confrontations between the students). When the conduct does not rise to the level of "substantial disruption," the district may implement interventions other than suspension or expulsion to address the bullying. For further information, see CSBA's policy brief Cyberbullying: Policy Considerations for Boards. Also see BP 5131 - Conduct and BP 5145.2 - Freedom of Speech/Expression.

BULLYING (continued)

✓ Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

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

Legal Reference: (see next page)

6/12/2012
6/19/2013

BULLYING (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

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

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Bullying at School, 2003

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

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

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

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

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NONDISCRIMINATION/HARASSMENT

Note: The following **mandated** policy reflects various provisions of state and federal law which prohibit discrimination against students in educational programs and activities based on certain actual or perceived characteristics of an individual, including Education Code 220, which prohibits discrimination based on race, nationality, ethnicity, gender, sex, sexual orientation, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55; Title VI (42 USC 2000d-2000e-17), which prohibits discrimination based on race, color, or national origin; and Title IX (20 USC 1681-1688), which prohibits discrimination based on sex. Education Code 260 gives the Governing Board primary responsibility for ensuring that district programs and activities are free from discrimination based on age or any of these characteristics. See also BP 0410 - Nondiscrimination in District Programs and Activities.

Education Code 234.1, as amended by AB 9 (Ch. 728, Statutes of 2011), **mandates** that districts adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on the foregoing characteristics, as well as gender identity and gender expression, at school or in any school activity related to school attendance or under the authority of the district. The California Department of Education (CDE), through its compliance monitoring program, reviews districts' uniform complaint procedures and other related policies and practices to ensure compliance with these requirements.

✓ The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 5131 - Conduct)
- (cf. 5131.2 - Bullying)
- (cf. 5137 - Positive School Climate)
- (cf. 5145.9 - Hate-Motivated Behavior)
- (cf. 5146 - Married/Pregnant/Parenting Students)
- (cf. 6164.6 - Identification and Education Under Section 504)

✓ Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

✓ The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

NONDISCRIMINATION/HARASSMENT (continued)

Note: In its October 2010 Dear Colleague Letter: Harassment and Bullying, the U.S. Department of Education's Office for Civil Rights (OCR) identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. Such training should include how to recognize prohibited behaviors and what to do when they occur. The following paragraph is **optional** and may be modified to reflect district practice.

✓ The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

✓ In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

(cf. 1240 - Volunteer Assistance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

Note: In some situations, the district may need to provide individualized accommodation to a student to protect him/her from harassment or bullying. For example, to protect a student from discrimination on the basis of his/her gender identity or gender expression pursuant to Education Code 210.7, the district may need to provide the student with access to appropriate facilities, such as restrooms. However, each situation will need to be analyzed to determine the most appropriate course of action to meet the safety needs of the student, based on the circumstances involved. See CSBA's policy brief Providing a Safe, Nondiscriminatory School Environment for All Students.

✓ The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Note: Policies related to discrimination or harassment must be consistent with First Amendment rights to free speech. Education Code 48950 prohibits a district from subjecting a high school student to disciplinary sanctions solely on the basis of speech or other communication that would be constitutionally protected if engaged in outside of campus. However, Education Code 48950 also specifies that the law does not prohibit discipline for harassment, threats, or intimidation unless constitutionally protected. Whether such speech might be entitled to constitutional protection would be determined on a case-by-case basis, with consideration for the specific words used and the circumstances involved. The district should consult legal counsel as necessary.

NONDISCRIMINATION/HARASSMENT (continued)

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

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

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

(cf. 5144 - Discipline)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

Grievance Procedures

Note: Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), **mandates** that districts adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on specified actual or perceived characteristics. Such a process, which is required to be consistent with the uniform complaint procedures specified in 5 CCR 4600-4687, must include (1) a requirement that school personnel who witness an act take immediate steps to intervene when safe to do so, (2) a timeline for investigating and resolving complaints, (3) an appeal process, and (4) translation of forms when required by Education Code 48985.

Pursuant to 34 CFR 104.7 and 106.8, the district is required to designate the person(s) responsible for the overall implementation of the requirements of Title IX and Section 504, which prohibit discrimination on the bases of sex and disability. This individual may be the same person designated in the district's uniform complaint procedures to ensure compliance with specified programs and to receive complaints; see AR 1312.3 - Uniform Complaint Procedures. In addition, districts may designate more than one person to receive complaints (e.g., one person at each school).

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Superintendent
 (position title)
109 Beckwith Road, Loyalton CA 96118
 (address)
to be added
 (telephone number)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

NONDISCRIMINATION/HARASSMENT (continued)

✓ Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

✓ Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

✓ In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

✓ Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Note: As part of its responsibility to monitor district compliance with legal requirements concerning discrimination pursuant to Education Code 234.1, the CDE is required to ensure that the district posts its nondiscrimination policies in all schools, offices, staff lounges, and student government meeting rooms. The following paragraph may be revised to specify the means by which the district posts its nondiscrimination policies.

✓ The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 6163.4 - Student Use of Technology)

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Legal Reference: (see next page)

NONDISCRIMINATION/HARASSMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination*
48900.3 *Suspension or expulsion for act of hate violence*
48900.4 *Suspension or expulsion for threats or harassment*
48904 *Liability of parent/guardian for willful student misconduct*
48907 *Student exercise of free expression*
48950 *Freedom of speech*
48985 *Translation of notices*
49020-49023 *Athletic programs*
51500 *Prohibited instruction or activity*
51501 *Prohibited means of instruction*
60044 *Prohibited instructional materials*

CIVIL CODE

1714.1 *Liability of parents/guardians for willful misconduct of minor*

PENAL CODE

422.55 *Definition of hate crime*
422.6 *Crimes, harassment*

CODE OF REGULATIONS, TITLE 5

4600-4687 *Uniform Complaint Procedures*
4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1681-1688 *Title IX of the Education Amendments of 1972*

UNITED STATES CODE, TITLE 42

2000d-2000e-17 *Title VI and Title VII Civil Rights Act of 1964, as amended*
2000h-2-2000h-6 *Title IX of the Civil Rights Act of 1964*

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 *Prohibition of discrimination on basis of race, color or national origin*
104.7 *Designation of responsible employee for Section 504*
106.8 *Designation of responsible employee for Title IX*
106.9 *Notification of nondiscrimination on basis of sex*

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources: (see next page)

NONDISCRIMINATION/HARASSMENT (continued)

Management Resources:

CSBA PUBLICATIONS

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

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

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

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

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

Policy
adopted:

4/10/07
9/11/12

CSBA MANUAL MAINTENANCE SERVICE
April 2013

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Students

E 5145.6(a)

PARENTAL NOTIFICATIONS

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 and Government Code 17581.5 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under those sections. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

Note: The following exhibit lists notices which the law requires be provided to parents/guardians. Unless otherwise indicated, code numbers below refer to Education Code sections.

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. <u>Annually</u>			
✓ Beginning of each school year	17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
✓ By February 1	35256	BP 0510	School Accountability Report Card provided
✓ Beginning of each school year	35291, 48980	AR 5144 AR 5144.1	District and site discipline rules
✓ Beginning of each school year	46010.1	BP 5113	Absence for confidential medical services
✓ Beginning of each school year	48980	BP 6111	Schedule of minimum days
✓ Beginning of each school year	48980, 231.5; 5 CCR 4917	AR 5145.7	Sexual harassment policy as related to students
✓ Beginning of each school year	48980, 32255- 32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. <u>Annually</u> (continued)			
✓ Beginning of each school year	48980, 35160.5, 46600-46611, 48204	AR 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency
✓ Beginning of each school year, if Board allows such absence	48980, 46014	BP 5113 AR 5113	Absence for religious exercises or purposes
✓ Beginning of each school year	48980, 48205	BP 5113 AR 5113 AR 6154	Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed
✓ Beginning of each school year	48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
✓ Beginning of each school year	48980, 49403	BP 5141.31	Consent to school immunization program
✓ Beginning of each school year	48980, 49423, 49480	AR 5141.21	Administration of prescribed medication
✓ Beginning of each school year	48980, 49451; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
✓ Beginning of each school year	48980, 49472	BP 5143	Availability of insurance
✓ Beginning of each school year	49013; 5 CCR 4622	AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies
✓ Beginning of each school year	49063	AR 5125 AR 5125.3	Challenge, review, and expunging of records
✓ Beginning of each school year	49063, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, <u>course prospectus availability</u>

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. <u>Annually</u> (continued)			
✓ Beginning of each school year	49063, 49073; 20 USC 1232g; 34 CFR 99.37	AR 5125.1	Release of directory information
✓ Beginning of each school year	49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	Free and reduced price meals
✓ Beginning of each school year	56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
✓ Beginning of each school year	58501, 48980	AR 6181	Alternative schools
Beginning of each school year	Health and Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
✓ Beginning of each school year	20 USC 1232h	AR 5022 BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities
✓ Beginning of each school year, if district receives Title I funds	20 USC 6311; 34 CFR 200.61	AR 4112.24 AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
✓ Beginning of each school year, if any district school has been identified for program improvement or corrective action	20 USC 6316	AR 0520.2	Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers
✓ Beginning of each school year	34 CFR 104.8, 106.9	BP 0410 BP 6178	Nondiscrimination

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. <u>Annually</u> (continued)			
✓ Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR. 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
II. <u>At Specific Times During the Student's Academic Career</u>			
✓ Beginning in grade 7, at least once prior to course selection and career counseling	221.5, 48980	AR 6164.2	Course selection and career counseling
✓ When child first enrolls in a public school, if the school offers a fingerprinting program	32390, 48980	AR 5142.1	Fingerprinting program
✓ Upon registration in K-6, if students have not previously been transported	39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
✓ Beginning of each school year for high school students, if high school is open campus	44808.5, 48980	AR 5112.5	Open campus
✓ Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	48980, 51225.3	AR 6146.1	How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of district CTE courses that satisfy a-g course criteria
✓ Beginning of each school year, for high school students	48980, 52244	AR 6141.5	Availability of state funds to cover costs of advanced placement exam fees
✓ Beginning of each school year in grades 9-12 and when high school student transfers into the district	48980, 60850	AR 6162.52	Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. <u>At Specific Times During the Student's Academic Career</u> (continued)			
✓ When students entering grade 7	49452.7	AR 5141.3	Specified information on type 2 diabetes
✓ When in kindergarten, or first grade if not previously enrolled in public school	49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights
✓ Beginning of each school year for students in grades 9-12	51229, 48980	AR 6143	College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors
✓ Beginning of each school year for students in grades 7-12	51938, 48980	AR 6142.1	Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse
✓ Within 20 working days of receiving results of standardized achievement tests	60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
✓ When child is enrolled in kindergarten	Health and Safety Code 124100	AR 5141.32	Health screening examination
✓ To students in grades 11-12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
✓ To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent
III. <u>When Special Circumstances Occur</u>			
✓ Upon receipt of a complaint alleging discrimination	262.3	AR 1312.3	Civil law remedies available to complainants

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
✓ When student has been placed in structured English immersion program	310-311; 5 CCR 11309	AR 6174	Student's placement in program, opportunity to apply for parental exception waiver, other rights of student relative to such placements
New When determining whether an English learner should be reclassified as fluent English proficient	313; 5 CCR 11303	AR 6174	Description of reclassification process, opportunity for parent/guardian to participate
New When student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	440; 20 USC 7012	AR 6174	Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program
✓ Before high school student attends specialized secondary program on a university campus	17288	None	University campus buildings may not meet Education Code requirements for structural safety
✓ At least 72 hours before use of pesticide product not included in annual list	17612	AR 3514.2	Intended use of pesticide product
✓ To members of athletic teams	32221.5	AR 5143	Offer of insurance; no-cost and low-cost program options
✓ If school has lost its WASC accreditation status	35178.4	BP 6190	Loss of status, potential consequences
✓ At least six months before implementing a schoolwide uniform policy	35183	AR 5132	Dress code policy requiring schoolwide uniform
✓ Beginning of each term, when student has not passed the exit exam by the end of grade 12	37254	AR 6179	Availability of intensive instruction and services for two consecutive academic years and right to file complaint
✓ Before implementing a year-round schedule	37616	BP 6117	Year-round schedule

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
✓ When interdistrict transfer is requested and not approved or denied within 30 days	46601	AR 5117	Appeal process
✓ Before early entry to kindergarten, if offered	48000	AR 5111	Effects, advantages and disadvantages of early entry
✓ When student identified as being at risk of retention	48070.5	AR 5123	Student at risk of retention
✓ When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	48213	AR 5112.2 BP 5141.33	Student has been excluded from school
✓ Before already admitted student is excluded for lack of immunization	48216; 17 CCR 6040	AR 5141.31	Need to submit evidence of immunization or exemption within 10 school days; referral to medical care
✓ When a student is classified a truant	48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
✓ When a truant is referred to a SARB or probation department	48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
✓ When a school is identified on the state's Open Enrollment List	48354; 5 CCR 4702	AR 5118	Student's option to transfer to another school
✓ Within 60 days of receiving application for transfer out of open enrollment school	48357; 5 CCR 4702	AR 5118	Whether student's transfer application is accepted or rejected; reasons for rejection
✓ Prior to involuntary transfer to continuation school	48432.5	AR 6184	Right to require meeting prior to involuntary transfer to continuation school
NEW When student is removed from class and teacher requires parental attendance at school	48900.1	BP 5144.1 AR 5144.1	Parental attendance required; timeline for attendance

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
✓ Prior to withholding grades, diplomas, or transcripts	48904	AR 5125.2	Damaged school property
✓ When withholding grades, diplomas or transcripts from transferring student	48904.3	AR 5125.2	Next school will continue withholding grades, diplomas, or transcripts
✓ When student is released to peace officer	48906	BP 5145.11	Release of student to peace officer
✓ At time of suspension	48911	BP 5144.1 AR 5144.1	Notice of suspension
✓ When original period of suspension is extended	48911	AR 5144.1	Extension of suspension
<i>NEW</i> ✓ At the time a student is assigned to a supervised suspension classroom	48911.1	AR 5144.1	The student's assignment to a supervised suspension classroom
✓ Before holding a closed session re: suspension	48912	AR 5144.1	Intent to hold a closed session re: suspension
✓ When student expelled from another district for certain acts seeks admission	48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
✓ When readmission is denied	48916	AR 5144.1	Reasons for denial; determination of assigned program
✓ When expulsion occurs	48916	AR 5144.1	Description of readmission procedures
✓ 10 calendar days before expulsion hearing	48918	AR 5144.1	Notice of expulsion hearing
✓ When expulsion or suspension of expulsion occurs	48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
✓ One month before the scheduled minimum day	48980	BP 6111	When minimum days scheduled after beginning of the school year

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
✓ When parents request guidelines for filing complaint of child abuse at a school site	48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
✓ When student in danger of failing a course	49067	AR 5121	Student in danger of failing a course
✓ When student transfers from another district or private school	49068	AR 5125	Right to receive copy of student's record and to challenge its content
✓ Within 24 hours of release of information to a judge or probation officer	49076	AR 5125	Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition
✓ Before release of information pursuant to court order or subpoena	49077	AR 5125	Release of information pursuant to court order or subpoena
✓ When screening results in suspicion that student has scoliosis	49452.5	AR 5141.3	Scoliosis screening
✓ When test results in discovery of visual or hearing defects	49456	AR 5141.3	Vision or hearing test
NEW Annually to parents/guardians of student athletes before their first practice or competition	49475	AR 6145.2	Information on concussions and head injuries
✓ Before any test questioning personal beliefs	51513	AR 5022	Permission for test, survey questioning personal beliefs
✓ Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	51938	AR 6142.1	Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant
✓ Prior to administering survey regarding health risks and behaviors to students in 7-12	51938	AR 5022	Notice that the survey will be administered

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
✓ Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency	52164.1; 52164.3; 5 CCR 11511.5	AR 6174	Results of state test of English proficiency
✓ When migrant education program is established	54444.2	BP 6175 AR 6175	Parent advisory council membership composition
✓ When child participates in licensed child care and development program	Health and Safety Code 1596.857	AR 5148	Parent right to enter facility
✓ When sharing student immunization information with an immunization system	Health and Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
✓ When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
✓ Prior to student participation in gifted and talented program	5 CCR 3831	AR 6172	Gifted and talented student program
✓ When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with law regulating educational programs	5 CCR 4631	AR 1312.3	Appeal rights and procedures
✓ When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies re: unexcused absences
✓ When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation
✓ For districts receiving Title I funds, when child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"	20 USC 6311	AR 4112.24	Timely notice to parent of child's assignment

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
✓ When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress	20 USC 6312	AR 0520.2	Notice of failure to parents of English language learners
✓ For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program
✓ When school identified for program improvement or corrective action	20 USC 6316	AR 0520.2 AR 5116.1	Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services
✓ When district identified for program improvement	20 USC 6316	AR 0520.3	Explanation status, reasons for identification, how parents can participate in upgrading district
✓ For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6020	Notice of policy
NEW For districts receiving Title III funds, within 30 days of the release of state Title III accountability report	20 USC 7012	AR 6174	Notification of any failure to make progress on state's annual measurable achievement objectives for English learners
✓ When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 245.6a	AR 3553	Notice of need to submit verification information; any subsequent change in benefits; right to appeal
✓ When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records

PARENTAL NOTIFICATIONS (continued)

	When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
	IV. Special Education Notices			
✓	Prior to conducting initial evaluation	56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502	AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice
✓	24 hours before IEP when district intending to record	56341.1	AR 6159	Intention to audio-record IEP meeting
NEW	Early enough to ensure opportunity for parent to attend IEP meeting	56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who who in attendance, participation of others with special knowledge, transition statements if appropriate
NEW	When parent orally requests review of IEP	56343.5	AR 6159	Need for written request
NEW	When student is selected to be assessed with the California Modified Assessment	5 CCR 850	AR 6162.51	Notice that the student's achievement will be measured based on modified achievement standard
NEW	Before functional behavioral assessment begins	5 CCR 3052	AR 6159.4	Notification and consent
NEW	Before modification of behavioral intervention plan	5 CCR 3052	AR 6159.4	Notification and consent
✓	Within one school day of emergency intervention or serious property damage	5 CCR 3052	AR 6159.4	Emergency intervention
✓	Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159 AR 6159.1	Prior written notice
✓	Initial referral for evaluation	20 USC 1415(d); 34 CFR 300.503	AR 6159.1	Prior written notice and procedural safeguards notice

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. Special Education Notices (continued)			
✓ Registration of complaint	20 USC 1415(d); 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
✓ Disciplinary action taken for dangerous behavior	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
✓ Suspension or change of placement for more than 10 days	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
✓ Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Child's name, address, school, description of problem, proposed resolution
✓ Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	District responsibilities, district actions, procedural safeguards
V. Classroom Notices			
✓ In each classroom in each school	35186	AR/E 1312.4	Complaints re: sufficiency of instructional materials, teacher vacancy or misassignment, maintenance of facilities, right of students who did not pass exit exam to receive intensive instruction after grade 12

Exhibit
version:

6/10/12
6/19/13

Mark
Sue
H. RA

Instruction

BP 6112(a)

SCHOOL DAY

The Governing Board shall fix the length of the school day subject to the provisions of law. (Education Code 46100)

(cf. 6111 - School Calendar)

The length of the school day shall apply equally to students with disabilities unless otherwise specified in the student's individualized education program or Section 504 plan.

(cf. 6159 - Individualized Education Program)

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

The schedule for elementary schools shall include at least one daily period of recess of at least 15 minutes in length in order to provide students with unstructured but supervised opportunities for physical activity.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

In establishing the daily instructional schedule for each secondary school, the Superintendent or designee shall give consideration to course requirements and curricular demands, availability of school facilities, and applicable legal requirements.

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

(cf. 9320 - Meetings and Notices)

Legal Reference:

EDUCATION CODE

8970-8974 Early primary program, including extended-day kindergarten

37202 Equal time in all schools

37670 Year-round schools

46010 Total days of attendance

46100 Length of school day

46110-46119 Kindergarten and elementary schools, day of attendance

46140-46147 Junior high school and high school, day of attendance

46160-46162 Alternative schedule - junior high and high school

46170 Continuation schools, minimum day

46180 Opportunity schools, minimum day

46190-46192 Adult education classes, day of attendance

46200-46206 Incentives for longer instructional day and year

48200 Compulsory attendance for minimum school day

48663 Community day school, minimum school day
48800-48802 Concurrent enrollment in community college
51222 Physical education, instructional minutes
51760-51769.5 Work experience education
52325 Regional occupational center, minimum day

Management Resources:

NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION POSITION STATEMENTS

Recess for Elementary School Students, 2006

STATE BOARD OF EDUCATION POLICY STATEMENTS

99-03 Physical Education (PE) Requirements for Block Schedules, July 2006

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Extending Learning Time for Disadvantaged Students, August 1995

WEST ED PUBLICATIONS

Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005

WEB SITES

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

National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>

State Board of Education: <http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp>

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

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

Policy

adopted: April 10, 2007

Revised: April 24, 2013

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California

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**Sierra County/Sierra-Plumas Joint USD
Instruction**

AR 6112(a)

SCHOOL DAY

Kindergarten

Except as otherwise provided by law, the average school day established for kindergarten students shall be at least three hours, including recesses but excluding noon intermissions, but no longer than four hours, excluding recesses. (Education Code 46111, 46114, 46115, 46117)

Recess may be counted as instructional minutes for purposes of determining the maximum school day if teacher supervision occurs.

In any multitrack year-round school operating pursuant to Education Code 37670(a), the kindergarten school day may be up to 265 minutes, excluding recesses. (Education Code 46111)

(cf. 6117 - Year-Round Schedules)

In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)

1. The Governing Board has declared that the extended-day kindergarten program does not exceed the length of the primary school day.
2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.

Grades 1-8

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes. (Education Code 46112, 46142)
2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

Grades 9-12

The school day for students in grades 9-12 shall be at least 240 minutes. (Education Code 46141, 46142)

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

1. Continuation high school or classes (Education Code 46141, 46170)

(cf. 6184 - Continuation Education)

2. Opportunity school or classes (Education Code 46141, 46180)

3. Regional occupational center (Education Code 46141, 52325)

(cf. 6178.2 - Regional Occupational Center/Program)

4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

A student in grade 12 who is enrolled in work experience education and is in his/her last semester or quarter before graduation may be permitted to attend school for less than 180 minutes per school day if he/she would complete all requirements for graduation, except physical education courses, in less than 180 minutes each day. (Education Code 46147)

(cf. 6178.1 - Work-Based Learning)

5. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

(cf. 6200 - Adult Education)

Students in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses each quarter. This requirement shall not apply to students enrolled in regional occupational centers or programs, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Education Code 46145)

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

Alternative Block Schedule for Secondary Schools

In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)

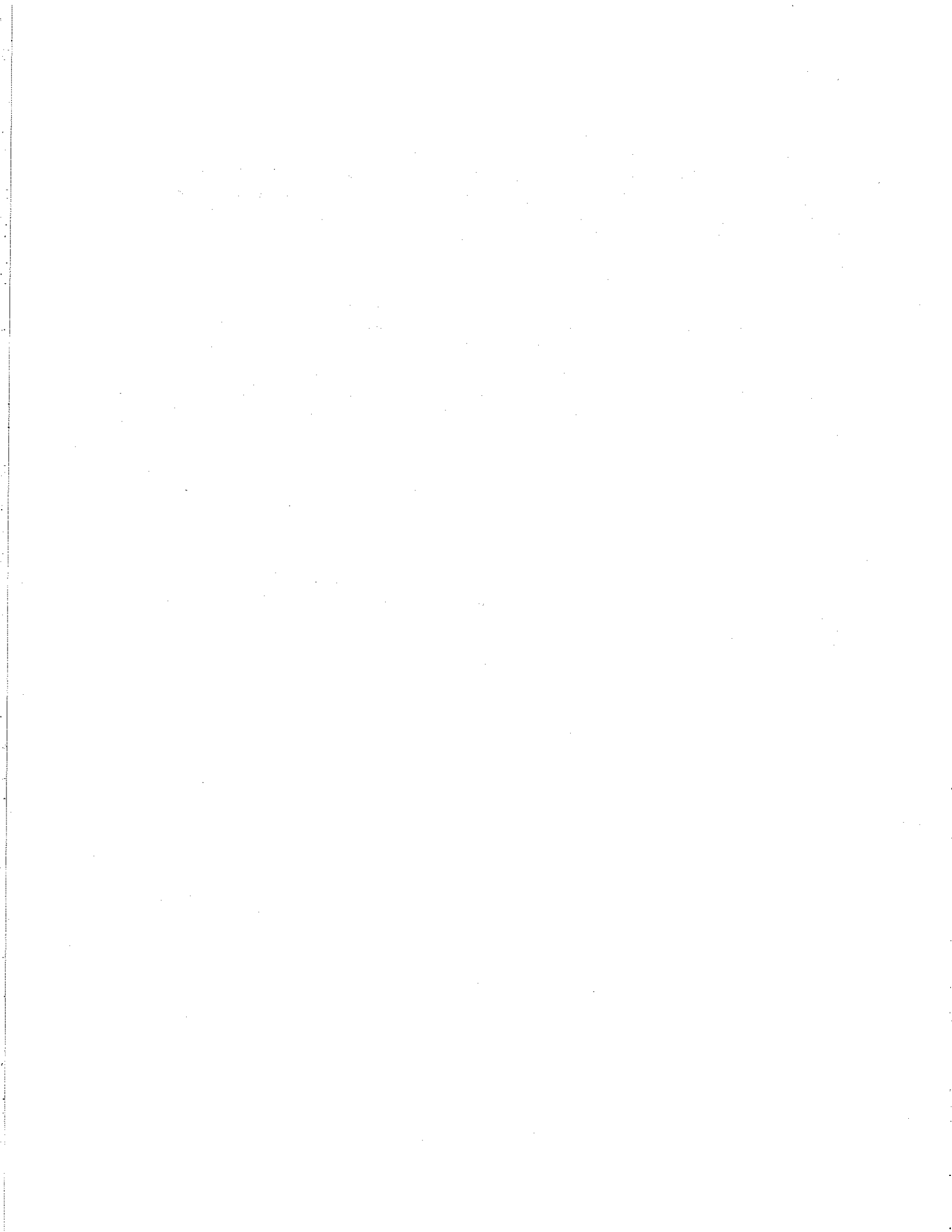
Prior to implementing a block schedule program in which secondary students attend class for fewer school days, the Board shall consult with the certificated and classified employees of the school in a good faith effort to reach agreement and shall also consult with parents/guardians of the students who would be affected by the change and the community at large. Such consultation shall include at least one public hearing for which the Board has given adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

Policy

adopted: April 10, 2007

Revised: June 19, 2013

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California



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Instruction

BP 6159.2(a)

NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR SPECIAL EDUCATION

Note: Education Code 56195.8 **mandates** any entity providing special education to adopt a policy related to its authority to enter into a contract with a nonpublic, nonsectarian school or agency for the provision of education and/or special services to students with disabilities when no appropriate public education program is available to meet the students' special education needs.

The following policy and accompanying regulation should be revised to comply with the policies and regulations of the Special Education Local Plan Area in which the district operates.

✓ The Governing Board recognizes its responsibility to provide all district students, ~~including students with disabilities~~, a free appropriate public education in accordance with law. When the district is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency to meet the students' needs.

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 4112.23 - Special Education Staff)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

In selecting nonpublic, nonsectarian schools or agencies with which the district may contract for the placement of any district student with disabilities, the Superintendent or designee shall follow the procedures specified in law and accompanying administrative regulation.

Prior to entering into a contract to place any student in a nonpublic, nonsectarian school or agency, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities in accordance with Education Code 56366. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any nonpublic, nonsectarian school with which the district has a contract to ensure that the school or agency's certification has not expired.

Note: Education Code 56195.8 **mandates** that the policy adopted by the entity providing special education include the following paragraph. Education Code 56342.1, as amended by SB 121 (Ch. 571, Statutes of 2012), prohibits a student's referral to, or placement in, a nonpublic, nonsectarian school unless the student's individualized education program team specifies that the placement is appropriate.

No district student shall be placed in a nonpublic, nonsectarian school or agency unless the student's individualized education program (IEP) team has determined that an appropriate public education alternative does not exist and that the nonpublic, nonsectarian school or agency placement is appropriate for the student. In accordance with law, any student with disabilities placed in a nonpublic, nonsectarian school or agency shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, the procedural safeguards, due process rights, and periodic review of his/her IEP. (Education Code 56195.8, 56342.1)

New

**NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR
SPECIAL EDUCATION** (continued)

(cf. 6159 - Individualized Education Program)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

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

During the period when any student with disabilities is placed in a nonpublic, nonsectarian school or agency, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in his/her IEP.

Note: The following **optional** paragraph may be modified to reflect district practice.

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

In accordance with Education Code 56366.2, the Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, 56366.3, and 56366.6.

(cf. 1431 - Waivers)

Legal Reference: (see next page)

New

**NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR
SPECIAL EDUCATION (continued)**

Legal Reference:

EDUCATION CODE

56034-56035 *Definitions of nonpublic, nonsectarian school and agency*
56042 *Placement not to be recommended by attorney with conflict of interest*
56101 *Waivers*
56163 *Certification*
56168 *Responsibility for education of student in hospital or health facility school*
56195.8 *Adoption of policies*
56342.1 *Individualized education program; placement*
56360-56369 *Implementation of special education*
56711 *Computation of state aid*
56740-56743 *Apportionments and reports*
56760 *Annual budget plan; service proportions*
56775.5 *Reimbursement of assessment and identification costs*

FAMILY CODE

7911-7912 *Interstate compact on placement of children*

GOVERNMENT CODE

7570-7588 *Interagency responsibilities for providing services to children with disabilities, especially:*
7572.55 *Seriously emotionally disturbed child; out-of-state placement*

WELFARE AND INSTITUTIONS CODE

362.2 *Out-of-home placement for IEP*
727.1 *Out-of-state placement of wards of court*

CODE OF REGULATIONS, TITLE 5

3001 *Definitions*
3060-3070 *Nonpublic, nonsectarian school and agency services*

UNITED STATES CODE, TITLE 20

1400-1487 *Individuals with Disabilities Education Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

300.129-300.148 *Children with disabilities in private schools*

COURT DECISIONS

Agostini v. Felton, (1997) 521 U.S. 203, 117 S.Ct. 1997

Management Resources:

FEDERAL REGISTER

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845

WEB SITES

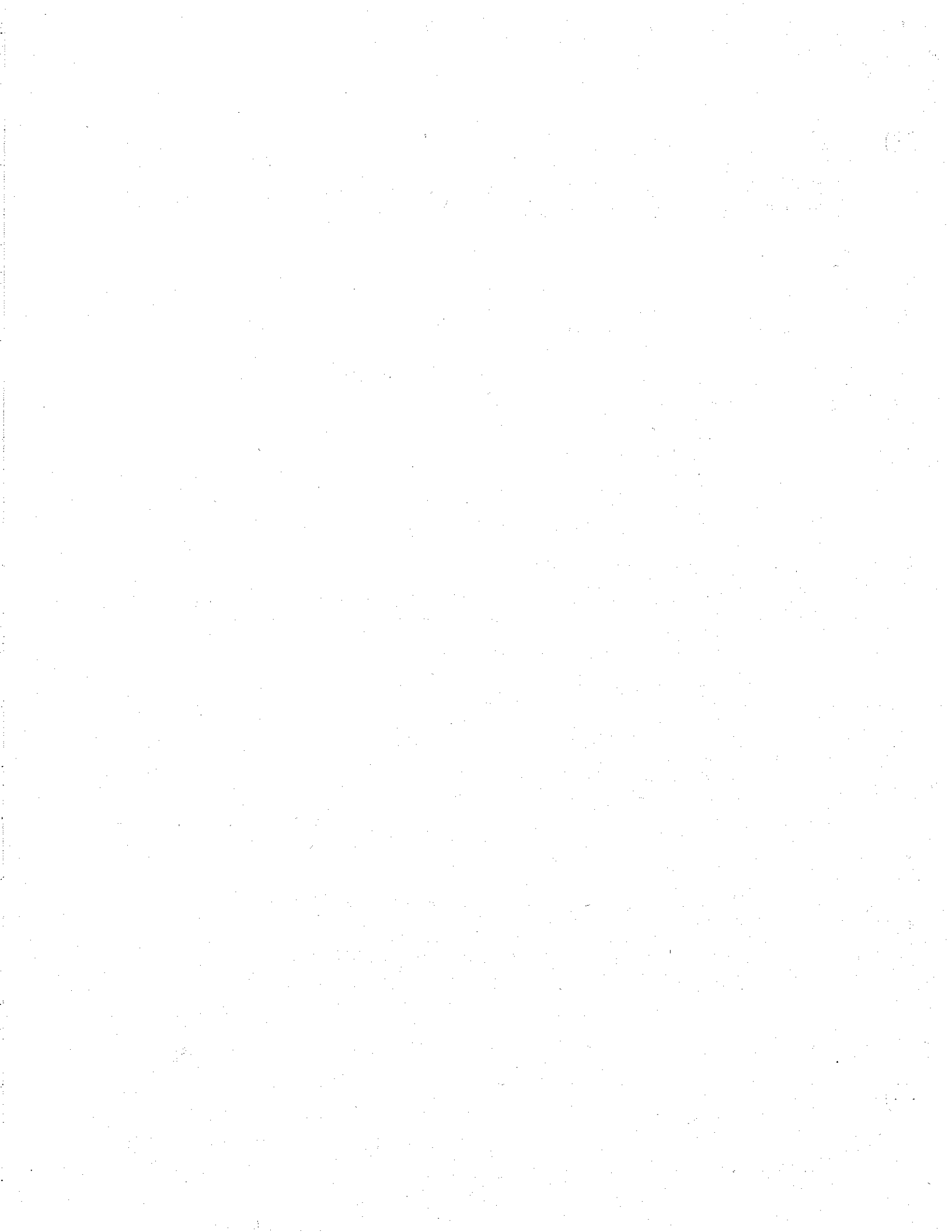
*California Department of Education: <http://www.cde.ca.gov>
U.S. Department of Education, Office of Special Education and Rehabilitative
Services: <http://www.ed.gov/about/offices/list/osers>*

Policy

adopted: 4/10/07
6/19/13

CSBA MANUAL MAINTENANCE SERVICE

April 2013



Marlene
HT RA

Instruction

AR 6159.2(a)

NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR SPECIAL EDUCATION

Note: The following administrative regulation is **optional** and may be revised to reflect district practice. It contains procedures for implementing policy mandated for entities that contract with nonpublic, nonsectarian schools or agencies for the provision of special education services to students with disabilities when no appropriate public education program is available to meet those students' special education needs.

Master Contract

Note: Education Code 56366 and 56366.3 detail the provisions that must be included in a master contract with nonpublic, nonsectarian schools or agencies for the purpose of special education services.

✓ Every master contract with a nonpublic, nonsectarian school or agency shall be made on forms provided by the California Department of Education and shall include an individual services agreement negotiated for each student.

✓ Each master contract shall specify the general administrative and financial agreements for providing the special education and designated instruction and services, including student-teacher ratios, as well as transportation if specified in a student's individualized education program (IEP). The administrative provisions of the contract shall include procedures for recordkeeping and documentation, and the maintenance of school records by the district to ensure that appropriate high school graduation credit is received by any participating student. The contract may allow for partial or full-time attendance at the nonpublic, nonsectarian school. (Education Code 56366)

- (cf. 3541.2 - Transportation for Students with Disabilities)
- (cf. 3580 - District Records)
- (cf. 5125 - Student Records)
- (cf. 6146.1 - High School Graduation Requirements)

Note: The nonpublic school or agency must be certified as meeting state standards pursuant to Education Code 56366. Contracts may be terminated for cause with 20 days' notice; however, the availability of a public education program initiated during the period of the contract cannot give cause for termination unless the parent/guardian agrees to transfer the student to the program.

✓ The master contract shall include a description of the process to be utilized by the district to oversee and evaluate placements in nonpublic, nonsectarian schools. This description shall include a method for evaluating whether each student is making appropriate educational progress. (Education Code 56366)

New With mutual agreement of the district and a nonpublic, nonsectarian school or agency, changes may be made to the administrative and financial agreements in the master contract at any time, provided the change does not alter a student's educational instruction, services, or placement as outlined in his/her individual services agreement. (Education Code 56366)

NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR SPECIAL EDUCATION (continued)

Placement and Services

Note: In addition to the master contract with a nonpublic, nonsectarian school or agency, Education Code 56366 requires that an individual services agreement as specified in the following section be in place for any student with a disability to be served by any such nonpublic school or agency. Education Code 56342.1, as amended by SB 121 (Ch. 571, Statutes of 2012), prohibits a student's referral to, or placement in, a nonpublic, nonsectarian school unless the student's individualized education program team specifies that the placement is appropriate.

Raised Language
The Superintendent or designee shall develop an individual services agreement for each student to be placed in a nonpublic, nonsectarian school or agency based on the student's IEP. Each individual services agreement shall specify the length of time authorized in the student's IEP for the nonpublic, nonsectarian school services, not to exceed one year. Changes in a student's educational instruction, services, or placement shall be made only on the basis of revisions to the student's IEP. (Education Code 56366)

(cf. 6159 - Individualized Education Program)

✓ The IEP team of a student placed in a nonpublic, nonsectarian school or agency shall annually review the student's IEP. The student's IEP and individual services agreement shall specify the review schedules. (5 CCR 3069)

Note: The following paragraph is for use by elementary school districts.

✓ Prior to the annual review of a student's IEP, the Superintendent or designee shall notify any high school district to which the student may transfer of the student's enrollment in a nonpublic, nonsectarian school or agency. (5 CCR 3069)

✓ When a special education student meets the district requirements for completion of prescribed course of study as designated in the student's IEP, the district shall award the student a diploma of graduation. (5 CCR 3070)

(cf. 6146.4 - Differential Graduation and Competency Standards for Individuals with Exceptional Needs)

Out-of-State Placements

Note: Government Code 7572.55 and Welfare and Institutions Code 362.2 and 727.1 address the out-of-state placement of children who are seriously emotionally disturbed and/or wards of the court. Such placements may be made only after in-state alternatives have been considered and found not to meet the child's needs.

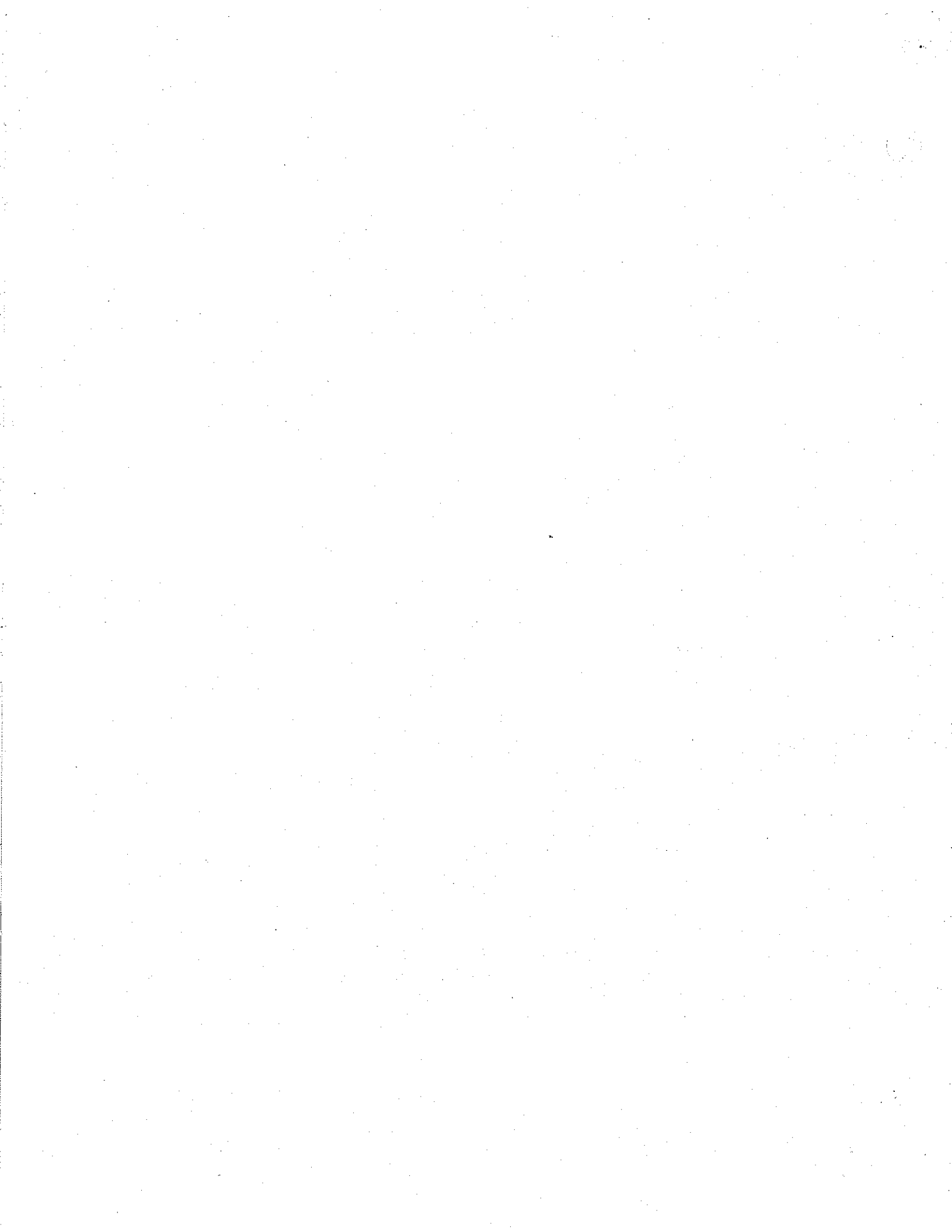
**NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR
SPECIAL EDUCATION (continued)**

✓ Before contracting with a nonpublic, nonsectarian school or agency outside California, the Superintendent or designee shall document the district's efforts to find an appropriate program offered by a nonpublic, nonsectarian school or agency within California. (Education Code 56365)

✓ Within 15 days of any decision for an out-of-state placement, the student's IEP team shall submit to the Superintendent of Public Instruction a report with information about the services provided by the out-of-state program, the related costs, and the district's efforts to locate an appropriate public school or nonpublic, nonsectarian school or agency within California. (Education Code 56365)

✓ If the district decides to place a student with a nonpublic, nonsectarian school or agency outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California. (Education Code 56365)

Regulation
approved: 4/10/07
6/19/13



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Sierra County/Sierra-Plumas Joint USD

Instruction

BP 6163.1(a)

LIBRARY MEDIA CENTERS

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

✓ The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can help raise the academic achievement of all students. To the extent that funding is available, school libraries shall be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, and prepare students to become lifelong learners.

- (cf. 0440 - District Technology Plan)
- (cf. 6011 - Academic Standards)
- (cf. 6163.4 - Student Use of Technology)
- (cf. 7110 - Facilities Master Plan)

✓ School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

Staffing

✓ To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing or a classified paraprofessional to serve as library aide or library technician. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

- (cf. 4112.2 - Certification)
- (cf. 4113 - Assignment)

The Superintendent or designee may assign teacher librarians or a classified paraprofessional to perform the following duties: (5 CCR 80053, 80053.1)

- Revised {
1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program
 2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
 3. Select materials for school libraries
 4. Coordinate or supervise library programs at the school or district level
 5. Assist teachers, administrators and other school staff members in becoming knowledgeable about appropriate uses of library media services, materials, and equipment

Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

(cf. 1240 - Volunteer Assistance)

(cf. 4222 - Teachers Aides/Paraprofessionals)

District Plan

✓ Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572)

(cf. 0420 - School Plans/Site Councils)

✓ In developing the districtwide plan, the Superintendent or designee is encouraged to consult with teacher librarians, classroom teachers, administrators, classified library staff, parents/guardians, and students as appropriate.

The districtwide library plan shall describe the district's vision and goals for district libraries and how funds will be distributed to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The districtwide library plan shall be regularly reviewed and updated.

Classroom Libraries for Grades K-4

✓ When state funding is available for classroom library materials in grades K-4, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan for grades K-4. The plan shall include a means of preventing loss, damage, or destruction of the materials. (Education Code 60242)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

✓ The districtwide library plan developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria specified in Education Code 60242.

✓ The Superintendent or designee is encouraged to consult with primary grade teachers and teacher librarians employed by the district and/or county office of education in the development of the K-4 classroom library plan and to consider selections from the list of books recommended by the California Department of Education (CDE).

✓ Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

✓ Library materials shall be evaluated and selected in accordance with law, Board policy, and administrative regulation through a selection process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

(cf. 6144 - Controversial Issues)

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

(cf. 6161.11 - Supplementary Instructional Materials)

Library materials should be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed, and lost or worn materials may be replaced.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.

Program Evaluation

The district shall, on or before August 31 each year, report to the CDE on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Legal Reference:

EDUCATION CODE

1703 Coordination of district library services by county superintendent

1770-1775 Provision of library services by county superintendent

18100-18203 School libraries

18300-18571 Union high school district/unified school district library district

19335-19336 Reading Initiative Program; recommended books

35021 Volunteer aides

41570-41573 School and Library Improvement Block Grant

42605 Tier 3 categorical flexibility

44868-44869 Qualifications and employment of library media teachers

45340-45349 Instructional aides

60240-60251.5 State Instructional Materials Fund, purchase of classroom library materials

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

18181 Districtwide library plan

52012 Establishment of school site council

52014-52015 School plans

CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries

80023-80023.2 *Emergency permits, general requirements*
 80024.6 *Emergency teacher librarian services permit*
 80026-80026.6 *Emergency permits*
 80053-80053.1 *Teacher librarian services credential*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012

Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010
(includes standards for student instruction as well as program standards)

Looking at the School Library: An Evaluation Tool, 2003

Recommended Literature: Kindergarten Through Grade Twelve

CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS

Standards and Guidelines for Strong School Libraries, 2004

WEB SITES

American Association of School Libraries: <http://www.ala.org/aasl>

California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

California School Library Association: <http://www.csla.net>

Policy

adopted: April 10, 2007

Revised: December 9, 2008

Revised: October 11, 2011

Revised: June 19, 2013

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Sierraville, California

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IDENTIFICATION AND EDUCATION UNDER SECTION 504

Note: The following policy and accompanying administrative regulation address the identification and education of students who may be eligible for services under the provisions of Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794). Pursuant to 34 CFR 104.33, eligible students are entitled to a free appropriate public education (FAPE) which is designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met. Enforcement of Section 504 requirements is the responsibility of the U.S. Department of Education's Office for Civil Rights (OCR), which monitors districts' policies, processes, and practices to ensure legal compliance.

Students may be identified as disabled under Section 504 even though they do not require services pursuant to the federal Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482). The identification of students eligible for services under IDEA is addressed at BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education.

Revised

The Governing Board believes that all children, ~~including children with disabilities~~, should have an opportunity to learn in a safe and nurturing environment. The district shall work to identify children with disabilities who reside within its jurisdiction in order to ensure that they receive educational and related services required by law.

Note: Section 504 of the Rehabilitation Act of 1973 and its implementing regulations (34 CFR 104.1-104.39) prohibit discrimination on the basis of disability in district programs and activities. see BP 0410 - Nondiscrimination in District Programs and Activities.

✓ The Superintendent or designee shall provide identified students with disabilities with a free appropriate public education, as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of nondisabled students are met. (34 CFR 104.33)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 0430 - Comprehensive Local Plan for Special Education)
- (cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
- (cf. 5141.22 - Infectious Diseases)
- (cf. 5141.23 - Asthma Management)
- (cf. 5141.24 - Specialized Health Care Services)
- (cf. 5141.27 - Food Allergies/Special Dietary Needs)
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
- (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Note: Pursuant to 34 CFR 104.33, as interpreted by OCR in its January 2013 Dear Colleague Letter, a district's responsibility under Section 504 requirements extends to providing students with disabilities equal opportunity to participate in extracurricular athletics and other nonacademic programs or activities that constitute the overall educational program.

New

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)

IDENTIFICATION AND EDUCATION UNDER SECTION 504 (continued)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6145.5 - Student Organizations and Equal Access)

✓
New { In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

Note: The following optional paragraph ensures the availability of hearing officers to conduct impartial hearings to resolve disagreements about the provision of FAPE, pursuant to 34 CFR 104.36.

The Superintendent or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with the district in any other capacity except as hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.

Legal Reference: (see next page)

IDENTIFICATION AND EDUCATION UNDER SECTION 504 (continued)

Legal Reference:

EDUCATION CODE

49423.5 *Specialized physical health care services*

CODE OF REGULATIONS, TITLE 5

3051.12 *Health and Nursing Services*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act of 1974*

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

705 *Definitions; Vocational Rehabilitation Act*

794 *Rehabilitation Act of 1973, Section 504*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

104.1-104.61 *Nondiscrimination on the basis of handicap, especially:*

104.1 *Purpose to effectuate Section 504 of the Rehabilitation Act of 1973*

104.3 *Definitions*

104.32 *Location and notification*

104.33 *Free appropriate public education*

104.34 *Educational setting*

104.35 *Evaluation and placement*

104.36 *Procedural safeguards*

COURT DECISIONS

Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205

Management Resources:

CSBA PUBLICATIONS

Rights of Students with Diabetes Under IDEA and Section 504, Policy Brief, November 2007

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

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

Dear Colleague Letter; January 2013

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with

Disabilities Attending Public Elementary and Secondary Schools; January 2012

Free Appropriate Public Education for Students with Disabilities: Requirements under Section 504 of the Rehabilitation Act of 1973, September 2007

WEB SITES

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

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

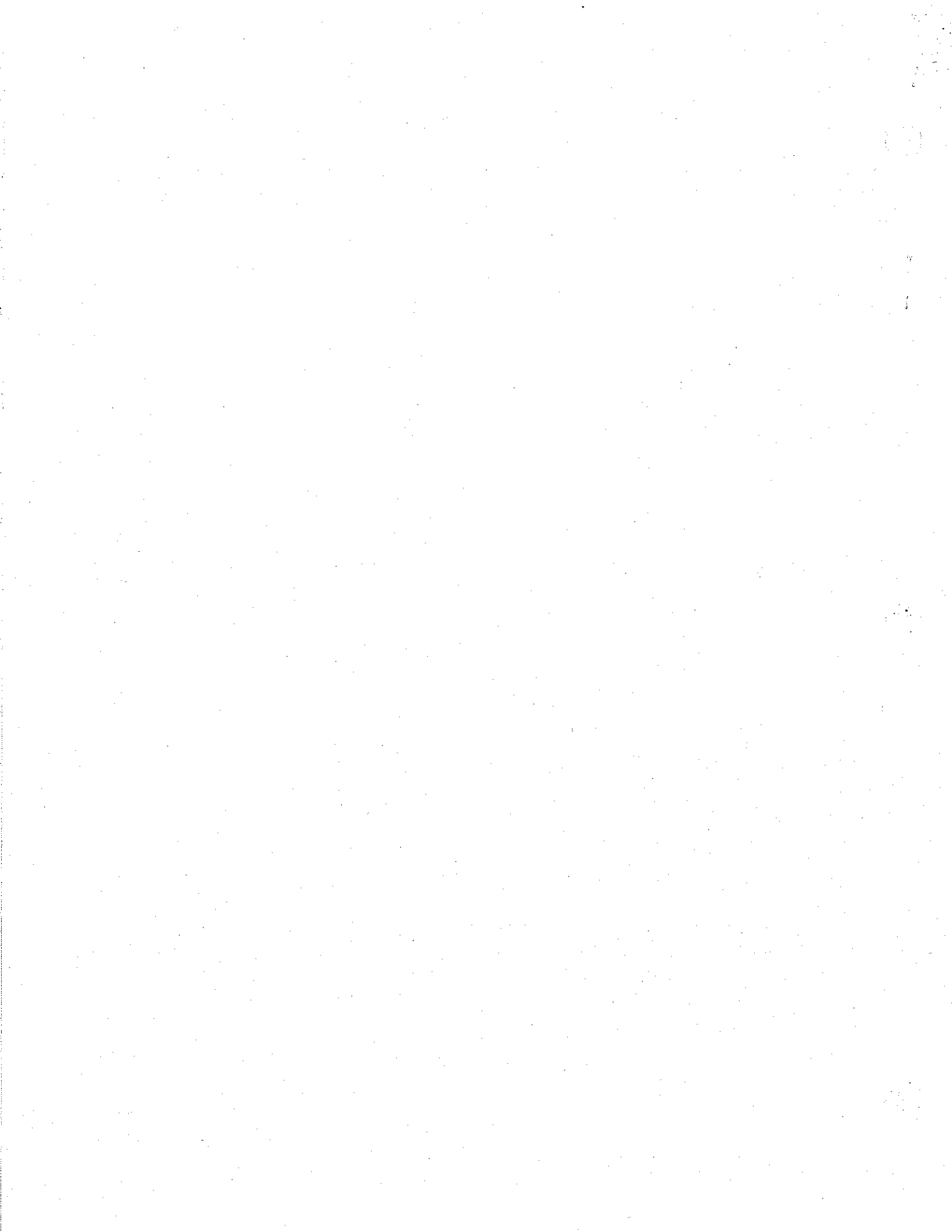
U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

Policy

adopted: 4/10/07
6/19/13

CSBA MANUAL MAINTENANCE SERVICE

April 2013



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Instruction

AR 6164.6(a)

IDENTIFICATION AND EDUCATION UNDER SECTION 504

Note: Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794) prohibits discrimination on the basis of disability. Pursuant to 34 CFR 104.7, the district is required to designate the person(s) responsible for the overall implementation of the requirements of Section 504, as specified below.

The U.S. Department of Education Office for Civil Rights (OCR), which is responsible for enforcing the provisions of Section 504 and also for receiving and handling complaints from parents/guardians, students, and advocates has issued guidance on Section 504 requirements. In its Dear Colleague Letter issued in January 2012, and the attached Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, OCR clarifies the extent to which 29 USC 705, which was amended by the Americans with Disabilities Amendments Act (ADA) of 2008, affects the definition of "disability" and "substantially limits" for Section 504 purposes. In addition, in January 2013, OCR issued another Dear Colleague Letter to clarify districts' obligations under Section 504, particularly as they relate to providing students with disabilities an opportunity to participate in extracurricular athletics and other nonacademic activities that are a part of the overall education program.

The following **optional** administrative regulation focuses on district procedures for identifying and evaluating students who are eligible to receive FAPE and is consistent with OCR guidance.

The Superintendent designates the following position as the district's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973: (34 CFR 104.7)

SCHOOL PSYCHOLOGIST
(position title)

111 BECKWITH RD, LONALTON CA 96118
(address)

530 993-4485
(telephone number)

Definitions

Note: The following definitions are consistent with 42 USC 12101-12213, the Americans with Disabilities Act Amendment Act of 2008.

For the purpose of implementing Section 504 of the Rehabilitation Act of 1973, the following terms and phrases shall have only the meanings specified below:

Free appropriate public education (FAPE) means the provision of regular or special education and related aids and services designed to meet the individual educational needs of a student with disabilities as adequately as the needs of nondisabled students are met, without cost to the student or his/her parent/guardian, except when a fee is imposed on nondisabled students. (34 CFR 104.33)

(cf. 3260 - Fees and Charges)

Identifies
Key Terms
↓

IDENTIFICATION AND EDUCATION UNDER SECTION 504 (continued)

Note: Pursuant to 34 CFR 104.3, a student is considered disabled when he/she has a physical or mental impairment that substantially limits a major life activity, has a record of such impairment, or is regarded as having such impairment. According to OCR, a district is required to provide FAPE only to those students whose impairment currently limits a major life activity. However, Section 504 requires districts to protect a student who has a record of, or is regarded as having, such an impairment from discriminatory treatment. For example, it would be discriminatory and thus illegal to prohibit a student who has a record of bone cancer, but is currently in remission, from trying out for the basketball team based on his/her history of cancer.

Student with a disability means a student who has a physical or mental impairment which substantially limits one or more major life activities. (34 CFR 104.3)

Note: Examples of physical or mental impairments that may constitute disabling conditions under Section 504 if they substantially limit a major life activity may include, but are not limited to, diabetes; communicable diseases such as HIV/AIDS; tuberculosis; attention deficit disorder (ADD) or attention deficit hyperactivity disorder (ADHD); chronic asthma and severe allergies; physical disabilities such as spina bifida or hemophilia; and temporary disabilities depending on the anticipated length of disability, the seriousness of the illness/injury, and the needs of the student (e.g., students injured in accidents or suffering short-term illnesses). In the event that these conditions fall within the disabilities categories specified in the Individuals with Disabilities Education Act (IDEA), then the student may need to be considered for services under that law; see BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education.

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal, special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine. (34 CFR 104.3)

Mental impairment means any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. (34 CFR 104.3)

Substantially limits major life activities means limiting a person's ability to perform functions such as caring for himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. *Major life activities* also includes major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. *Substantially limits* shall be determined without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. Mitigating measures include, but are not limited to, medications, prosthetic devices, assistive devices, learned behavioral, or adaptive neurological modifications which an individual may use to eliminate or reduce the effects of an impairment. (42 USC 12102; 34 CFR 104.3)

IDENTIFICATION AND EDUCATION UNDER SECTION 504 (continued)**Referral, Identification, and Evaluation**

Note: 34 CFR 104.35 requires the district to conduct an evaluation of any student who needs or is believed to need special education or related services under Section 504. However, the law does not require a specific procedure for referral of a student for the evaluation. Items #1-2 below provide such a procedure and should be modified to reflect district practice.

Any action or decision to be taken by the district involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

- ✓ 1. A parent/guardian, teacher, other school employee, student success team, or community agency may refer a student to the principal or 504 Coordinator for identification as a student with a disability under Section 504.

(cf. 6164.5 - Student Success Teams)

- ✓ 2. Upon receipt of any such referral, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. This determination shall be based on a review of the student's school records, including those in academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

✓ If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards available, as described in the "Procedural Safeguards" section below.

3. If it is determined that the student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to his/her initial placement. (34 CFR 104.35)

Note: OCR has interpreted Section 504 to require districts to obtain parental permission for initial evaluations. Although the law is silent on the form of parental consent, it is recommended that the district obtain such consent in writing. The following paragraph should be modified to reflect district practice.

New Prior to conducting an initial evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

Note: 34 CFR 104.35 requires that the district's evaluation and placement procedures include the elements specified in items #a-c below.

New The district's evaluation procedures shall ensure that the tests and other evaluation materials: (34 CFR 104.35)

IDENTIFICATION AND EDUCATION UNDER SECTION 504 (continued)

- New
- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
 - b. Are tailored to assess specific areas of educational need and are not merely designed to provide a single general intelligence quotient
 - c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her impaired sensory, manual, or speaking skills, except where those skills are the factors that the tests purport to measure

Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A multi-disciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)

New Revised ✓
In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

Note: While there is no specific requirement that a Section 504 services plan (sometimes called an accommodation plan) be in writing, it is strongly recommended that the district develop a written plan for each student detailing the regular and/or special education and related services that the student will be provided in order to ensure that the student is receiving FAPE in accordance with 34 CFR 104.33.

2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the team shall meet to develop a written 504 services plan which shall specify the types of regular or special education services, accommodations, and supplementary aids and services necessary to ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

IDENTIFICATION AND EDUCATION UNDER SECTION 504 (continued)

(cf. 5141.24 - Specialized Health Care Services)
 (cf. 5141.26 - Tuberculosis Testing)
 (cf. 5141.27 - Food Allergies/Special Dietary Needs)

3. If the 504 team determines that no services are necessary for the student, the record of the team's meeting shall reflect whether or not the student has been identified as a disabled person under Section 504 and shall state the basis for the determination that no special services are presently needed. The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.
4. The student shall be placed in the regular educational environment, unless the district can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs. (34 CFR 104.34)

Note: The law does not specify a time frame for completion of the evaluation and placement process, but OCR requires completion within "a reasonable amount of time." Generally, compliance with the timelines in IDEA will be considered "reasonable" and thus in compliance with Section 504. However, Section 504 does not provide for an automatic suspension of the timelines during extended breaks or when schools are not in session. For timelines under IDEA, see AR 6164.4 - Identification and Evaluation of Individuals for Special Education.

5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame.
6. A copy of the student's Section 504 services plan shall be kept in his/her student record. The student's teacher(s) and any other staff who provide services to the student shall be informed of the plan's requirements.

If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school.

(cf. 5125 - Student Records)

Review and Reevaluation

Note: 34 CFR 104.35 requires a district to establish procedures for the periodic reevaluation of a student who has been identified as needing services under Section 504. A reevaluation procedure consistent with the IDEA is one means of meeting this requirement. The following section should be modified to reflect district practice.

IDENTIFICATION AND EDUCATION UNDER SECTION 504 (continued)

The 504 team shall monitor the progress of the student and, at least annually, shall review the effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of nondisabled students. In addition, each student with a disability under Section 504 shall be reevaluated at least once every three years.

Note: As part of its responsibilities pursuant to 34 CFR 104.35, the district is required to reevaluate a student's needs before a significant change in his/her placement. Examples of actions that might constitute a "significant change in placement" triggering a reevaluation include, but are not limited to, expulsions, suspensions that exceed 10 school days within a school year, or removal from a fully integrated curriculum to a resource room, home instruction, independent study, or continuation school.

A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. (34 CFR 104.35)

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

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

Procedural Safeguards

Note: 34 CFR 104.36 requires districts to adopt a system of procedural safeguards which must include the rights of parents/guardians to receive notice, examine relevant records, have an impartial hearing in which they would have an opportunity to participate and be represented by legal counsel, and a process for review of the hearing and decision as detailed in the following section.

Timelines suggested in this section should be revised to reflect district practice; however, OCR requires that the due process hearing procedures be completed within a "reasonably prompt time frame."

✓ The Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the district regarding the identification, evaluation, or educational placement of their children. He/she also shall notify the parents/guardians of all the procedural safeguards available to them if they disagree with the district's action or decision, including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate. (34 CFR 104.36)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

Note: 34 CFR 104.36 requires that the district's procedural safeguards for Section 504 include an impartial hearing to resolve disagreements about the provision of FAPE. This Section 504 due process hearing is separate from the due process hearing procedures under IDEA and from the district's uniform complaint procedures, which are used to resolve complaints regarding discriminatory treatment (e.g., harassment or accessibility issues). See BP/AR 1312.3 - Uniform Complaint Procedures.

NEW If a parent/guardian disagrees with any district action or decision regarding the identification, evaluation, or educational placement of his/her child under Section 504, he/she may request a Section 504 due process hearing within 30 days of that action or decision.

IDENTIFICATION AND EDUCATION UNDER SECTION 504 (continued)

Note: According to OCR, the parent/guardian cannot be required to participate in an administrative review prior to exercising his/her right to a Section 504 due process hearing. Districts with questions should consult legal counsel, as appropriate.

Revised language

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the district's action or decision, request an administrative review of the action or decision. The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue and the administrative review shall be held within 14 days of receiving the parent/guardian's request. If the parent/guardian is not satisfied with the resolution of the issue, he/she may request a Section 504 due process hearing.

Section 504 due process hearing shall be conducted in accordance with the following procedures:

1. The parent/guardian shall submit a written request to the Coordinator within 30 days of receiving the district's decision or, if an administrative review is held, within 14 days of the completion of the review. The request for the due process hearing shall include:
 - a. The specific nature of the decision with which he/she disagrees
 - b. The specific relief he/she seeks
 - c. Any other information he/she believes is pertinent to resolving the disagreement
2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.
3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.
4. The parties to the hearing shall be afforded the right to:
 - a. Be accompanied and advised by counsel and by individuals with special knowledge or training related to the problems of students with disabilities under Section 504
 - b. Present written and oral evidence

IDENTIFICATION AND EDUCATION UNDER SECTION 504 (continued)

- ✓ c. Question and cross-examine witnesses
- ✓ d. Receive written findings by the hearing officer stating the decision and explaining the reasons for the decision

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Notifications

The Superintendent or designee shall ensure that the district has taken appropriate steps to notify students and parents/guardians of the district's duty under Section 504. (34 CFR 104.32)

(cf. 5145.6 - Parental Notifications)

New

Regulation
approved:

4/10/07
6/19/13

AT

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Child Care And Development

AR 5148
Students

Licensing

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Program Components

The district's child care and development program shall include but not be limited to:

1. An educational program which: (5 CCR 18273)
 - a. Is developmentally, linguistically and culturally appropriate
 - b. Is inclusive of children with special needs
 - c. Encourages respect for others
 - d. Supports children's physical, cognitive, language, social and emotional development
 - e. Promotes and maintains practices that are healthy and safe(cf. 6300 - Preschool/Early Childhood Education)
2. A staff development program which: (5 CCR 18274)
 - a. Identifies training needs
 - b. Provides written job descriptions
 - c. Provides an orientation plan for new employees
 - d. Provides staff development opportunities related to the functions in each employee's job description and identified training needs

e. Provides for annual written performance evaluations, unless a different frequency is specified in a collective bargaining agreement

f. Provides each staff member with information necessary to perform his/her duties

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Parent/guardian involvement and education, including: (5 CCR 18275)

a. An orientation for parents/guardians

b. At least two individual conferences per year

c. Parent/guardian meetings with program staff

d. An open-door policy that encourages parents/guardians to participate in the daily activities whenever possible

e. A parent/guardian advisory committee to advise the district on issues related to services to families and children

f. Sharing of information regarding children's progress

4. A health and social services component which: (5 CCR 18276)

a. Identifies the needs of the child and the family for health or social services

b. Refers a child and/or family to appropriate agencies in the community as needed

c. Conducts follow-up procedures with the parent/guardian to ensure that the needs have been met

(cf. 5141.6 - Student Health and Social Services)

5. A community involvement component which includes soliciting community support and providing information to the community regarding available services (5 CCR 18277)

6. A nutrition component which ensures that children in the program have nutritious meals and snacks that meet federal guidelines for child care programs or the National School Lunch program (5 CCR 18278)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

Staffing Ratios

The child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR 18290-18292.

Admissions

Admissions policies shall include criteria designating those children whose needs can be met by the center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions and a medical assessment requirement. (5 CCR 18105; 22 CCR 101218)

Child care and development services shall accord equal treatment and access to services in accordance with law.

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6159 - Individualized Education Program)

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

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

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within six weeks of enrollment, unless the parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code 8263)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

Fees

Fees may be charged according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services or the maximum daily/hourly rate specified in the contract, whichever is least. (Education Code 8263; 5 CCR 18108, 18109)

No fees shall be assessed for families whose income level, in relation to family size, is less than the first entry in the fee schedule, whose children are enrolled because of a need for child protective services, or whose children are participating in programs prohibited by law from assessing fees. Eligibility for subsidized child care and development services shall be determined in accordance with Education Code 8263. (Education Code 8250, 8263, 54745; 5 CCR 18110)

(cf. 5148.1 - Child Care Services for Parenting Students)

Fees shall be collected prior to providing services and shall be considered delinquent after seven

days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (5 CCR 18114, 18115)

The Superintendent or designee shall establish a process which includes parents/guardians in determining whether and how much to charge parents/guardians for field trip expenses. This process also shall be used to determine whether to require parents/guardians to provide diapers. (Education Code 8263)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. (5 CCR 18065)

Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence and signature of parent/guardian or district representative. (5 CCR 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Education Code 8208)
2. Family emergency (Education Code 8208)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Any absence due to a reason other than the above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program

coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

(cf. 5145.6 - Parent Notifications)

Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR 101218.1, including but not limited to, the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (22 CCR 101218.1)

The Superintendent or designee shall inform parents/guardians of their right to enter the child care facility without advance notice during normal operating hours or any time their child is receiving services in the facilities.

Records

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services which shall contain the data specified in 5 CCR 18081.

(cf. 3580 - District Records)

A developmental profile measuring the child's physical, cognitive, social and emotional development shall be completed in accordance with 5 CCR 18272. (Education Code 8203.5; 5 CCR 18272)

Regulation SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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