

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

March 13, 2018

5:00 PM CLOSED SESSION

6:00 pm REGULAR SESSION

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

Videoconferencing will be available at Downieville School, 130 School St., Downieville, CA 95936

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

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

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

A. CALL TO ORDER

(Please be advised that this meeting will be recorded.)

B. ROLL CALL

C. APPROVAL OF THE AGENDA

D. PUBLIC COMMENT FOR CLOSED SESSION

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

E. CLOSED SESSION

The Board of Trustees, Superintendent Dr. Merrill M. Grant and Nona Griesert, Business Manager will move into Closed Session to discuss the following items:

1. Government Code §54957.6, Conference with Labor Negotiators

Agency Negotiator for the Board: Dr. Merrill M. Grant, Superintendent

Employee Organizations:

Represented Employees: Sierra-Plumas Teachers' Association

Unrepresented Employees: Classified Employees

Confidential Employees

Administrative Employees

F. RECESS TO THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEETING

The Board of Trustees will move into Closed Session to discuss the following items:

2. Government Code §54957, Public Employee Performance Evaluation – (Annual)

Title: Superintendent

G. RECONVENE SIERRA COUNTY BOARD OF EDUCATION MEETING

H. RETURN TO OPEN SESSION

ADJOURN FOR BREAK

Sierra County Board of Education  
Regular Meeting Agenda

I. 6 pm - RECONVENE

J. FLAG SALUTE

K. REPORT OUT FROM CLOSED SESSION

L. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. Budget Update
- b. Assignment of Amber Baca-Sainsbury, Downieville School Instructional Aide, .833 FTE, 20 hours weekly, effective March 1, 2018
- c. Special Education Local Plan Areas (SELPA) Report
- d. Submitting California Department of Education J-13 Report for 2017-2018 School Closures\*\*  
The SCOE J-13 includes all school site closures because special education encompasses all campuses.

2. Business Report

- a. Account Object Summary-Balance from 07/01/17 to 2/28/18\*\*
- b. School Innovations & Achievement Mandated Claims Update\*\*
- c. California Department of Education Letter of Acceptance of 2017-18 First Interim Reports\*\*

3. Board Members' Report (5 minutes)

4. 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

M. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held February 13, 2018\*\*
2. Approval of Board Report – Checks Dated 02/01/2018 through 02/28/2018\*\*

N. ACTION ITEMS

New Business

1. Approval of Safe Schools Plan, annual revisions\*\* (Grant) (this plan can be found in its entirety on our website, [http://www.sierracountyofficeofeducation.org/upload/?action=viewer&path=SCHOOL\\_SAFETY\\_PLAN/&file=2018\\_v.9\\_SAFE\\_SCHOOLS\\_PLAN.pdf](http://www.sierracountyofficeofeducation.org/upload/?action=viewer&path=SCHOOL_SAFETY_PLAN/&file=2018_v.9_SAFE_SCHOOLS_PLAN.pdf))
2. 2018-2019 School Calendar\*\* (Grant)
3. Approval of 2017-2018 Second Interim Reports as of January 31, 2018\*\* (Griesert)

O. ADVANCED PLANNING

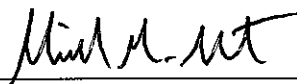
Sierra County Board of Education  
Regular Meeting Agenda

1. Next Regular Board Meeting will be held on April 10, 2018, at Downieville School, 130 School St., Downieville, CA 95936, beginning with Closed Session, as needed, at 5:00pm and the Regular Board Meeting at 6:00pm.

2. Suggested Agenda Items

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

P. ADJOURN



\_\_\_\_\_  
Dr. Merrill M. Grant, Superintendent  
Secretary to the County Board of Education

\*\*\* prior month handout

\*\* enclosed

\* handout

**REQUEST FOR ALLOWANCE OF ATTENDANCE  
BECAUSE OF EMERGENCY CONDITIONS  
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name: Sierra County Office of Education

School District (or Charter School) Address: P O Box 955, Loyalton, CA 96118

County-District Code: 46 10462

County Name: Sierra

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education  
School Fiscal Services Division  
California Department of Education  
1430 N Street, Suite 3800  
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

**SCHOOL CLOSURE**

Nature of Emergency (describe): Inclement snow conditions, poor visibility and treacherous roads.

Name of School(s): Downieville Elementary, Downieville Jr/Sr High, Loyalton Elementary, Loyalton High

School Code(s):46-10462; 6050611, 4632303, 6050629, 4634259

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):

March 1, 2018; Loyalton Elem, Loyalton High, Sierra Pass Continuation

March 2, 2018; Downieville Elem, Downieville Jr/Sr High

because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

2016-17: Loyalton Schools – 10 days; Downieville Schools – 6 days

2015-16: Loyalton Schools-1 day; Downieville Schools-1 day

2014-15: No school closure

2013-14: Downieville Schools-1 day

2012-13: No school closure

2011-12: Loyalton Schools-1 day; Downieville Schools-2 days

Note: 2017-2018 – Two calendared “Snow Days”

Closure: February 22, 2018; Loyalton Elem, Loyalton High, Sierra Pass – Makeup 3/30/18

Closure: February 26, 2018; All Loyalton and Downieville Schools – Makeup 5/25/18

Closure: March 1, 2018; Downieville Elem, Downieville Jr/Sr High Schools – Makeup 3/30/18

**MATERIAL DECREASE**

Nature of Emergency (describe):

Name of School:  
(if request covers all schools, write "all schools")

School Code(s):

We request the substitution of estimated days of attendance for actual days of attendance in accordance with the provisions of Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of apportionments for the foregoing school(s) for (dates) \_\_\_\_\_ during which school attendance was materially decreased because of the described emergency.

Estimated attendance for each day (October or May ADA): \_\_\_\_\_ students per day.  
Estimated daily attendance multiplied by number of days of material decrease, yields \_\_\_\_\_ days of attendance requested.

State method of determining estimated daily attendance (October or May ADA):  
ADA for school month beginning on \_\_\_\_\_, 2\_\_\_\_ and ending on \_\_\_\_\_, 2\_\_\_\_\_.

Actual apportionable attendance for days of material decrease:

Site	Date	Actual Attendance
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**LOST OR DESTROYED ATTENDANCE RECORDS**

We request the use of estimated attendance in lieu of attendance that cannot be verified because of the loss or destruction of attendance records. This request is made in accordance with Section 46391. The entire period covered by the lost or destroyed records commences with \_\_\_\_\_, 2\_\_\_\_ , up to and including, \_\_\_\_\_, 2\_\_\_\_\_.

Describe circumstances and extent of records loss or destruction:

Describe how it is proposed to reconstruct attendance records or estimate attendance in the absence of records:

**AFFIDAVIT OF GOVERNING BOARD MEMBERS**

We, members constituting a majority of the governing board of the Sierra County Board of Education, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

_____	_____
Jennifer Gant	
_____	_____
Patricia Hall	
_____	_____
Michael Moore	
_____	_____
Allen Wright	
_____	_____
_____	_____
_____	_____
_____	_____
Printed Names	Signatures

**At least a majority of the members of the governing board shall execute this affidavit.**

Subscribed and sworn (or affirmed) before me, this 13th day of March, 2018.

Signature, Title \_\_\_\_\_ Sharon Dryden, Board Clerk  
of Sierra County, California

Contact/Individual responsible for preparing this form:

Name: Sue Roberts Title: Personnel Technician

Phone: 530-993-1660 Ext 151 Fax : 530 993-0828 E-mail: sroberts@spjUSD.org

**AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools \_\_\_\_\_, Merrill M. Grant

Date: 3/13/18

Subscribed and sworn (or affirmed) before me, this 13th day of March, 2018.

Signature, Title \_\_\_\_\_ Sharon Dryden, Board Clerk  
of Sierra County, California

Contact/Individual responsible for preparing this form:

Name: Sue Roberts Title: Personnel Technician

Phone: 530 993-1660 Ext 151 Fax: 530 993-0828 E-mail: sroberts@spjUSD.org





Balances through February						Fiscal Year 2017/18
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund</b>						
1100	Teachers Salaries	253,033.00	338,632.00	124,788.00	207,207.31	6,636.69
1120	Certificated Substitutes		14,464.00		1,940.00	12,524.00
1200	Certificated Pupil Support Ser	62,735.00	63,015.00	25,094.16	39,421.24	1,500.40-
1300	Certificated Supervisor Admini	122,205.00	122,205.00	40,735.04	78,970.08	2,499.88
1310	Teacher in Charge		10,000.00	4,000.00	6,000.00	.00
1900	Other Certificated Salaries		18,800.00		6,700.00	12,100.00
	<b>Total for Object 1000</b>	<b>437,973.00</b>	<b>567,116.00</b>	<b>194,617.20</b>	<b>340,238.63</b>	<b>32,260.17</b>
2100	Instructional Aides' Salaries	127,814.00	100,726.00	36,843.96	54,771.55	9,110.49
2120	Classified Substitutes		2,868.00		5,955.36	3,087.36-
2200	Classified Support Salaries	11,472.00	22,051.00	4,442.67	12,558.57	5,049.76
2300	Classified Supervisors' Admini	90,686.00	90,686.00	29,928.00	60,111.00	647.00
2400	Clerical Technical Office Staf	135,885.00	140,487.00	46,800.62	90,686.84	2,999.54
2420	Clerical Substiture				36.50	36.50-
2900	Other Classified Salaries	16,284.00	24,436.00		5,880.39	18,555.61
	<b>Total for Object 2000</b>	<b>382,141.00</b>	<b>381,254.00</b>	<b>118,015.25</b>	<b>230,000.21</b>	<b>33,238.54</b>
3101	STRS Certificated Positions	79,671.00	106,883.00	27,823.52	48,481.71	30,577.77
3102	STRS Classified Positions		664.00	265.64	687.06	288.70-
3202	PERS Classified Positions	62,566.00	61,675.00	19,013.16	37,433.05	5,228.79
3301	OASDI Certificated Positions				20.46	20.46-
3302	OASDI Classified Positions	23,436.00	22,962.00	6,567.47	13,271.33	3,123.20
3311	Medicare Certificated Position	5,861.00	7,806.00	2,657.72	4,679.24	469.04
3312	Medicare Classified Positions	5,484.00	5,437.00	1,668.09	3,271.89	497.02
3401	Health & Welfare Benefits Cert	100,460.00	124,887.00	41,596.04	65,754.22	17,536.74
3402	Health & Welfare Benefits Clas	73,741.00	105,498.00	43,473.12	71,982.37	9,957.49-
3501	SUI Certificated	218.00	284.00	97.32	171.51	15.17
3502	SUI Classified	193.00	191.00	59.05	114.60	17.35
3601	Workers' Compensation Certific	15,002.00	20,397.00	6,942.72	12,232.31	1,221.97
3602	Workers' Compensation Classifi	14,036.00	14,203.00	4,357.56	8,558.62	1,286.82
	<b>Total for Object 3000</b>	<b>380,668.00</b>	<b>470,887.00</b>	<b>154,521.41</b>	<b>266,658.37</b>	<b>49,707.22</b>
4100	Approved Textbooks Core Curric	614.00	2,851.00			2,851.00
4200	Library and Reference Material		1,000.00			1,000.00
4300	Materials and Supplies	38,755.00	45,976.00	3,286.44	10,768.56	31,921.00
4320	Custodial Grounds Supplies	500.00	500.00	62.14	358.10	79.76
4330	Office Supplies	1,000.00	1,000.00		669.28	330.72
4350	Vehicle Upkeep	5,500.00	5,500.00	1,765.22	484.78	3,250.00

Balances through February						Fiscal Year 2017/18
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund (continued)</b>						
4399	Mat & Sup Undesignated Bal		36,551.00			36,551.00
4400	Noncapitalized Equipment	22,766.00	22,204.00		980.23	21,223.77
	<b>Total for Object 4000</b>	<b>69,135.00</b>	<b>115,582.00</b>	<b>5,113.80</b>	<b>13,260.95</b>	<b>97,207.25</b>
5100	Subagreements for Services	44,000.00	43,000.00	29,017.57	13,964.03	18.40
5200	Travel and Conference	26,817.00	38,238.00	4,905.36	5,659.78	27,672.86
5300	Dues and Membership	19,205.00	19,270.00	287.00	11,293.75	7,689.25
5400	Insurance	9,300.00	9,300.00		8,506.00	794.00
5500	Operation Housekeeping Service	9,200.00	9,200.00	699.73	3,631.35	4,868.92
5600	Rentals, Leases, Repairs, Nonc	3,100.00	3,100.00	144.72	614.08	2,341.20
5801	Legal Services	20,500.00	20,500.00			20,500.00
5803	Legal Publications	500.00	500.00			500.00
5805	Personnel Expense	613.00	613.00	87.00	113.00	413.00
5806	Negotiations	1,000.00	1,000.00			1,000.00
5808	Other Services & Fees	1,500.00	1,500.00	551.02	948.98	.00
5810	Contracted Services	445,615.00	507,506.00	193,195.51	185,730.14	128,580.35
5899	SPJUSD to Reimburse			2,130.59	1,812.80	3,943.39-
5900	Communications	1,900.00	1,900.00	3,564.16	1,168.22	2,832.38-
	<b>Total for Object 5000</b>	<b>583,250.00</b>	<b>655,627.00</b>	<b>234,582.66</b>	<b>233,442.13</b>	<b>187,602.21</b>
6200	Building and Improvement of Bu	18,867.00	7,664.00			7,664.00
6400	Equipment	20,000.00	20,000.00			20,000.00
	<b>Total for Object 6000</b>	<b>38,867.00</b>	<b>27,664.00</b>	<b>.00</b>	<b>.00</b>	<b>27,664.00</b>
7141	Tuition, excess cost etc betwe	24,428.00	24,428.00			24,428.00
7310	Direct Support/Indirect Costs					.00
	<b>Total for Object 7000</b>	<b>24,428.00</b>	<b>24,428.00</b>	<b>.00</b>	<b>.00</b>	<b>24,428.00</b>
	<b>Total for Fund 01 and Expense accounts</b>	<b>1,916,462.00</b>	<b>2,242,558.00</b>	<b>706,850.32</b>	<b>1,083,600.29</b>	<b>452,107.39</b>
<b>Fund 16 - FOREST RES</b>						
7211	Transfers of Pass-through Rev	80,000.00	80,000.00			80,000.00
7619	Other Authorized Interfund Tra	13,360.00	13,360.00			13,360.00
	<b>Total for Fund 16, Expense accounts and Object 7000</b>	<b>93,360.00</b>	<b>93,360.00</b>	<b>.00</b>	<b>.00</b>	<b>93,360.00</b>
	<b>Total for Org 001 - Sierra County Office of Education</b>	<b>2,009,822.00</b>	<b>2,335,918.00</b>	<b>706,850.32</b>	<b>1,083,600.29</b>	<b>545,467.39</b>

## SIA Claims outside of Block Grant

Claim Year	SCOE	SPJUSD	Notes
16/17 CAASPP	\$9,988.00	\$7,598.00	
16/17 Mandated Reporter Training	\$3,014.00		SPJUSD Mandated Reporter Training included with SCOE
15/16 CAASPP	\$14,890.00	\$13,632.00	
15/16 Mandated Reporter Training	\$3,294.00		SPJUSD Mandated Reporter Training included with SCOE
13/14 CAASPP	\$6,331.00	\$4,756.00	
14/15 CAASPP	\$5,559.00	\$5,098.00	

**Total Claims                                \$43,076.00    \$31,084.00**

**Grand Total    \$74,160.00**

**Claims for Mandated Reporter not allowed in 13/14 and 14/15.**



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

February 20, 2018

Merrill Grant, Ed.D., Superintendent  
Sierra County Office of Education  
Sierra Plumas Unified School District  
P.O. Box 955  
Loyalton, CA 96118

Dear Superintendent Grant, Ed.D.:

Subject: 2017–18 First 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 First Interim Reports and the accompanying positive 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 and school district will be able to meet their financial obligations for the current and subsequent two fiscal years and that positive certifications are appropriate.

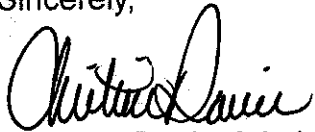
We note that the 2017–18 negotiations with the certificated and classified bargaining units were not settled at the end of the first interim period. To the extent that collective bargaining agreements result in additional ongoing costs, we advise you that such increased costs should be supported by additional ongoing revenues or ongoing reduction of expenditures. Further, the Criteria and Standards specify that upon settlement, the county office of education must provide the California Department of Education with an analysis of the cost of the settlement and its impact on the operating budget. The public disclosure documents prepared in compliance with *Government Code* Section 3547.5 can be used to satisfy this requirement.

Pursuant to *Government Code* Section 3547.5(b), a school district's superintendent and its chief business official must certify in writing that the costs incurred under a negotiated bargaining agreement can be met by the school district during the term of the agreement. Upon settlement, please provide our office with a copy of the certification and an itemization of the budget revisions needed to implement the agreement.

Merrill Grant, Ed.D., Superintendent  
February 20, 2018  
Page 2

We appreciate the submission of your First Interim Reports and await your Second Interim Reports, which must be submitted to our office no later than March 19, 2018. If you have any questions or concerns, please contact our office by phone at 916-322-1770.

Sincerely,



Christine Davis, Administrator  
Financial Accountability and Information Services

CD:jm

2018-0203a-46

cc: Nona Griesert, Business Manager

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

Date: February 13, 2018

Downieville School, 130 School St., Downieville, CA 95936

5 pm for Closed Session

6 pm for Regular Session

A. CALL TO ORDER

President PATTY HALL called the meeting to order at 5:02 pm.

B. ROLL CALL

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

ABSENT: None

VACANT: Trustee, Area 3

C. APPROVAL OF THE AGENDA with the following change: Item L, b is removed because it does not apply to the Sierra County Board of Education.

MOORE/WRIGHT

4/0

D. PUBLIC COMMENT FOR CLOSED SESSION

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

E. CLOSED SESSION

The Board of Trustees, Superintendent Dr. Merrill M. Grant and Business Manager Nona Griesert moved into Closed Session to discuss the following items:

- a. Government Code §54957.6, Conference with Labor Negotiators  
Agency Negotiator for the Board: Dr. Merrill M. Grant, Superintendent  
Employee Organizations:  
    Represented Employees: Unrepresented Employees:  
    Sierra-Plumas Teachers' Association Classified Employees  
    Confidential Employees  
    Administrative Employees

F. RETURN TO OPEN SESSION at 5:38 pm and ADJOURN FOR BREAK.

G. 6 pm - RECONVENE

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION – MOORE reported that the board discussed negotiations which involved salary increases for teachers, classified and administrative employees. No action was taken.

J. RECESS TO THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEETING at 6:03 pm.

K. RECONVENE SIERRA COUNTY OFFICE OF EDUCATION BOARD OF EDUCATION MEETING at 6:50 pm

L. BOARD ORGANIZATION

a. Superintendent gives Oath of Office to Board Trustee, Area 3, Provisional Appointment – Oath was given. Ms. Jenny Gant was welcomed to the Sierra County Board of Education as Trustee for Area 3, Calpine and a portion of Plumas County.

~~b. Superintendent appoints Vice President of the Sierra County Board of Education~~

M. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. California County Superintendents Educational Services Association (CCSESA) Quarterly Meeting Report. Discussion focused on issues such as differentiated assistance, which applies differently to this district. The \$60 million recently allocated to county offices of education. We were not included in that allocation because of our single district status. A request was made to provide funding.
- b. SELPA Update – Heidi Bethke, School Psychologist, led a recent meeting with the Special Education team focused on seeking the best emphasis for the students. One possibility is a regional program in Loyalton. A Downieville student will be receiving educational support out of Sierra County.
- c. A Transportation Aide-Special Education is assigned to transport a student to Placer County
- d. Classified Salary Schedule, Revised - presented to reflect the transportation aide.

2. Business Report

- a. Account Object Summary-Balance from 07/01/17 to 01/31/18  
DRYDEN: Asked for details regarding increase in category 5200, Travel and Conference. Ms. Griesert will provide an explanation at next board meeting



3. Board Members' Report (5 minutes)

4. Public Comment-

Current location: A highly regarded member of the public queried, "When do we get the dirt on negotiations?" Public discussion of negotiations will be held during the 'Action Items' section of this meeting.

Videoconference location: Megan Meschery reported on behalf of the Sierra Schools

Foundation: Recent fundraising contributions will allow the foundation to discuss ways to create more sustainable projects for the kids. The foundation is always looking for input from community, teachers and school board members. We are zeroing in on how to bring in more arts and music education. Looking for ways to collaborate with Sierra Arts Council and other outside organizations.

N. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held January 9, 2018
2. Approval of Board Report-Checks Dated 01/01/2018 through 01/31/2018
3. Authorization to Submit Consolidated Application  
MOORE/WRIGHT  
5/0

O. ACTION ITEMS

1. New Business

- a. PUBLIC COMMENT - Collective Bargaining Agreement Disclosure Statement

This is an opportunity for members of the public to directly address the governing board on the Collective Bargaining Agreement, Items "b" through "e" listed on this Agenda under Action Items

- b. Presentation of the Tentative Agreement to Sierra-Plumas Teachers' Association 2017-2018 Negotiations for salary and benefits (see backup material.) The Tentative Agreement was presented. There were no public comments.
- c. Presentation of the Sierra-Plumas Classified Employees' 2017-2018 Initial Proposal for salary and benefits  
The Initial Proposal was presented. There were no public comments.
- d. Presentation of the Confidential Employees' 2017-2018 Initial Proposal for salary and benefits  
The Initial Proposal was presented. There were no public comments.
- e. Completion of Bargaining Sierra-Plumas Teachers Association, 2017-2018

Negotiations

MOORE motioned to accept the terms and conditions of the Tentative Agreement of the Sierra-Plumas Teachers Association, 2017-18

DRYDEN seconded.

4 Aye

1 abstention - GANT

- f. First Reading, Sierra-Plumas Joint Unified School District 2018-2019 Calendar (No approval at this time. First Reading only. Will be up for approval in March.)

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

MOORE motioned to approve Items 'g' through and including 'm'. DRYDEN seconded.

4 Aye

1 abstention - GANT

- g. Board Policy 4119.21, 4219.21, 4319.21, Professional Standards, revision
- h. Administrative Regulation 4144, Complaints, revision
- i. Board Policy and Administrative Regulation 4200, Classified Personnel, revision
- j. Board Policy & Administrative Regulation 5144.1, Suspension and Expulsion/Due Process, revision
- k. Board Policy 5144, Discipline, revision
- l. DELETE Board Policy/Administrative Regulation/Exhibit 6162.52, High School Exit Examination
- m. DELETE Board Bylaw 9150, Student Board Members, revision

P. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on March 13, 2018, at Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00pm

Q. ADJOURN at 7:36 pm.

MOORE / DRYDEN

5/0

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Sharon Dryden, Clerk

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Merrill M. Grant, Ed.D., Superintendent

Checks Dated 02/01/2018 through 02/28/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00014853	02/09/2018	HEIDI BETHKE	01-5200	SELPA MTG EXPENSES		787.87
00014854	02/09/2018	NONA GRIESERT	01-5200	MILEAGE	44.10	
			01-5899	MILEAGE	132.32	176.42
00014855	02/09/2018	JANIS HARDEMAN	01-5200	NURSE SERVICES	228.67-	
			01-5810	NURSE SERVICES	3,028.67	2,800.00
00014856	02/09/2018	JANE V. LEE, M.A., LMFT	01-5810	COUNSELING SERVICES		480.00
00014857	02/09/2018	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE		212.76
00014858	02/09/2018	MARY LOWE	01-5810	COUNSELING SERVICES		2,180.00
00014859	02/09/2018	LESLIE MARSDEN, MOT, OTR/L	01-5810	OCCUPATIONAL THERAPY SERVICES		2,680.00
00014860	02/09/2018	BARBARA MCKURTIS	01-5100	CONTRACTED CONSULTANT AGREEMENT	8,156.09	
			01-5810	CONTRACTED CONSULTANT AGREEMENT	56.41	8,212.50
00014861	02/09/2018	NCS PEARSON, INC.	01-4300	TESTING SUPPLIES		331.83
00014862	02/09/2018	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE LEASE	23.50	
			01-5899	POSTAGE MACHINE LEASE	70.52	94.02
00014863	02/09/2018	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		30.00
00014864	02/09/2018	SIERRA VALLEY HOME CENTER	01-4300	SHOP SUPPLIES		250.32
00014865	02/09/2018	VOYAGER SOPRIS LEARNING	01-4300	INSTRUCTIONAL SUPPLIES		243.71
00014866	02/09/2018	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	FEB 18 HEALTH INSURANCE	1,600.00	
			76-9576	FEB 18 HEALTH INSURANCE	18,868.90	20,468.90
00014867	02/09/2018	U.S. BANK	01-4300	CLASSROOM SUPPLIES	12.09-	
				VINYL GLOVES	38.51	
			01-9200	SUPT. TRAVEL EXPENSES	12.46	38.88
00014868	02/09/2018	VOYAGER	01-4350	FUEL EXPENSE	47.50	
			01-5899	FUEL EXPENSE	41.09	88.59
00014869	02/28/2018	CIT	01-5900	PHONE SYSTEM/MAINTENANCE		735.84
00014870	02/28/2018	EASY WAY SAFETY SERVICES, INC.	01-4300	SAFETY HARNESS	258.95	
				Unpaid Sales Tax	15.95-	243.00
00014871	02/28/2018	NONA GRIESERT	01-5200	MILEAGE	37.89	
			01-5899	MILEAGE	113.62	151.51
00014872	02/28/2018	RAY MORGAN COMPANY	01-5600	COPIER MAINT.		18.01
00014873	02/28/2018	SCHOOL SERVICES OF CALIFORNIA	01-5200	REGISTRATION	53.75	
			01-5899	REGISTRATION	161.25	215.00
00014874	02/28/2018	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		93.59
<b>Total Number of Checks</b>					<b>22</b>	<b>40,532.75</b>

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

ESCAPE ONLINE

Checks Dated 02/01/2018 through 02/28/2018

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

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
01	County School Service Fund	22	21,679.80
76	Payroll Clearing	1	18,868.90
	Total Number of Checks	<b>22</b>	40,548.70
	Less Unpaid Sales Tax Liability		15.95
	<b>Net (Check Amount)</b>		<b>40,532.75</b>

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

ESCAPE ONLINE

**Sierra County Office of Education  
Sierra-Plumas Joint Unified School District**



# Safe Schools Plan

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**Version: 9.0**

**Merrill M. Grant, Ed.D.  
Superintendent of Schools**

**Board of Education Review and Approval: March 13, 2018**

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**GENERAL INFORMATION**

California Education Code §32281(d)(1)

“Subdivision(b) shall not apply to a small school district, as defined in paragraph (2), if the small school district develops a districtwide comprehensive school safety plan that is applicable to each school site.”

Sierra-Plumas Joint Unified School District is considered a small school district.

**Assessment of Crime**

**Crime Reports**

In the school year of 2015-2016, no crime reports were made.

In the school year of 2016-2017, three crime reports were made.

**Results from Healthy Kids Survey 2015-2016– 12<sup>th</sup> Grade**

Q: I feel safe in my school

Strongly disagree	.....	0
Disagree	.....	0
Neither disagree nor agree	.....	14
Agree	.....	57
Strongly agree	.....	29

Q: School staff takes parent concerns seriously

Strongly disagree	.....	3
Disagree	.....	3
Neither disagree nor agree	.....	24
Agree	.....	66
Strongly agree	.....	3

Perceived Safety at School

Very safe	.....	39%
Safe	.....	50%
Neither safe nor unsafe	.....	11%
Unsafe	.....	0
Very unsafe	.....	0

**Violence and Victimization on School Property, Past 12 Months**

How many times on school property have you:

-been pushed, shoved, slapped, hit or kicked by someone who wasn't just kidding around?

0 times	.....	79%
1 time	.....	7%
2 to 3 times	.....	7%

4 or more times ..... 7%

-been afraid of being beaten up?

0 times ..... 97%  
 1 time ..... 3%  
 2 to 3 times..... 0%  
 4 or more times ..... 0%

-been offered, sold, or given an illegal drug?

0 times ..... 97%  
 1 time ..... 3%  
 2 to 3 times..... 0%  
 4 or more times ..... 0%

**Suspensions/Expulsions**

The district had an unduplicated total of seven students suspended during the 2015-2016 school year. **The district had an unduplicated total of nine students suspended during the 2016-2017 school year.** No students were suspended for a total of fifteen days.

In the 2015-16 school year, no students were expelled. **In the 2016-17 school year, one student was expelled.**

**Procedures for Safe Ingress and Egress of Students**

Each school site in the Sierra-Plumas Joint Unified School District has provided safe ingress and egress for students and staff, including drop off areas at the front of schools and specific arrival and departure procedures for bus students. At the beginning of each school year personnel discuss school rules and safety procedures with students.

Under the Americans with Disabilities Act, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted. Trained staff assist individuals with disabilities.

The Sierra-Plumas Joint Unified School District encourages walking, bicycling, or scootering to school. If children must be driven by car, carpooling is encouraged. Safety is emphasized, whatever the mode of transportation. It is everyone’s responsibility to know the traffic laws surrounding the school, including appropriate speed limits, and to obey them.

## School Crisis and Safety Plan Summary

Sierra County residents are aware that the following may characterize major emergency situations:

- There is little advance warning.
- Highways may be closed.
- Telephones and other major utilities may be out for several days.
- In a major disaster, deaths and injuries will exceed the capacity of our health facilities.
- Because government and school agencies are limited in their capabilities, it is likely that our school and our nearby community would be self-sufficient for a time and may be required to provide shelter to the immediate community.

The objectives of our plan are the following:

1. To provide a plan for action which will assist school personnel in minimizing injuries and loss of life of students and staff during an emergency;
2. To provide a plan to equip school personnel and school facilities to meet the needs of students, staff members, the community and local/state law enforcement and health officials during an emergency;
3. To provide a safe and orderly environment conducive to learning;
4. To assist in the safety and protection of our students and school personnel immediately after a disaster; and
5. To arrange for a calm and efficient plan for parents to retrieve their children from school if necessary.

To meet these objectives, in the event a disaster should occur when children are at school, the following action plan would be implemented.

## Action Plan Summary

### A. Teachers Will:

- Give "**Duck, Cover and Hold On**" instructions in event of earthquake.
- Evacuate building in case of fire or after an earthquake.
- Take emergency folder and evacuate students to assigned area on yard.
- Hold students in assigned yard area, take roll, and wait for further instructions.
- Remain with class and report anyone who is missing.
- Take appropriate first aid action.
- Not re-enter buildings until deemed safe by authorities.
- Dismiss students to go home only to parent/or authorized adult. Children must be signed out by parent/or authorized adult.

### B. Assigned School Personnel Will:

- In the event of a fire, shut off gas, electricity and water (in that order). (Custodians, maintenance personnel)
- In the event of an earthquake, if gas is smelled, turn off gas; if there is an electrical problem, turn off electricity; if there are water leaks, turn off water.
- Set up and coordinate a first aid center.
- Report to site administrator for further instructions.
- Assume assigned emergency response roles: i.e., coordinate a first aid center, engage in search and rescue tasks, supervise students, secure gates, etc.

### C. Site Administrator's Office Will:

- If telephones are operable: notify **9-1-1** (Sierra County Sheriff) and the school district office for Level 2 & 3 emergencies,<sup>1</sup> District Office for all emergencies; and monitor incoming phone calls.
- Establish communication with the school district office.
- Maintain communication with staff and outside agencies.
- Assign available adults to tasks as needed.
- Site administrator to decide if evacuation to a designated shelter is necessary.

---

<sup>1</sup> As defined in Section I, pg. 10

## Special Information for Parents

Our school district has evacuation and emergency plans in order in case of a disaster. A complete School Safety Plan is available at the Sierra-Plumas Joint Unified School District Office.

### A. Crisis Information

**Parents will receive initial information by the "Emergency Phone Notification System" or by a "emergency phone tree" telephone call** (i.e., where teachers or others have a list of parents to notify in case of a school emergency when the Phone Notification System is not working).

**Do not come to or call the school!** Each school will designate a parent gathering center where parents will be informed and, when possible, pick up their children.

### B. Parent Gathering Places

- Loyalton Schools:           1) Holy Family Catholic Church or  
  2) Loyalton Elementary School
- Downieville Schools:       Yuba Theatre (park in corner parking lot)

### C. Student Dismissal

In the event of a major earthquake, **school will not be dismissed, and children will remain under the supervision of school authorities** until parents or responsible adults can pick them up.

If the site administrator or teacher in charge determines that students are to be dismissed following a crisis event, they will be transported to the parent gathering place, where their parents can pick them up, or be dismissed to return home by the usual method.

### D. Picking Up Your Child

Students will be released at the designated gathering center. After signing the Student Release form, your child (and any other children you are authorized to pick up) will be released to you. Only teachers, children and parent volunteers will be allowed onto the playground.

**Do not remove your child or any other child from school or gathering areas without having signed your name on the emergency release form.** This provides a record of each child's location.

Many of you may not be able to reach school by automobile or phone. If conditions make it necessary, we will release your child to the adult

indicated on your child's "Emergency Release" form. We will keep a written record of the child and the adult to whom the child has been released.

If children are caught in a disaster between home and the school, it is recommended they go immediately to school.

E. Food and Water Supply

In the event that children would need to remain on campus for several hours after any sort of a disaster, we have a supply of food and fresh water. However, the supply is limited.

F. First Aid

School personnel have been trained in first aid and CPR. Each school office has a specially designed disaster kit containing appropriate supplies.

This page intentionally blank.

## **Section I - Introduction**

1. Introduction
2. Planning
3. Communications
4. Emergency Actions
5. Responsibilities
6. General Crisis Management Plan
7. Team Responsibilities



## 1. Introduction

### Purpose

In the event of a widespread emergency it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance. The school may need to be self-sufficient for a time and may be required to provide shelter to the immediate community.

### Levels of Emergencies

Services are described by one of the following three levels:

- **Level One Emergency:** A localized emergency which school district personnel can handle by following the procedures at their own site.  
*Examples: power outage, minor earthquake, tragedies affecting students.*
- **Level Two Emergency:** A moderate to severe emergency, somewhat beyond the school district response capability, which may require mutual aid assistance from the fire department, police, etc. *Examples: fire, severe earthquake with injuries and/or structural damage.*
- **Level Three Emergency:** A major disaster, clearly beyond the response capability of school district personnel, where large amounts of mutual aid assistance will be required, recovery time will be extensive, and response time from major supportive agencies may be seriously delayed and/or impaired.

### Authorities and References

This Safe Schools Plan is based on federal and state law, as well as the District's adopted policy and administrative regulations.<sup>2</sup>

### Plan Implementation

This Safe Schools Plan will be:

- Initiated by the superintendent, site administrator or designee when conditions exist which warrant its execution.
- Implemented by all staff that will remain at school and perform those duties as assigned until released by the site administrator.
- Reviewed at least annually.<sup>3</sup>
- To fully implement this plan each school shall have:
  - A working PA system available in all rooms and areas with students and staff
  - Rooms that are lockable from the inside
  - Drapes or other covering for all windows
  - Telephones in all rooms for communication purposes

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<sup>2</sup> Section VII, Authorities and References, pg. 89

<sup>3</sup> Ibid

## 2. Planning

### A. Hazard Assessment

Each school year, prior to the arrival of the teaching staff, the site administrator and maintenance staff will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas.

### B. Staff Orientation/Training

All school staff will be oriented to this Plan by the site administrator and/or designee at the beginning of each school year.

Emergency Preparedness Week will be held no later than the second week of school. During this time each drill will be practiced and evaluated for effectiveness.<sup>4</sup>

Staff members designated for medical responsibilities shall have first aid and CPR certification and training in triage.

### C. Drills

In accordance with state law:

- Fire drills will be conducted on a monthly basis.<sup>5</sup>
- An earthquake "Drop, Cover and Hold On" drill will be held each quarter. for elementary schools and once each semester for secondary schools.<sup>6</sup>
- Test earthquake plan, or portions thereof, on a rotating basis, at least two (2) times during the school year.<sup>7</sup>
- All students and staff will participate in these mandated drills.
- Substitutes and volunteers will be instructed by staff on drill procedures, including location of the emergency binder containing a current student roster.
- All drills will be recorded on the Emergency Drills form.<sup>8</sup>

### D. Evacuation Routes and Emergency Signals & Procedures

The site administrator is responsible for establishing safe evacuation routes from all school facilities. Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

Emergency signals & procedures will be posted in each classroom, library and office. Each classroom will have an emergency binder containing:

- A summary of emergency procedures.
- Current class roster. High schools will have a roster for each period

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<sup>4</sup> Section IV, pg. 53

<sup>5</sup> Code of Regulations, Title 5, 550

<sup>6</sup> EC 35297

<sup>7</sup> Section 560, Title V, California Administrative Code

<sup>8</sup> Section VI, Form D, pg. 79

- of the school day.
- "Pick-up" information for each student.
- Emergency phone/cell numbers in case of separation from the main group.

**E. Emergency Signals:**

- Fire.....Fire drill bell
- Earthquake drill.....Air horn or PA announcement for drill
- Secure Building .....PA announcement or three short bells
- Return to building .....Short whistle blasts or PA announcement
- All Clear .....One long bell, or PA announcement

In the event the PA or bells are not working, runners will be used to inform staff and students.

**F. Parent Communication/Responsibility**

Pertinent components of this Plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents.

All parents will complete a Student Release form for their child and designate other persons who are authorized to pick-up their child at a pre-designated place in the event of an emergency. (School campus pickup may be inappropriate in some emergencies.)

**G. Supplies and Equipment**

Disaster supplies and equipment are maintained at each site as follows:

- First aid kits and other search and rescue supplies which may be needed during the first few hours following an emergency located in each school office.
- Tools for shutting off the utilities at each shut-off location.

**H. Emergency File**

An Emergency File containing Student Release information for all students and blank Student Release-Permission Slips will be maintained in the school office marked "EMERGENCY FILE", and will be taken by the school secretary whenever the school building is evacuated.<sup>9</sup>

<sup>9</sup> Section VI, Form K, pg. 88.

### 3. Communications

#### Phones

- During an emergency, telephones and cell phones will only be used to safely report emergency conditions or to request emergency assistance.
- In the event that telephone and/or electrical service is interrupted or it is unsafe to use a cell phone, other means must be relied upon to relay information. Runners will be utilized within the school building and on school grounds.

#### Public

It is the responsibility of the superintendent to disseminate information to the public.

Site administrator or designee will:

- Notify the district/county office of the school's status/needs.
- Designate staff member(s) to monitor all communications.

Parents will be notified of an emergency and where to go to receive information using the "Emergency Phone Notification System". Each school will also have a "emergency phone tree" plan for parent notification in the event the Emergency Phone Notification System is not working. Parents/staff will be reminded during the Emergency Preparedness Week to have a land line phone for emergency use.

#### Communications in the Event of a School Site Lockdown

When deemed appropriate by the superintendent or designee, the following communications will take place to the greater school community:

- On the Sierra-Plumas Joint Unified School District website, an update of the situation with possible directives for parents will be posted under "Alerts and Announcements". An entry on the District's "Facebook" page with the same information will also be posted.
- An all-call phone message will be generated to the entire school community addressing the status of the lockdown and directives for parents in what course of action the school desires parents to take.
- If time permits before students are excused, a letter will be drafted by the superintendent or site principal and sent home with each student addressing the situation and the district's response.
- If necessary, all resources with local law enforcement and their communication protocols will also be utilized.

## Emergency Actions

When an emergency occurs, it is critical that every staff member take immediate steps to protect themselves and others.

The following Emergency Actions are detailed in Section II, EMERGENCY ACTIONS. Each staff member must become familiar with each Emergency Action and be prepared to do assigned responsibilities.

All students are to be taught and to practice what their actions are when the following Emergency Actions are implemented:

1. Leave Building
2. Stand-By Lockdown
3. Secure Building/Shelter in Place
4. Evacuation/Directed Transportation
5. Duck, Cover, and Hold On
6. Return to Building
7. All Clear
8. Convert Building

This Safety Plan establishes procedures to be followed which will nullify or minimize the effects of the sixteen emergencies listed below and covered in Section 3. The procedures are intended primarily as a ready reference for all staff to be carefully studied and practiced prior to the occurrence of an emergency.

The emergencies outlined in this Plan are:

- Bomb Threat
- Hazardous Materials
- Civil Disobedience
- Earthquake
- Explosion and/or Threat of Explosion
- Fire
- Broken water/sewer mains/Flood
- Irrational Behavior
- Loss of Utilities
- Personal Emergencies
- Rabid Animal/Animal Disturbance
- Severe Weather
- Weapons Fired
- Medical Emergency (epidemic)
- Threat Condition Red/War
- Medical/Health emergency

***See Section III for detailed information for each emergency.***

## 4. Responsibilities

### A. Site administrator or Designee

- Assume overall direction of all emergency procedures based on procedures and actions outlined in this Plan.
- Good judgment, based upon the facts available in any emergency situation, is of paramount importance.
- This Plan should not be considered as a restriction to judgmental prerogatives.
- Assign school personnel to emergency committees as deemed necessary. Personnel may have duties in addition to those listed below.
- Establish and contact County/District schools office at (530) 993-1660 and if severe crisis Sierra County Office of Emergency Services at (530) 289-2850.

### B. Office Staff

- Provide assistance to site administrator by handling telephones, monitor radio emergency broadcasts, assist with health emergencies as needed, acting as messengers, etc.

### C. Teachers

- Responsible for the supervision of students in their charge.
- Direct evacuation of students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders.
- Give **“Duck, Cover and Hold On”** command during an earthquake or in a surprise attack.
- Take roll when class relocates in an outside or inside assembly area or at another location.
- Report missing students to site administrator.
- Send students in need of first aid to school nurse or person trained in first aid. Acquire first aid for those unable to be moved.

### D. Instructional Assistants/Aides

- Assist teacher.

### E. Custodians/Maintenance Personnel

- Examine buildings and plant for damage, provide damage control.
- Keep site administrator informed of condition of school.
- Assist as directed by the site administrator.

### F. Bus Drivers

- Supervise the care of children if disaster occurs while children are in bus.<sup>10</sup>
- Transfer students to new location when directed.

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<sup>10</sup> Section V, Page 62

- Assist custodian in damage control.
- Transport individuals in need of medical attention.

**G. Nurses/Health Assistants**

- Administer first aid.
- Supervise administration of first aid by those trained in it.
- Organize first aid and medical supplies.

**H. All Other Employees**

- Report to site administrator for directions.

## 5. General Crisis Management Plan

### A. Site administrator, or in their absence, the teacher-in-charge, will take charge immediately:

- Notify the District/County Office, 530-993-1660, Ext 100, 150, or 151.  
(Superintendent Cell 530-771-7926)  
(Business Manager Cell 530-414-6318)
- Provide immediate, accurate information about the incident to staff, students, parents, and other district staff.
- Coordinate with the police, fire department and EMTs as necessary.
- Assign roles.

### B. Secretary:

- Supervise front activities.
- Account for students, injuries, absences, etc.
- Have ready map of school and accountability report, and school roster for each class.

### C. Instructional Aides/Classified employees

- Supervise grounds.
- Notify and assist teachers in implementing plan.
- Assist site administrator in checking out all rooms in case of evacuation order.

The Emergency Teams will include:

- Emergency Operations/Command Team
  - Site administrator and front office staff
- Search and Rescue Team
  - Aides and classified staff
- First Aid Team
  - Designated staff
- Student Supervision
  - Teaching staff and aides when available
- Accounting
  - All teaching staff
- Parental Assistance/Information
  - Site administrator will designate staff
- Building Security
  - Maintenance/Custodian
- Crisis Intervention
  - Counselor/Sierra County Health or Social Services

Any school employee, as a disaster services worker, may be asked to assist an Emergency Team whenever necessary.



## 6. Team Responsibilities

### A. Search and Rescue Team (All aides)

- Obtain any equipment, supplies, or instructions to help in the search. (Emergency two way radios are available at the District Office.)
- Always work with a partner.
- Search designated area to find injured and/or missing persons. Pay close attention to restrooms, office, classrooms, storage areas.
  - a) Explore each room visually, vocally, and physically.
  - b) Look, call out for replies and actively search.
- Have one team member stay with an injured person while the other reports to the first aid team.
- Report any damage noticed.
- Mark unsafe areas.
- Report information to the command center (front office).
- Assist any team that needs help.

### B. First Aid Team (Site administrator will designate)

- Obtain equipment, supplies, and instructions to begin responsibilities.
- Meet at the first aid station (the office).
- Always work with a partner if you leave the station.
- Communicate with search and rescue team. If necessary go to the team to assist with an injured person.
- Provide first aid for each victim.
- Document all victims removed from the site for medical care.<sup>11</sup>

### C. Accounting Team (All Teachers)

- Interpret meaning of warning signal or recognize the signs such as earth tremors.
- Give command to students. E.g. Drop, Cover (under desk, table, door entry), Hold On, wait for instructions to leave the building—given by teacher, or prearranged signal.
- Determine if anyone is injured.
- Give first aid if necessary.
- Cooperate with teachers near you in student assembly area.
- Evacuate building when directed and go to your designated fire drill position, or to bus staging area if so directed. Take emergency Binder, take roll, and fill out an emergency status report if necessary. Give to an administrator/designee.
- All staff will walk with their class to assigned area in the student assembly area.
- Supervise and reassure students throughout emergency.
- Accompany students if they are evacuated and assist in signing them out to parents or other designated person.

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<sup>11</sup> Section VI, Form E, pg. 79

## **Section II – Emergency Actions**

1. Leave Building
2. Stand-By Lockdown
3. Secure Building/Shelter in Place
4. Evacuation/Directed Transportation
5. Duck, Cover, and Hold On
6. Return to Building
7. All Clear
8. Convert Building

## 1. Leave Building

### A. Announcement

- Fire alarm (bell).
- Provided time is available, make an announcement in person directly or over the public-address system which will indicate the nature of the emergency event.
- Use messengers with oral or written word to deliver additional instructions to teachers in hold areas.

### B. Description

- The orderly movement of students and staff along prescribed routes from inside school buildings to an outside area of safety.
- This action should be followed by another action or a return to school buildings and normal class routine.
  - a) All clear signal ..... one long bell.
- Use Emergency Phone Notification System when appropriate.
- Site administrator and designees will check every room in building to be certain no students remain. Communication via 2-way, walkie-talkie.

### C. When Used

- This action is considered appropriate for, but is not limited to, the following:
  - a) Fire
  - b) Bomb threat
  - c) Chemical accident
  - d) Explosion or threat of explosion
  - e) Post earthquake
  - f) Other similar occurrences which might make the school buildings unsafe.

## 2. Stand-By Lockdown

### A. Announcement

- An announcement in person directly or over the public address system.  
*Example: "Your attention please. **STANDBY.** (Pause) **STAND BY.** (Pause) **Additional information to follow.**"*
- Use messengers with oral or written word as an alternate means of faculty notification.

The situation isn't critical enough to warrant the disruption of teaching but is serious enough to not want students outside or unsupervised. All students and staff are instructed to remain in their designated room with the door locked.

### B. Description

- If outside, teachers are to return students to their classrooms.
- If inside, teachers will hold students in classrooms pending receipt of further instructions.
- This action must be followed by another action or a return to normal school activities.
  - a) All clear signal ..... one long bell.

### C. When Used

- This action is appropriate for all disasters or emergencies, except those that occur without warning.

### 3. Secure Building/Shelter in Place

#### A. Announcement

- An announcement in person directly or over the public address system.  
*Example: "Your attention please. (Pause), SECURE BUILDING, or INTRUDER. (Pause) SECURE BUILDING.*
- Teachers should initiate this action anytime they hear extremely violent behavior, i.e., shots, etc., outside their classroom.
- Use messengers with oral or written word as an alternate means of staff notification when safe to do so.
- Students outside classrooms will walk to the nearest rooms quickly on hearing three blasts of whistle.

#### B. Description

- Teachers and other staff members are to immediately lock doors and have students lie on the floor.
- While students are getting on floor, close any shades and/or blinds if it appears safe to do so.
- Teachers and students are to remain on the floor until a staff member they recognize assures them that it is safe to unlock doors.
- During an activity period, or outside, students should take shelter in a building if possible; otherwise, run in a zig-zag pattern to shelter, cover and hide until the all clear signal.
- If a student were in the halls or bathrooms, remain inside until found by staff or hear the all clear signal.
- If any students anywhere on campus hear gunshots they are to remain inside until found by staff or hear the all clear signal.
- Not in classroom: go to closest room, take cover. Help secure the room and then take cover, remain silent until the all clear signal. People will be checking the doors, so do not respond to any attempts to open doors.
- If necessary, tape bottom of doors, and vents. (chemical spill)
- Use Emergency Phone Notification System for parents as soon as possible.

#### C. When Used

- This action is considered appropriate for, but not limited to, the following:
  - a) Extreme Violence
  - b) Gunfire
  - c) Violent intruder
  - d) Animal on campus
  - e) Chemical spill
  - f) Threat of explosion

## 4. Evacuation/Directed Transportation

### A. Evacuation

- Announcement
  - a) Fire bell or PA notification.
  - b) Use messengers with oral or written word as an alternate means of staff notification.
- Description
  - a) Students and teacher evacuate building using posted route. Teacher takes Emergency Binder.
  - b) Close all windows and doors.
  - c) Teacher takes roll and reports any missing students.
- When Used
  - a) Fire or threat of fire
  - b) Bomb threat
  - c) Threat of explosion if time to evacuate. If not, Duck, Cover and Hold On

### B. Directed Transportation

- Announcement
  - a) Use PA system to move students to bus staging area. Or follow regular fire evacuation procedures and wait further information.
- Description
  - a) Students evacuate to bus staging area to board buses.
  - b) Teacher: Take emergency binder.
- When Used
  - a) Students need to be transported to another site.
  - b) After a school lock down, in order for their parents to pick them up or to be transported home.
  - c) To remove students from hazardous materials.
  - d) To re-route buses due to road hazards.
  - e) For non-school emergency use this action will be initiated only by action of the Superintendent and/or upon the direction of Sierra County Office of Emergency Services.
  - f) It is deemed appropriate for use during any disaster in which a requirement exists for additional medical facilities or Congregate Care Centers.

## 5. Duck, Cover, and Hold On

### A. Announcement

- An oral command to "**Duck, Cover and Hold On**" (repeat as needed) given by the teacher or other staff member who realizes that an earthquake is occurring.

### B. Description

- When inside
  - a) Upon the command "**Duck, Cover and Hold On**", students and staff should immediately drop to the floor, get under their desk and hold on. Desks should be arranged so that they do not face windows. Teacher will close curtains.
- When outside
  - a) Upon the command "**Duck, Cover and Hold On**", students and staff should immediately move away from buildings and other objects which might topple over.
- Use Emergency Telephone Notification System if appropriate.

### C. When Used

- This action is appropriate for:
  - a) Earthquake
  - b) Explosion
  - c) Surprise Attack
  - d) Intruder
- Earthquake
  - a) Earthquake drill will be announced with an air horn. Students will immediately "Duck, Cover, and Hold On" away from windows, under desks, tables.
  - b) Evacuate building when the "All Clear" signal sounds. (one long bell.) Follow procedures for Evacuation/Fire.

## 6. Return to Building

### A. Announcement

- Teachers on duty will blow three short blasts on their whistle.

### B. When Used

- This action is to be taken when students are outdoors and a crisis requires that they immediately return to the building.
  - a) Dangerous animal on campus
  - b) Intruder
  - c) Lightning

## 7. All Clear

### A. Announcement

- In person directly or over PA system. May also be one long bell.

### B. Description

- This action signifies the end of the action that had been initiated.
- Teachers should immediately begin discussions, activities, etc., to assist students in addressing fear, anxiety, etc.
- Use Emergency Telephone Notification System if appropriate.

### C. When Used

- This action is used as the final action to conclude:
  - a) Duck, Cover and Hold On
  - b) Leave Building
  - c) Secure Building
  - d) Stand-By
  - e) Take Cover



## 8. Convert School

### A. Description

- During School Hours
  - a) Dismissal for all classes, followed by action to go home, or if the situation dictates, hold students at school for temporary care.
  - b) Conversion of the school into an Emergency Hospital, First Aid Station or Congregate Care Center. (Congregate Care Center is operated by officials of the Department of Health and Human Services or the American Red Cross.)
  - c) This action will normally be preceded by one or more of the other Emergency Actions.
- Other than School Hours
  - a) Alerting school employees.
  - b) Suspension of scheduled classes. Use Emergency Telephone Notification System. Notify District Office for assistance by other means.
  - c) Conversion of the school into an Emergency Hospital, First Aid Station or Congregate Care Center.
  - d) When converting the school to an Emergency Hospital or First Aid Station, follow the guidance and directions of the medical personnel upon their arrival.

### B. When Used

- This action will be initiated only by action of the Superintendent and/or upon the direction of officials from the Sierra County Office of Emergency Management, Department of Health and Human Services or upon the request of the American Red Cross.
- It is deemed appropriate for use during any disaster in which a requirement exists for additional medical facilities or Congregate Care Centers.

## **Section III – Emergency Procedures**

1. Preface
2. Fire
3. Flood
4. Earthquake
5. Loss of Utilities and/or Sewer Problems
6. Severe Weather
7. Weapons Fired
8. Hazardous Materials
9. Irrational Behavior
10. Personal Emergencies
11. Rabid Animal/Animal Disturbance
12. Bomb Threat
13. Civil Disobedience/Student Disorder
14. Stranger or Intruder on Campus
15. Explosion/Threat of Explosion
16. Threat Condition Red/War
17. Health/Medical Emergency
18. Special Education Adaptations

## 1. Preface

Staff awareness and knowledge of what to do in the following emergencies is vital for the safety of all on our campuses.

Therefore, the following methods will be used for dissemination of information about procedures:

- Staff handbook and discussion at staff meeting.
- Substitute folders.
- Drill during Emergency Preparedness Week and additionally as required by law. It is recommended that law enforcement be present for the drill to help monitor and improve performance.

It is recommended that students should be aware in advance that there will be severe consequences for failure to cooperate with administration or staff during an emergency or drill.

In emergencies, the administrator or designee is in charge. Some duties are pre-designated, and some will be assigned as needed. See Team Responsibilities.<sup>12</sup>

During Level 3 emergencies, the Sierra County Office of Emergency Services will be the lead agency, coordinating needed services.

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<sup>12</sup> Section I, pg. 11.

## 2. Fire

### LEVEL 2 OR 3 EMERGENCY

#### A. Within School Buildings

Site administrator or designee will:

- a) Immediately initiate action **LEAVE BUILDING/ Evacuate**. Fire bell (three short bells – consistently rung).
- b) Pull fire alarm.
- c) Call 9-1-1.
- d) Organize a fight of incipient fires until arrival of the Fire Department. (This should be done only to the level that people have been trained. Never risk injury or loss of life. Evacuation is advised.)
- e) Ensure that access roads are kept open for emergency vehicles.
- f) Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
- g) Notify the superintendent.
- h) Do not allow the return of students or staff members to school buildings until Fire Department Officials declare them safe.

Teachers will:

- i) Take emergency binder, close doors and windows if time.
- j) Take roll after proceeding along designated evacuation route.
- k) Report missing students to site administrator designee outside. Those not found will be reported to Fire and Law Enforcement Officials.
- l) Do not release students to anyone but their parents or the student's emergency person.

#### B. Fire Near School

- Site administrator will determine the need to implement any action. If the answer is "no", continue with school routine.
- Notify appropriate Fire Department to be sure alarm has been given.
- If the fire threatens the school, the site administrator will execute those actions under "Within School Buildings" above.

### 3. Flood

#### LEVEL 1 EMERGENCY

None of the SPJUSD schools are in a flood zone. However, there will be times when transportation of students to their homes may be through flood prone areas.

##### **A. Within School Buildings** (such as broken water mains, or sewer or floods that may prevent building occupation.)

1. The extent of the crisis will dictate the course of action to be taken. Depending on the situation, the Site administrator may find it necessary to initiate one or more of the following Emergency Actions and procedures:
  - a) Action **STAND-BY**, followed by
  - b) Action **LEAVE BUILDING**, or
  - c) Action **DIRECTED TRANSPORTATION**, or
  - d) On official request, action **CONVERT SCHOOL** for emergency evacuations.
2. Sound the appropriate warning signal.
3. Maintain communication with County Emergency Services for information updates.
4. Supervise the execution of the action decided upon.
5. The site administrator will notify the Superintendent of action taken.

##### **B. Roads Flooded Affecting Transportation**

1. Action **STAND-BY**, followed by
  - Construct Alternate Route by authorization of Superintendent
  - Place Emergency Phone Notification System to bus students effected.
2. Action **DIRECTED TRANSPORTATION**

## 4. Earthquake

### LEVEL 1 OR LEVEL 2 EMERGENCY

#### A. When Students are Inside the School

1. Action **DUCK, COVER AND HOLD ON** upon an indication of an earthquake and at teacher's command. Teacher will try to close curtains if inside.
2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures. (The same applies to other staff members.)
3. When the earthquake is over, Site administrator or designee will initiate action **LEAVE BUILDING/EVACUATE BUILDING**.
4. Teachers will take their emergency binders as class leaves following designated evacuation route or alternate route if first is hazardous or blocked.
5. The earthquake safety team (custodians/maintenance) will:
  - a) Post guards a safe distance away from building entrances to see that no one re-enters the buildings.
  - b) Warn all personnel to avoid touching electrical wires which may have fallen to the ground.
  - c) Notify the superintendent.
  - d) Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
  - e) Inspect school buildings. When damage is apparent, contact superintendent and determine the advisability of closing the school.
  - f) Initiate any other action deemed necessary, or return to normal routine.

#### B. When Students are Outside the School

1. Give command to students and any visitors around you to move away from buildings, trees, large structures and exposed wires.
2. Keep everyone together and ensure that no one leaves your group.
3. Wait for further instruction at a safe distance from buildings, trees, large structures and exposed wires. Do not re-enter the building without the authority of the superintendent or County or State emergency personnel.

#### C. At Times Other Than School Hours

Site administrator will:

- Have fire marshal or other experts inspect school buildings. When damage is apparent, contact the superintendent and determine the advisability of closing the school.
- If school must be closed, notify staff members and students.
- Notify the District Office who will inform public media as appropriate.

## 5. Loss of Utilities and/or Sewer Problems

### A. Advanced Warning

1. During School Hours
  - a) Advance notice may be received from utility companies regarding loss of service. In many cases, these losses of service will be of short duration and require no special action other than notifying staff of the pending interruption of service.
  - b) Make announcement in person directly or over public address system.
  - c) Use messengers with oral or written word as an alternate means of faculty notification.
2. Other Than School Hours
  - a) If disruption in service will severely hamper school operation, students and staff should be notified by the Emergency Phone Notification System.
  - b) District Office will also assist in notification process by other means.

### B. Sudden Interruption

1. During School Hours
  - a) Determine length of time service will be interrupted.
  - b) Notify School District Office of loss of service.
  - c) If site administrator decides it is necessary, students will be dismissed. Busses will be called and parents notified using the Emergency Phone Notification System.

## 6. Severe Weather

### LEVEL 1 EMERGENCY

#### A. Wind:

1. With Warning
  - a) *Site administrator or designee will:*
    - Initiate action, **STAND-BY**.
    - Take appropriate actions to safeguard school property.
2. With Little or No Warning
  - a) *Teachers will:*
    - Initiate action **DUCK, COVER, & HOLD ON**
    - Ensure that all windows and blinds are closed.
    - Evacuate classrooms bearing the full force of the wind to inside rooms.
    - Do not allow structures with large, open roof spans to be used as shelter.
  - b) *Site administrator or designee will:*
    - Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
    - Notify the superintendent.
    - Upon passage of the storm initiate any other appropriate action, or return to normal routine.

#### B. Lightning:

1. Fundamental Principles
  - a) No place outside is safe with thunderstorms within six miles.
  - b) Schedule indoor activities to avoid lightning.
  - c) '30-30 Rule' (If 30 sec between lightning and thunder, go inside. While inside, stay away from corded telephones, electrical appliances and wiring, and plumbing. Stay inside until 30 min after last thunder.)
  - d) Avoid dangerous locations/activities. (Elevated places, open areas, tall isolated objects, water activities.)
  - e) If on a school trip, teacher will signal students return to buses at first sign of lightening. Remain seated with hands in laps, as far from windows as possible.
  - f) Do **NOT** go under trees to keep dry in thunderstorms!
  - g) Lightning Crouch. (desperate last resort)
  - h) First Aid: Call 9-1-1. CPR or rescue breathing, as appropriate.
2. Lightning Crouch
  - a) USE THIS AS A DESPERATE LAST RESORT ONLY! Remember, no place outside is safe with lightning in the area. If you are outside far away from proper shelter and lightning threatens, proceed to the safest location. If lightning is imminent, it will sometimes give a few seconds of warning. Sometimes your hair will stand upright,



your skin will tingle, light metal objects will vibrate, or you'll hear a crackling static-like a "kee-kee" sound. If this happens and you're in a group:

- Spread out so there are several body lengths between each person. If one person is struck, the others may not be hit and can give first aid.
- Once you've spread out, use the lightning crouch; put your feet together, squat down, tuck your head, and cover your ears.

b) When the immediate threat of lightning has passed, continue heading to the safest spot possible. Remember, this is a desperate last resort.

### 3. First-Aid

All deaths from lightning are from cardiac arrest or stopped breathing from the cardiac arrest.

Have someone call 9-1-1 for professional emergency medical care.

a) Start CPR or rescue breathing if the person has no pulse or no breathing, respectively.

## **7. Weapons Fired**

### **A. Report of Weapons Fired on Campus or Near School**

1. Students will immediately get on the floor. Action: Duck, Cover and Hold On
2. Close windows and curtains.
3. Notify police department using 9-1-1.
4. Safety is the main concern. Keep everyone in an area under cover and concealed if possible. Stay behind solid walls and doors. Keep away from windows.
5. If the suspect is seen, do not engage the suspect. This could generate a hostage situation.
6. If the suspect is outside, try to keep him/her outside. If it is safe, lock the entry doors.
7. A suspect should be considered armed, unstable and extremely dangerous.
8. Have a special/pre-arranged all-clear signal when situation/school is safe/secure.

## 8. Hazardous Materials

### A. Procedures

1. If necessary, call 9-1-1.
2. The site administrator will determine which Emergency Action, if any, should be implemented. (The nature of the material and the nearness of the accident will be a deciding factor. Police, Fire, Public Health or Environmental Health Departments may order evacuation of the school.)
3. If there is a threat of airborne toxicity, shut-off ventilation system in affected area.
4. Determine the need to implement action **LEAVE BUILDING**. If the spill is outside, remain inside. If the spill is inside, go outside. Move crosswind to avoid fumes, never upwind or downwind.
5. Do Not light any fires during a chemical accident.
6. Any persons that are suspected of being contaminated with a substance that could be transferred to others should be isolated until public safety personnel carry out decontamination procedures.
7. If time is available, initiate action **DIRECTED TRANSPORTATION**. Move students and staff away from the path of the chemical. Determine whether students should be sent home--if so, notify parents as per notification plan.
8. Notify the superintendent.
9. Teachers report names of missing students to office.<sup>13</sup> Those not found will be reported to Fire or Police officials, if forced by conditions to evacuate the school grounds.
10. Do not allow the return of students to the school grounds or buildings until public safety officials declare the area safe.
11. Upon return to school, Custodians/Maintenance personnel must ensure that all classrooms are adequately aired.

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<sup>13</sup> Section VI, Form G, pg. 83

## 9. Irrational Behavior

### A. Student or Staff

1. Notify site administrator.
2. Administrator shall notify staff using "**STANDBY LOCKDOWN**" procedure.
3. Notify school psychologist at (530) 993-1660, ext. 170.
4. Isolate person from students.
5. Notify person's family.
6. Protect individual from injury.
7. Make arrangements for necessary care of individual.
8. Notify Law Enforcement if individual is endangering self or others.
9. Notify superintendent.

### B. Campus Visitor

1. Notify site administrator.
2. Administrator shall notify staff using "**STANDBY LOCKDOWN**" procedure.
3. Isolate person from students.
4. Site administrator or designee will request person to leave campus, if possible. Remain calm, talk in soft non-threatening manner, void hostile-type actions, except in cases when necessary to safeguard person or property.
5. Notify appropriate Law Enforcement Agency, if necessary.
6. Notify superintendent.

## 10. Personal Emergencies

### A. Student, Staff or Visitor

1. Notify site administrator, call 9-1-1.
2. Provide privacy for the person.
3. Provide appropriate first aid.

### B. Problems affecting the whole school (e.g. student accident, death, or other emergency)

1. Notify the Superintendent
2. Notify all faculty members of the details of the crisis as they are currently known and keep them updated on details. If a crisis takes place at night or over the weekend, this notification would go out as soon as possible prior to the start of the next school day.
3. Notify the school's parent organization so that they can be involved during the resolution and follow-up phases.
4. Request assistance from other schools to ensure adequate personnel to deal with the situation.
5. Encourage students to express their feelings regarding the crisis.
6. Notify the parents of severely affected students to prepare them for their child's arrival home.
7. Provide a "roaming" substitute teacher who can cover for a teacher who is too upset to carry out their duties. Make a counselor available to faculty and staff.
8. Each school will handle in an appropriate manner, using counselors or Sierra County Mental Health personnel.

## 11. Rabid Animal/Animal Disturbance

### LEVEL 1 EMERGENCY

#### A. Procedures

1. The first consideration is the safety of the pupils and personnel.
2. Isolate the pupils from the animal.
  - a) If **animal is outside**, keep pupils inside. Teachers will lock doors to the outside.
  - b) If **students and animal are outside**, have students walk, NOT RUN, to the nearest entrance.  
Action: **RETURN TO BUILDING**  
Three short whistle blasts signal students to walk quickly to building.
  - c) If **animal is inside**, keep pupils outside or in some other sheltered area.
  - d) If **students and animal are inside**, have students walk, NOT RUN, to the nearest exit or classroom, whichever is closest and away from animal.  
Action: **LEAVE BUILDING**  
Fire alarm bell signals students to leave building.
3. Call law enforcement or fire department.
4. If animal injures someone, site administrator or designee shall call the parent, guardian or emergency contact and the Sierra County Sheriff.

## 12. Bomb Threat

### LEVEL 2 EMERGENCY

**LOW LEVEL THREAT** – The probable motive is to cause disruption: The Subject is vague in his/her threat, merely stating that there is a bomb at the school, he/she provides no specifics and hangs up quickly.

### LEVEL 3 EMERGENCY

**MEDIUM LEVEL THREAT** – The Subject gives details such as the size, location or type of bomb. The Subject stays on the line longer and states a motive for the bomb.

**HIGH LEVEL THREAT** – The Subject is very detailed and describes the type, power, location or time of detonation. The Subject stays on the line longer or makes multiple calls. The Subject may exhibit advanced knowledge of bombs. In addition, the Subject may make demands such as publicity, money, etc.

#### ***A. If threat by telephone comes directly to a school:***

- **Person receiving call should:**
  - USE ONLY LANDLINE PHONES
  - TURN OFF YOUR CELL PHONE (Utilize “runners” to communicate)
  - SHUT OFF ALL TWO WAY RADIOS, PAGERS
  1. Stay calm.
  2. Do not hang up or put the caller on hold.
  3. **Listen** – Do not interrupt caller.
  4. Alert someone else by prearranged signal so they can:
    - (a) Get on an extension (**landline only**), call **9-1-1** and notify the operator, "**This is \_\_\_\_\_ from (name of school). We are receiving a bomb threat on another line. The number of that line is \_\_\_\_\_. Please trace the call.**"
  5. Use Bomb Threat Form for guidance in dealing with caller.
  6. Attempt to **keep the caller on the telephone** as long as possible.
  7. Ask permission to repeat any instructions to make sure they were understood.
  8. Notify Site Coordinator immediately after completing the call.
  9. Try to determine if the caller is a student or an adult.
  10. Listen for any background noise.
  
- **Site Administrator Actions:**
  - USE ONLY LANDLINE PHONES
  - TURN OFF CELL PHONE (Utilize “runners” to communicate)
  - SHUT OFF ALL TWO WAY RADIOS, PAGERS
  1. Alert teachers to conduct a rapid visual scan of their areas for unidentified objects.
  2. **Remove students:** Issue **Leave Building** command on the PA

system or by messenger. Students will remain out of range until receiving the All Clear signal.

3. Notify the Superintendent's office. (530) 993-1660 Ext 110
  4. The site administrator and designee will canvass building to determine that no students or personnel remain in building
  5. The site administrator will call the fire department or police, if, in his/ her opinion, it is warranted. **Wait for Law Enforcement to begin search.**
  - 6.
  7. Resume school after the building(s) have been inspected and determined safe by proper authorities.
  8. Do not publicize the threat any more than necessary.
  9. Individual receiving call should complete the Bomb Threat Report, <sup>14</sup> as soon as possible.
- **Teacher Actions:**
    - USE ONLY LANDLINE PHONES
    - TURN OFF CELL PHONE AND INSTRUCT
    - STUDENTS TO TURN OFF CELL PHONES (Utilize "runners" to communicate)
    - SHUT OFF ALL TWO WAY RADIOS
    1. Conduct a rapid visual scan of work area. Do not touch any suspicious items.
    2. Collect the SAFETY BINDER.
    3. Ensure that the handicapped receive assistance in evacuating.
    4. Calmly instruct students to walk to the assigned area, usually 300 feet from the building
    5. Do not allow anyone to run or rush the hallways or exits
    6. Once safe, take attendance and report search results and student count to your administrator
    7. Wait with students until the search for the bomb has been conducted
    8. Do not re-enter the building until the all clear signal is given
    9. In times of severe weather or a prolonged search, students may be moved to pre-arranged locations, for example elementary students moved to the high school and vice versa.
    10. Account for all students.

#### ***B. If notified of call through police/sheriff department***

1. Implement action **LEAVE BUILDING. (Section II-1)**
2. The site administrator and designee will canvass building to determine that no students or personnel remain in building.
3. Notify the Superintendent's office.
4. Resume school after the building(s) have been inspected and determined safe by proper authorities.
5. Do not publicize the threat any more than necessary.
6. Individual receiving call should complete the Bomb Threat Report, <sup>15</sup> as

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<sup>14</sup> Section VI, Form B, pg. 76

<sup>15</sup> Section VI, Form B, pg. 76



soon as possible.

**C. If a threat is received on district phones other than at a school**

- USE ONLY LANDLINE PHONES
  - TURN OFF YOUR CELL PHONE (Utilize "runners" to communicate)
  - SHUT OFF ALL TWO WAY RADIOS, PAGERS
1. Stay calm. Do not hang up or put the caller on hold.
  2. **Listen** – Do not interrupt caller.
  3. Use Bomb Threat Form for guidance in dealing with caller.
  4. Attempt to **keep the caller on the telephone** as long as possible.
  5. Ask permission to repeat any instructions to make sure they were understood.
  6. Listen for any background noise.
  7. Alert someone else by prearranged signal so they can:
    - (a) Get on an extension (**landline only**), call **9-1-1** and notify the operator, "**This is (name of caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is \_\_\_\_\_. Please trace the call.**"
  8. Notify Site Coordinator immediately after completing the call.
  9. Try to determine if the caller is a student or an adult.
  10. Notify school concerned.
  11. Implement action **LEAVE BUILDING (Section II-1)** at affected site.
  12. Notify the Superintendent's office. (530) 993-1660 Ext 110
  13. The site administrator and designee will canvass building to determine that no students or personnel remain in building.
  14. Ensure that 9-1-1 has been called.
  - 15.
  16. Resume school after the building(s) have been inspected and determined safe by proper authorities.
  17. Do not publicize the threat any more than necessary.
  18. Individual receiving call should complete the Bomb Threat Report, <sup>16</sup> as soon as possible.

**D. If a written threat is received**

1. Handle document as little as possible & place in another larger envelope.
2. Call 9-1-1 to report the threat.
3. If threat is immediate or indefinite, implement action **LEAVE BUILDING** then enact the following procedures.
4. The site administrator and designee will canvass building to determine that no students or personnel remain in building.
5. Notify the Superintendent's office.
6. Resume school after the building(s) have been inspected and determined safe by proper authorities.
7. Do not publicize the threat any more than necessary.

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<sup>16</sup> Ibid

8. Individual receiving threat should complete the Bomb Threat Report,<sup>17</sup> as soon as possible.

### 13. Civil Disobedience/Student Disorder

#### LEVEL 2 EMERGENCY

Civil disobedience is defined as any assemblage, including terrorists, on the school premises by unauthorized persons whose purpose and conduct is antagonistic with the orderly conduct of the school and the laws relating to the conduct of schools and the welfare of students.

#### A. Procedure

1. Implement action **Secure Building**.  
The major purpose is to keep school personnel and students from undue exposure to danger; therefore, every effort will be made to keep classes within their rooms.
2. Site administrator or designee will notify 9-1-1 of situation and request assistance and notify teachers of reason for action.
3. Upon the receipt of an alert, the custodians will proceed to lock and secure all exterior doors, including restrooms, and remove trash containers and other burnable items from public access.
4. Teachers and custodians will be directed to lock and close their classroom doors.
5. Notify School District Office of situation.
6. Upon command from the authority in charge, all faculty members will keep their students within their locked classrooms until further notice **regardless** of the bells and schedule.
7. The teacher must remain in charge utilizing the best judgment in occupying the students within the classroom.
8. Darkening drapes and blinds should be closed in rooms so equipped.
9. Any other precautions should be taken to protect students and personnel from flying glass should the windows be broken.
10. When there is any evidence of a potential problem, classes outside will immediately return to locker rooms/classrooms, etc.
11. Should a disturbance enter the building itself, the secretarial staff should be prepared to move into the site administrator's office. When possible, phones should be adjusted to feed into those areas.
12. Accurate record of events, conversations and actions, should be kept.
13. Assign staff members to assist administration or other staff as necessary.
14. Authority in charge should proceed in good judgment on basis of police or other legal advice, in taking action to eliminate the situation.

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<sup>17</sup> Section VI, Form B, pg. 76

## 14. Stranger or Intruder on Campus

### A. Signage

1. All public schools are required to post signs at points of entry to their campuses or buildings from streets and parking lots. <sup>18</sup> The following statement should be used on signage:
 

*"All visitors entering school grounds on school days between (school hours) must register at the main office. Failure to do so may constitute a misdemeanor. California Penal Code 627.2. "*

### B. Procedure

1. The signal will be given over the intercom, or other warning device, that there is now in effect a **STAND-BY** or **SECURE BUILDING**.
  - a) Where there are no bells or PA systems, site administrators and/or designee will act as runners to notify staff of **LOCK-DOWN**.
2. As soon as a decision is made to lock down the school, administration will notify law enforcement using 9-1-1.
3. If students are in class at the time of the signal,
  - a) Staff will:
    - Explain that there is an emergency;
    - Lock the classroom doors;
    - Have students lie on the floor;
    - Close blinds and take any possible precautions to protect others from possible broken glass; and,
    - Remain locked in offices until advised to move personally by administration or public safety officer or an *all clear* signal.
  - b) Site administrator will:
    - Act with custodians to check locks on all exterior doors and classroom doors, and if possible, gates to school grounds to keep outsiders out until problem is resolved;
    - Designate a person to coordinate with public safety personnel at their command post; and,
    - Make sure that a site map and key set are available to safety personnel.
    - Be available to deal with the media/press and bystanders to keep site clear of visitors.
    - Notify parents of where to go to receive news, and their students when crisis is over.
4. If students are not in class at the time of the signal,
  - a) Teachers will:
    - Assist administration in moving students into the nearest safe building available;
    - Lock doors of room if possible. If lock is on the outside of the door, rubber door stops can be placed behind doors to secure;

<sup>18</sup> California Penal Code Title 15, Chapter 1.1 § 627

- Remain with students to maintain order;
- Keep students in a safe area until advised by administration or public safety personnel to move or that there is an all clear signal; and,
- Avoid, if possible, large open areas such as the library, gym, lawns or parking lots.

**5. All-Clear signal will**

- a) Be given after consultation with the senior public safety officer on the scene; and/or
- b) Be a personal notification by the senior administrator. Staff is not to act upon bells or PA messages without this personal notification.

### **Stranger or Intruder In The School Or District Office**

In the case of a dangerous or extremely hostile person in the office:

- a. All uninvolved staff should leave the office and move to a safe location and call 9-1-1.
- b. Adult runners should go to each classroom (out of view of the office) to announce the SECURE AND HOLD action.

## 15. Explosion/Threat of Explosion

### A. Explosion

1. Personally execute action **DUCK, COVER AND HOLD ON** upon the first indication of the explosion.
2. If the explosion occurred within the school buildings, immediately upon passage of the blast wave, initiate action **LEAVE BUILDING**.
3. Pull the fire alarm.
4. Call 9-1-1.
5. If trained, organize a fight of fires until arrival of the Fire Department.
6. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines.
8. Notify the superintendent.
9. Do not allow the return of students or staff members to school buildings.
10. Initiate any other action deemed necessary because of the condition of the school, or return to normal routine.

### B. Threat of Explosion

1. Initiate action **LEAVE BUILDING**.
2. Execute those actions required under 4 through 10 above.

## 16. Threat Condition Red (Terrorist Attack)

### LEVEL 1 OR 2 OR 3 EMERGENCY

#### A. Homeland Security Advisory of a Threat Condition Red specific to your community.

##### 1. During School Hours

Initiate one of the following actions as appropriate for situation.  
Continue to monitor for more specific information.

a) Action: **Stand By**

b) If circumstances allow and there is time, move students to closest suitable shelter.

c) Action: **Directed Transportation**

d) If the above is not advisable, remain in building as place of shelter.

#### C. Attack Without Warning

##### 1. During School Hours

Depending on the location of the initial attack, staff will execute action **DUCK, COVER AND HOLD ON.**

#### D. Attack in other parts of the country

1. Our schools are far from metropolitan areas that may become targets. However, if attacks occur in other parts of the country, school will continue as usual. Staff will discuss with the students what is going on, to help alleviate stress.
2. If parents wish to pick up their children, or have a person with the necessary permission pick up their child, they may.
3. If attack is close enough that our buildings might be used for emergency shelters then: action **DIRECTED TRANSPORTATION** to send students home and action **CONVERT BUILDING.**
4. Notify parents to pick up non-bus students.

## 17. Health/Medical Emergency

Contagious diseases can have a profound impact on our schools and communities. Procedures need to be in place to help prevent and mitigate the effects diseases such as seasonal flu, and a flu epidemic or pandemic, or other infectious disease.

Season flu outbreaks happen in the fall and winter. Staff are urged to be vaccinated.

### A. Prevention

1. Every year review good hygiene habits with students.
  - a) Cover coughs.
  - b) Wash hands thoroughly for at least 20 seconds.
  - c) Stay home if ill.
  - d) Each class room should have a supply of waterless hand sanitizer for student and staff use.

### B. Mitigation

1. If an outbreak occurs:
  - a) Separate students as much as possible, i.e., move desks further apart, seat further apart at tables.
  - b) Send any sick children home immediately, or take other measures to isolate at school if parents unavailable.

Each school will conduct prevention activities every year during Emergency Preparedness Week to instruct students on these activities and the necessity for such.

### C. In the event of an epidemic or pandemic flu or other medical emergency:

1. The District/County Office will work directly with the Sierra County Health Department and the Sierra County Office of Emergency Services.
2. These agencies may:
  - a) Close the schools.
  - b) Use the facilities for emergency hospitals, child care, feeding facilities, or other uses as needed.

### D. At the first sign of an epidemic or worse, teachers will:

1. Closely monitor students for illness and report to the office.
2. Implement the mitigation strategies listed above.
3. Prepare emergency lessons that can be sent home with students in the event of school closure. These should be for at least 2 weeks. (Unless alternate continuing education means is available, such as posting assignments on the school web site.)

## **18. Special Education Adaptations**

When students with special needs are not with their general education classroom, the special education staff assigned to those students will escort the child to the general education teacher wherever they have assembled.

In the case that a child is more severely handicapped, an appropriate emergency plan will be written into the student's IEP to be followed by the special education staff.



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## Section IV – Emergency Preparedness Week

- Agenda for Emergency Preparedness Week
- EP Week
- EP Week Team Discussion Check List
- General Emergency Instructions
- Monday
- Tuesday & Wednesday
- Thursday & Friday

## 1. Agenda for Emergency Preparedness (EP) Week

### A. Prior to EP Week

- All teachers are asked to review the Emergency Binder and make sure your evacuation map is posted and students know where to go. Everything you need to know is in the Binder
- All teams of teachers should review the procedures for EP Week found in the Binder. New teachers please ask the veterans any questions you may have. Make sure you have all the telephone numbers you need for the Staff Emergency Phone Call List in case the Emergency Phone Notification System doesn't work and that you know the order of calls and what to do if someone doesn't answer. If there is no answer, call Emergency contact for that student. You should also check to see where the alarms are located near your room and where the first aid kits are in your building (school office). You should also have an alternate evacuation route from your room.
- See that instructions for minimizing germs through proper hygiene and proper coughing and sneezing methods are posted throughout the school, as appropriate.

### B. Notes

- Please do not share the drill time schedule with your students.
- When making plans for a substitute, please note in your plans the location of the Emergency Binder. Request subs to familiarize themselves with it.
- The Emergency Binder will be placed near the door. You must take the book with you to any drills/emergencies.
- During drills held at breaks, students will either evacuate to field area or take cover in the gym/multipurpose room. Unless it's a terrorist drill, please go to the area where students are and help with supervision.

**2. EP Week**

- ❖ **Monday**.....Orientation Day
  - Students should know all exit routes from each of their classrooms and where to meet. It's OK to practice taking cover and the evacuation routes.
  - All students should know appropriate responses to emergency bells and announcements.
  - Students should also know what to do during break times.
  
- ❖ **Tuesday**.....Fire Drill and Good Hygiene
  
- ❖ **Wednesday**.....Hazardous Substance/Attack
  
- ❖ **Thursday** .....Earthquake
  
- ❖ **Friday** .....Civil Disturbance Drill/Bomb threat

### 3. EP Week Team Discussion Checklist

Every teacher should be familiar with our school's emergency plan found in our emergency Binder and the instructions for Emergency Preparedness Week. In addition, the following suggestions may be helpful.

#### A. Every teacher should know:

- The evacuation route and meeting place of his/her room, maps are posted, review them with your students. New teachers need to walk their routes and see the meeting places.
- The location of fire alarms on campus and specifically the two closest to his/her room.
- The location of fire extinguishers in his/her classroom.
- The location of the emergency binder in the classroom.
- The purpose of the Emergency phone cards. Please check to see that all phone numbers are current and correct.
- The procedure to contact the office by phone.
- The different codes for evacuation of a building or for getting into a building.
- An alternate route from his/her room in case there is a fire or structural damage to his/her room.

#### B. Discuss evacuation procedures

- Teachers are to take Emergency Binder, close door, stay with students going to meeting place, take roll, alert the administration if any students (who are not absent) are missing or injured, keep class together as orderly as possible, until the "all clear signal".
- If someone in your room shows a weapon, alert the office if you can. If possible, remove students from the room. If necessary/possible, dial 9-1-1. If there is some emergency situation on campus, follow procedures until relieved by police or fire department. You may need to make decisions covering topics not discussed here. Always keep the safety of your students as your top priority. Get help when possible and do your best to keep the students out of harm's way.

## 4. General Emergency Instructions

*Teachers, please share the following with your students on Monday in preparation for Emergency Preparedness Week. You may use this as a script or just a basis for sharing the information with your classes.*

This is the Sierra-Plumas Joint Unified School District "Emergency Preparedness Week." Every day this week you will be discussing and reviewing procedures for different types of emergencies.

Your teachers will tell you how to evacuate their rooms for fire or earthquake situations. You should know where the evacuation map is in each of your classrooms and where the evacuation areas are all over the campus. Look at each one and know where to go should you need to leave in an emergency. The evacuation signal is the fire alarm. Return to the building immediately is three short bells or whistle blows. The all clear signal is one long bell.

When leaving a room, stay with your teacher and go to your designated area in a quiet orderly way. Once there, your teacher will take attendance. If you notice a student is missing, notify your teacher who will then notify the site administrator or secretary. You are to remain with your class and not mingle or communicate with other classes so that if your teacher should need to give your further emergency directions, you will be able to hear and follow quickly. When the all clear signal is sounded, quietly return to class. Please return at your teacher's direction.

Should an earthquake occur, duck under your desk or a table, and cover your head to the best of your ability. Remain there until notified that you can move. If severe structural damage has happened to the building, your teacher may direct you to evacuate to your regular or alternate evacuation area. Remain there until the all clear signal or until notified.

If a teacher suddenly becomes incapacitated (falls, faints, becomes ill, etc.), a student needs to immediately call the office and report the emergency. A second student should go to the nearest teacher and seek help. All need to act calmly and quickly. These students need to be pre-selected with alternates.

Should a student become incapacitated in class or on the grounds, find an adult. If possible, another student should stay with the incapacitated student until help arrives.

Should a stranger intrude on the campus or some other terrorist event occurs, a warning over the intercom, or a messenger will signal students to stay in the classrooms. At this point, windows and doors should be closed and locked. If you're in class or a break, seek shelter in a room. Your teachers will discuss with you this week the safest place in their rooms for shelter. Remain quiet and calm until the all clear signal is sounded.

All visitors are to check in through the office and should have a visitor's badge displayed. If you see a stranger on campus, do not approach that person and tell a staff member immediately.

Should an emergency occur during recess, lunch or P.E., similar procedures should be followed. Staff members are always on duty; follow their directions and use common sense and stay calm. If you hear the evacuation signal, go to the evacuation area designated for your class. If there were a severe earthquake, duck, cover and hold on to something until the quake has finished. Then go to the primary evacuation area. Should an intruder be on campus, 3 whistle blasts will be the signal to go into the nearest building for shelter.

We hope you will never be in an emergency situation, but if you are, it is better to be prepared, have a plan, and know how to act.

*\*\*In the event of a chemical spill please DO NOT under any circumstance allow students to leave your room. You may be instructed to cover windows, doors and/or use respirator masks. Please stay tuned to the intercom or walkie talkie. If you have a child in a pull out program, keep them in your room and notify the office. Office staff will notify classroom teacher. Please report missing students to the office so we may search for them.*

## Monday

### A. Monday..... Orientation Day

- Discuss "General Emergency Instructions" so that all students know:
  - a) The evacuation route from your room and assembly area.
  - b) The bell signals:
    - The fire drill means evacuate buildings.
    - One long bell will signal "all clear".
    - The earthquake drill signal (different from the fire bell).
  - c) The location of the fire alarms around the school, the one closest to your room, and the penalty for false alarms. In the event a fire bell goes off accidentally, the office will stop evacuation over the intercom.
  - d) The safest areas in your room during an earthquake or terrorist attack (e.g. under desks, away from windows).
  - e) That orderliness is required to, from and while at the evacuation site.
  - f) Where to find the posted map.
  - g) Location of emergency binder in each classroom.
- Discuss what students should do if there is a substitute teacher.
  - a) Select students who will contact the office if necessary.
- Teachers must have at all times their emergency binders during an emergency.
- After each drill, allow the students to voice their questions and/or concerns about the procedures.



**Tuesday & Wednesday**

**B. Tuesday** ..... Fire Drill Day

- At the evacuation signal (fire Alarm), all classes will move in an orderly and quiet manner to their designated areas.
  - a) Classes are to remain in line with their teachers while role is taken.
  - b) There is to be no interaction between classes.
- At the all-clear signal, teachers are to signal their classes when it is their turn. Students are to return quietly to their rooms.
- Upon return to classroom, discuss with students any concerns they or you may have.

**C. Wednesday** ..... Chemical Attack Day

- An intercom announcement will inform all that there has been a report of a possible chemical spill/attack.
- Classes must stay indoors at all times. No one is to go outside for any reason.
- If instructed, teachers must duct tape outside doors/windows and vents or air ducts. Office personal shall make sure all heating systems with outside access are shut down.
- Staff and students should remain solely inside until notified that the drill is complete.

**Thursday & Friday**

**D. Thursday** ..... Earthquake Day

- A special bell will be sounded to signal the beginning of the earthquake drill. Teachers will command "Duck, Cover, & Hold On".
- Students will immediately duck under desks or tables, away from light fixtures and/or windows and stay quiet. If possible, teachers will close curtains against flying glass.
- After the simulation, the evacuation (fire) bell will ring and teachers are to direct their students to their designated areas. You may have to take an alternate route due to "structural damage".
- Once at the designated area, teachers are to take roll and to report any missing students.
- At the all clear signal, everyone should return in order to their classrooms.

**E. Friday** ..... Civil Disturbance Day

- An intercom announcement will inform all that there are unauthorized strangers on campus.
- Stay in your room, make sure the doors and windows are closed and locked and the blinds are closed. Students are to move to the safest area in your room, possibly under their desks or away from windows. All should remain quiet and still until notified.
- Administration and staff will check the doors of the rooms and students are expected to stay quiet rather than react to the rattling of the door. *In an emergency, a noise in a room would alert an intruder that there are people there and thus place those people in danger.*

## **Section V – Other Procedures and Information**

1. Child Abuse Reporting Procedures
2. Hate Motivated Reporting Procedures
3. Bus Driver Disaster Procedures
4. Emergency Numbers
5. Emergency Supplies
6. Evacuation Routes
7. Individual School Plans
8. Contents of Emergency Binder
9. Signals & Actions
10. Emergency Action Summary

## 1. Child Abuse Reporting Procedures

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

### Definitions

**Child abuse or neglect includes the following:** (Penal Code [11165.5](#), [11165.6](#))

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code [11165.1](#)
3. Neglect of a child as defined in Penal Code [11165.2](#)
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code [11165.3](#)
5. Unlawful corporal punishment or injury as defined in Penal Code [11165.4](#)

**Child abuse or neglect does not include:**

1. A mutual affray between minors (Penal Code [11165.6](#))
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code [11165.6](#)) (cf. 3515.3 - District Police/Security Department)
3. An injury resulting from the exercise by a teacher, vice site administrator, site administrator, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code [44807](#))
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code [49001](#)) (cf. [5144](#) - Discipline)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code [49001](#))

## Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

## Reporting Procedures

### 1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

#### **SIERRA COUNTY SHERIFF**

##### **DOWNIEVILLE**

100 Courthouse Square  
Downieville CA 95936  
(530) 289-3700

##### **LOYALTON SUBSTATION**

61050 State Route 49  
Loyalton CA 96118  
(530) 993-4479

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

### 2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

### 3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the site administrator, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the site administrator as soon as possible after the initial telephone report to the appropriate agency. When so notified, the site administrator shall inform the Superintendent or designee.

The site administrator so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the site administrator may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, site administrator, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

## 2. Hate Motivated Behavior Reporting

A hate crime is defined by the U. S. Congress as a "criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin or sexual orientation."

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the site administrator or designee. The site administrator or designee shall contact law enforcement, if deemed appropriate.

If the student believes that the situation has not been remedied by the site administrator or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the site administrator, Superintendent or designee, and law enforcement, as appropriate.

Student, site administrator or staff shall complete the Hate Motivated Behavior Reporting Form<sup>19</sup> and submit to the site administrator or District Office.

Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board Policy and Administrative Regulation.

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<sup>19</sup> Section VI, Form H, pg. 84

### 3. Bus Driver Disaster Procedures

These procedures are intended as guidelines for bus drivers to follow in the event of a disaster. It is understood that drivers may need to make spontaneous and independent decisions, depending on the emergencies, age of children, location of bus, etc.

A copy of these procedures shall be kept in the emergency packet of the school buses and at each school site.

#### A. Earthquake

- 1) Issue "**DUCK, COVER AND HOLD ON**" command.
- 2) Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
- 3) Set brake, turn off ignition and wait for shaking to stop.
- 4) Check for injuries.
- 5) Contact school to report location and condition.
- 6) If instructed to continue route:
  1. If enroute to school, continue to pick up students.
  2. If dropping students off, continue to do so if there is adult supervision.
- 7) If unable to contact school, complete number 6 above.
- 8) If it is impossible to return to school, proceed to nearest shelter. Notify school of location. Remain with children until further instructions are received from command center.
- 9) If the bus is disabled, stay with the bus until help arrives.
- 10) DO NOT attempt to cross bridges or overpasses that have been damaged.

#### B. Flood

- 1) DO NOT drive through flooded streets/roads.
- 2) Take an alternate route or wait for public safety personnel to determine safety.
- 3) Proceed to school, home, or designated shelter, as appropriate.

\_\_\_\_\_  
Driver's Signature

*Signature indicates that procedure has been read and understood.*

\_\_\_\_\_  
Date



**4. Emergency Numbers**

**EMERGENCY:** Fire, Medical ..... **9-1-1**

**Sierra County District Office**..... 993 – 1660

**Superintendent: Ext. 110**

**Cell: 530 771-7926**

**Alternate Extensions: 100, 120, 150, 151**

**Fire Department**

- Downieville ..... 289 - 3333
- Loyalton ..... 993 - 6751

**Sheriff**

- Downieville ..... 289 - 3700
- Loyalton ..... 993 - 4479

**Sierra County Office of Emergency Services**..... 289 - 2850

**Human Services**

- Downieville ..... 289 - 3711
- Loyalton ..... 993 - 6700

**Mental Health**..... 993 - 6746

**Site administrator's Offices**

- Downieville School ..... 289-3473 ex 400, 410
- Loyalton Elementary ..... 993-4482 ex 200, 210
- Loyalton High School..... 993-4454 ex 300, 310

## 5. Evacuation Routes

Each school needs evacuation routes outlined on a school plot plan displayed at the main exit of each facility and room that houses students and/or staff. These routes should be followed during each drill and/or emergency. Each school should have a pre-designated location with an alternate location for all students/staff to assemble for roll call.

The evacuation routes for Downieville, Loyalton Elementary, Loyalton Middle School and Loyalton High School and Sierra Pass School also need to be in the County/District office for inclusion in Emergency Binders.

## 6. Contents of Emergency Binder

Front of binder will be green to use to signal "all accounted for".

### **A. Each classroom will have an emergency binder containing:**

- Signals & actions.
- Summary of emergency procedures.
- Up-to-date class roster. Middle and high schools will have a roster for each period of the school day.
- "Pick-up" information for each student in case class becomes separated from main group.
- Emergency phone/cell numbers in case of separation from the main group.
- Accountability report forms.
- Evacuation route and alternate route.

## 7. Signals & Actions

### **B. Fire Alarm = Leave Building**

- Teachers and Students:
  - a) Evacuate building following posted route or alternate route if primary route is blocked.
- Teachers:
  - a) Turn out lights.
  - b) Close windows.
  - c) Make sure rooms are empty and unlocked.
  - d) Take Emergency Binder.
  - e) At evacuation site take roll to ensure all students are accounted for. Respond by reporting any missing students or other personnel to secretary or other designee.

### **C. Three Short Bells or Whistle Blasts = Remain In / Return to Building**

- Teachers and Students:
  - a) Duck Cover and Hold On in safe place away from windows, under tables or desks, away from light fixtures.
  - b) If outside, take cover inside the nearest building if possible.
  - c) If ground is shaking, Duck, Cover and Hold On.
- Teachers:
  - a) Close blinds and lock doors.
  - b) Tell students to Duck, Cover and Hold On.

### **D. One Long Bell = All Clear Signal**

## 8. Emergency Action Summary

There are three basic emergency actions with some modifications to meet the requirements of different emergency events:

- Evacuate
- Lockdown
- Shelter in Place/Secure Building

### A. Evacuation: Fire, Bomb Threat, Threat of Explosion

- At sound of fire bell everyone evacuates following the posted route or alternate route in an orderly fashion.
- Close windows and doors.
- Take emergency binder.
- Teacher takes roll and reports any missing students.
- At the "All Clear" signal return to building.
- Discuss fears/concerns of the students.

### B. Standby Lockdown:

- The situation isn't critical enough to warrant the disruption of teaching but is serious enough to not want students outside or unsupervised.
- All students and staff are instructed to remain in their designated room with the door locked.

### C. Shelter in Place/Lockdown:

- When notified by PA, or other means:
  - a) Lock and secure all outside doors.
  - b) Cover all outside windows.
  - c) Students and staff "Duck, Cover & Hold On" away from windows and light fixtures.
  - d) All equipment and lights turned off.
  - e) No noise or talking.
  - f) Only open door or release from lockdown when notified by person you know.

### D. Earthquake

- Earthquake procedure is a combination of Shelter in place and Evacuation.
- For drill when air horn blows, or ground starts shaking, teacher commands "**Duck, Cover and Hold On**".
- Students immediately take cover under desks or table and hold on.
- When earth stops shaking or the fire bell sounds, students and teacher follow the Fire procedures.

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## **Section VI – Miscellaneous**

1. Form A: Annual Emergency Plan Checklist
2. Form B: Bomb Threat Report
3. Form C: Classroom Hazard Checklist
4. Form D: Emergency Drill Form
5. Form E: Emergency Status Report
6. Form F: Evacuation Route Hazard Checklist
7. Form G: Injury and Missing Persons Report
8. Form H: Hate Motivated Behavior Report
9. Form I: Special Staff Skills/Equipment
10. Form J: Student Release Log
11. Form K: Student Release–Permission Slip

### Form A: Annual Emergency Plan Checklist

School \_\_\_\_\_

<b>Date</b>	<b>Activity</b>	<b>Person Responsible</b>
August	School Facilities/Grounds Hazard Assessment	_____
August	Evacuation Routes Hazard	_____
August	Update School Plot Plans	_____
September	Emergency Numbers and Resources Update	_____
September	Emergency Preparedness Week practice	_____
September	Survey of Special Staff Skills	_____
September	Message to Parents	_____
September	Assign Disaster Functions	_____
September	Update Bus Routes to Identify Potential Hazards	_____
September	Staff Orientation to Plan	_____
February	Review Plan	_____

Prepared By \_\_\_\_\_

Date Prepared \_\_\_\_\_ School Year \_\_\_\_\_



**Form B: Bomb Threat Report**

*This form needs to be in each Emergency Binder so it is available to anyone receiving a bomb threat.*

**TELEPHONE BOMB THREAT CHECKLIST/REPORT FORM**

School: \_\_\_\_\_

**KEEP CALM:** Do not get excited or excite others. **SIGNAL A STAFF MEMBER TO CALL 9-1-1.**

**TIME CALL RECEIVED:** \_\_\_\_\_ am/pm **TIME CALL TERMINATED:** \_\_\_\_\_ am/pm

**EXACT WORDS OF CALLER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Delay: Ask caller to repeat or ask permission to repeat the details to the caller to confirm accuracy.**

**Questions you should ask:**

- A. Time bomb is set to explode? \_\_\_\_\_
- B. Where located? Site? \_\_\_\_\_ Area \_\_\_\_\_
- C. Kind of bomb? \_\_\_\_\_
- D. Description? \_\_\_\_\_
- E. Why kill or injure innocent people? \_\_\_\_\_

**Voice description:**

- Male     Female     Calm     Nervous     Loud     Quiet
  - Rough     Refined     Young     Middle-aged     Old     Intoxicated
- Accent  No     Yes-Describe \_\_\_\_\_
- Speech impediment  No     Yes-Describe \_\_\_\_\_
- Unusual phrases \_\_\_\_\_
- Recognize voice? If so, who do you think it was? \_\_\_\_\_

**Background noise:**

- Music     Running motor (type) \_\_\_\_\_     Traffic
- Whistles     Bells     Horns     Aircraft     Tape Recorder
- Machinery     Voices    Other \_\_\_\_\_

**Additional information:**

A. Did caller indicate knowledge of the facility? If so, how? In what way? \_\_\_\_\_  
\_\_\_\_\_

B. On what line did call come in? \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Form C: Classroom Hazard Checklist**

*One for each room on file in the office as well as the emergency binder for teacher information*

School: \_\_\_\_\_

Room #: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Potential Hazards</b>	<b>Yes/No</b>	<b>Unknown</b>	<b>Applicable</b>
Are freestanding cabinets, bookcases, and wall shelves secured to a structural support?			
Are heavy objects removed from high shelves? (High shelves are shelves above the heads of seated students/teachers desk.)			
Are aquariums and other potentially hazardous displays located away from seating areas?			
Are A.V. equipment and computers securely attached to the wall, ceiling or a portable (rolling) cart with lockable wheels?			
Are wall mounted clocks, maps, fire extinguishers, etc., secured against falling?			
Are hanging objects secured to prevent them from swinging free or breaking windows in an earthquake?			
Is lab equipment secure to prevent movement?			
Are chemicals stored to prevent spillage?			
Is ventilation adequate where chemicals are stored?			
Are objects around doors secured so as not to fall and block egress?			

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

***To be kept in the office of each school***



**Form E: Emergency Status Report**

*This form is to be completed and forwarded to the Emergency Operations Center by the Site administrator or designee as soon as evacuation has been completed and the required information collected.*

School: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Immediate Assistance Required** (Circle One or More)

None      Medical      Fire      Search & Rescue      Support Personnel

**Condition of Students** (Circle One or More)

All Accounted For      No Injuries      No immediate help required

**Missing (\_\_\_\_\_) -- Names:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Trapped in Building (\_\_\_\_\_) -- Names:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Continued next page)

**Injured (\_\_\_\_) Requiring Immediate Medical Attention (\_\_\_\_)**

**Type of Injuries:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Condition of Staff (Circle One or More)**

All Accounted For          No Injuries          No immediate help required

**Missing (\_\_\_\_) -- Names:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Trapped in Building (\_\_\_\_) -- Names:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Injured (\_\_\_\_) Requiring Immediate Medical Attention (\_\_\_\_)**

**Type of Injuries:**

\_\_\_\_\_  
\_\_\_\_\_

(medical attention, cont.)

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**Condition of School Building and Grounds**

*e.g. wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc*

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**Condition of Neighborhood**

*e.g.: fallen power lines, debris-cluttered streets, etc.*

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**Form F: Evacuation Route Hazard Checklist**

- Note:*  
 (1) *This form is to be completed each school year prior to return of teachers.*  
 (2) *Results from this assessment may result in memo to staff alerting them to temporary changes in normal evacuation routes.*

School: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Possible Hazards	Yes	No	Location
Is any maintenance and/or repairs being done that places construction obstacles in normal evacuation routes?			
Do hallways and/or doors contain glass panels?			
Are these panels of safety (tempered) glass?			
Do lockers, bookshelves and other storage units line hallways?			
Is lighting dependent on electricity rather than sunlight?			
Do building exit routes pass through arcades, canopies or porch-like structures?			
Are gas, sewer and power lines near outdoor assembly areas?			
Has there been any change in storage or location of emergency equipment/supplies?			

### Form G: Injury and Missing Persons Report

*To be included in each Emergency Binder*

School: \_\_\_\_\_ Room: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

- List names of missing or injured students.
- Send form to site administrator or designee **immediately**.

Injured		
Name	Type of Injury	Possible Location

Missing Persons	
Name	Possible Location



### Form H: Hate Motivated Behavior Reporting

Hate Incident  School \_\_\_\_\_ Incident Date \_\_\_\_\_ Hate Crime   
Other Bias Event

Victim Information  
Name(s) \_\_\_\_\_ Gender \_\_\_\_\_

Physical Address \_\_\_\_\_ (City) \_\_\_\_\_ P. O. Box \_\_\_\_\_ (City) \_\_\_\_\_

Race/Ethnicity/National Origin \_\_\_\_\_

Age \_\_\_\_\_ If exact not known:  <18  18-25  25 If applicable, Religion \_\_\_\_\_

Incident Address \_\_\_\_\_ (City) \_\_\_\_\_

Location of the Incident: (Include further description of location in the narrative)  
 Religious Site/Organization  School  Public Building  Public Place  
 Community Based Organization  Business  Residence  Government Building  
 Other \_\_\_\_\_

**Type of Hate Crime/Incident**

Annoying Email  Annoying Phone Call  Assault with a Deadly Weapon  Assault/Battery  
 Attempted Murder  Bomb Threat  Brandishing A Weapon  Criminal Threat  
 Vandalism/Graffiti  Robbery/Attempted Robbery  Other \_\_\_\_\_

PLEASE INCLUDE FULL NARRATIVE DESCRIPTION OF INCIDENT ON BACK

**Type of Hate Motivations(s):**

Race/Ethnicity/National Origin  Gender  Disability  Sexual Orientation  
 Religion  Anti-Transgender  Anti-Immigrant  Sept. 11/Middle East Conflict  
 Other \_\_\_\_\_

**Specific Slurs:**

\_\_\_\_\_

**Suspect(s) Information:**

Number of Offenders(s) \_\_\_\_\_ Age(s): \_\_\_\_\_ If exact not known:  <18  18-25  25  
Race/Ethnicity/National Origin \_\_\_\_\_ Gender \_\_\_\_\_  
Member of identifiable hate group or gang?  Yes  No If yes, specify \_\_\_\_\_  
Crime Report Information:  
Recorded as Hate Crime?  Yes  No Report#/Case#/DRN \_\_\_\_\_  
Prior Incident?  Yes  No Previous police report filed?  Yes  No  
Was victim assistance provided?  Yes  No If yes, please describe when and what services:  
\_\_\_\_\_  
\_\_\_\_\_

Report completed by: \_\_\_\_\_  
PRINT NAME SIGNATURE TITLE

**Form I: Special Staff Skills and Equipment**

School: \_\_\_\_\_

School Year: \_\_\_\_\_

<b>Experience/Equipment</b>	<b>Name of Employee</b>
Medical/First Aid Experience	
Search & Rescue Experience	
Fire Fighting Experience	
Communication Equipment (indicate type)	
Accessible Emergency Vehicles and Equipment	



**Form K: Student Release-Permission Slip**

*To be included in each Emergency Binder*

School: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Name of Person Releasing Student:**

\_\_\_\_\_

**Student's Name:**

\_\_\_\_\_

**Authorized Adult:**

\_\_\_\_\_

**Relationship to Student:**

\_\_\_\_\_

**Student Being Transported To:**

\_\_\_\_\_

**Phone Number:**

\_\_\_\_\_

**Verified by Office:**

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Section VII – Authorities and References

1. Earthquake Emergency Procedure System  
Sierra County/Sierra-Plumas Joint Unified School District Administrative Regulation 3516.3
2. Emergencies and Disaster Preparedness Plan BP  
Sierra County/Sierra-Plumas Joint Unified School District Board Policy 3516
3. Emergencies and Disaster Preparedness Plan AR  
Sierra County/Sierra-Plumas Joint Unified School District Administrative Regulation 3516
4. Fire Drills & Fires  
Sierra County/Sierra-Plumas Joint Unified School District Administrative Regulation 3516
5. Civil Defense and Disaster Preparedness Plan  
CA Administrative Code, Title V
6. Earthquake Emergency Procedures  
Education Code §38130
7. School Safety Plans  
Education Code §32282
8. Use of School Property  
Education Code §38130
9. Signage  
Penal Code §627

For other policies and administrative regulations pertaining to safety at school, please visit our website at [sierracountyofficeofeducation.org](http://sierracountyofficeofeducation.org).

# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

### Earthquake Emergency Procedure System

AR 3516.3

#### Business and Noninstructional Operations

##### Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may work with the California Governor's Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows. Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.
3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

(cf. 4131 - Staff Development)

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

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

#### Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.
4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other

staff.

5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

#### Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

#### Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

(cf. 3543 - Transportation Safety and Emergencies)

#### Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.



6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.

7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.

8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

(cf. 1112 - Media Relations)

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

Management Resources:

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty

Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

Guidebook for Developing a School Earthquake Safety Program, 1990

WEB SITES

American Red Cross: <http://www.redcross.org>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Federal Emergency Management Agency: <http://www.fema.gov/hazards/earthquakes>

National Incident Management System: <http://www.fema.gov/emergency/nims>

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation SIERRA COUNTY OFFICE OF EDUCATION

approved: April 10, 2007 Sierraville, California

revised: June 10, 2008 Loyalton, California

revised: May 10, 2011

revised: August 9, 2016

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# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Emergencies And Disaster Preparedness Plan BP 3516

#### Business and Noninstructional Operations

The Board of Education recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)  
(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

#### Legal Reference:

##### EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit (field trips)

32280-32289 School safety plans

32290 Safety devices

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement  
GOVERNMENT CODE  
3100 Public employees as disaster service workers  
8607 Standardized emergency management system  
CODE OF REGULATIONS, TITLE 5  
550 Fire drills  
560 Civil defense and disaster preparedness plans  
CODE OF REGULATIONS, TITLE 19  
2400-2450 Standardized emergency management system  
UNITED STATES CODE, TITLE 42  
12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Avian Influenza, Governance and Policy Services Fact Sheet, April 2006

911! A Manual for Schools and the Media During a Campus Crisis, 2001

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

WEB SITES

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

American Red Cross: <http://www.redcross.org>

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

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

Contra Costa County Office of Education, Pandemic influenza resources:

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning:

<http://www.ed.gov/admins/lead/safety/emergencyplan>

U.S. Department of Homeland Security: <http://www.dhs.gov>

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy SIERRA COUNTY OFFICE OF EDUCATION  
adopted: April 10, 2007 Sierraville, California

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# Sierra County/Sierra-Plumas Joint USD Administrative Regulation

## Emergencies And Disaster Preparedness Plan AR 3516

### Business and Noninstructional Operations

#### Components of the Plan

The Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff  
(cf. 3516.1 - Fire Drills and Fires)
2. Earthquake or other natural disasters  
  
(cf. 3516.3 - Earthquake Emergency Procedure System)
3. Environmental hazards  
(cf. 3514 - Environmental Safety)  
(cf. 3514.2 - Integrated Pest Management)
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group  
  
(cf. 3515 - Campus Security)  
(cf. 3515.2 - Disruptions)  
(cf. 5131.4 - Student Disturbances)
5. Bomb threat or actual detonation  
(cf. 3516.2 - Bomb Threats)
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak  
(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks  
(cf. 3530 - Risk Management/Insurance)
2. Instruction and practice for students and employees regarding emergency plans, including:
  - a. Training of staff in first aid and cardiopulmonary resuscitation

- b. Regular practice of emergency procedures by students and staff  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)
- 3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
  - a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
  - b. Individuals responsible for specific duties
  - c. Designation of the site administrator for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
  - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
  - e. Assignment of responsibility for identification of injured persons and administration of first aid
- 4. Personal safety and security, including:
  - a. Identification of areas of responsibility for supervision of students
  - b. Procedures for evacuation of students and staff, including posting of evacuation routes
  - c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible  
(cf. 5141 - Health Care and Emergencies)  
(cf. 5142 - Safety)
  - d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety  
  
(cf. 3543 - Transportation Safety and Emergencies)
  - e. Provision of a first aid kit to each - school and district office.
  - f. Arrangements for students and staff with special needs  
(cf. 4032 - Reasonable Accommodation)  
(cf. 6159 - Individualized Education Program)
  - g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease  
(cf. 4161.1/4361.1 - Personal Illness/ Injury Leave)  
(cf. 4261.1 - Personal Illness/Injury Leave)  
(cf. 5113 - Absences and Excuses)  
(cf. 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:
  - a. The impact on student learning and methods to ensure continuity of instruction
  - b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians(cf. 3516.5 - Emergency Schedules)
6. Communication among staff, parents/guardians, the Board of Education, other governmental agencies, and the media during an emergency, including:
  - a. Identification of spokesperson(s)(cf. 1112 - Media Relations)
  - b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites(cf. 1113 - District and School Web Sites)
  - c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
  - d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
7. Cooperation with other state and local agencies, including:
  - a. Development of guidelines for law enforcement involvement and intervention
  - b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease(cf. 1400 - Relations between Other Governmental Agencies and the Schools)
8. Steps to be taken after the disaster or emergency, including:
  - a. Inspection of school facilities
  - b. Provision of mental health services for students and staff, as needed(cf. 6164.2 - Guidance/Counseling Services)

Regulation  
approved: April 10, 2007

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Sierraville, California

# Sierra County/Sierra-Plumas Joint USD Administrative Regulation

## Fire Drills And Fires AR 3516.1

### Business and Noninstructional Operations

#### Fire Drills

The site administrator shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

The site administrator shall also hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)

1. The site administrator shall notify staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The site administrator or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

#### Fires

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The site administrator or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001)
2. The site administrator or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas.
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. In outside assembly areas, the site administrator, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.

7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 0450 - School Safety Plan)

(cf. 3516 - Emergency and Disaster Preparedness Plan)

Legal Reference:

EDUCATION CODE

17074.50-17074.56 Automatic fire detection, alarm and sprinkler systems

32001 Uniform fire signals

32040 Duty to equip school with first aid kit (field trips)

CODE OF REGULATIONS, TITLE 5

550 Fire drills

Regulation  
approved: April 10, 2007

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Sierraville, California



<b>PROHIBITED STUDENT CONDUCT AND CONSEQUENCES</b>		
<b>Conduct Policy AR 5131</b>		
<b>INCIDENT</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>
I BEHAVIOR THAT ENDANGERS STAFF AND/OR STUDENTS	Remove student Notify Parent Notify Superintendent for Suspension Review PowerSchool Log Entry Recommend Counseling May Contact Sheriff Refer to RTI SARB Warning Letter	Remove student Parent/Student Conference Notify Superintendent for Expulsion Review PowerSchool Log Entry Recommend Counseling Refer to RTI Refer to SARB May Contact Sheriff
II BEHAVIOR THAT DISRUPTS THE ORDERLY CLASSROOM OR SCHOOL ENVIRONMENT INCLUDING INSUBORDINATION	Remove from classroom Student Conference Notify Parent PowerSchool Log Entry Refer to RTI May Suspend from Class	Remove from Classroom PowerSchool Log Entry Parent/Student Conference May suspend 1 or More Days Revisit RTI Plan SARB Warning Letter
III HARASSMENT OF STUDENTS OR STAFF, INCLUDING BULLYING, INTIMIDATION, HAZING, OR ANY OTHER VERBAL, WRITTEN OR PHYSICAL CONDUCT THAT CAUSES OR THREATENS TO CAUSE BODILY HARM OR EMOTIONAL SUFFERING	Remove student Notify Parent PowerSchool Log Entry Student Conference May suspend 1 day Recommend Counseling Refer to RTI May Notify Sheriff SARB Warning Letter	Remove Student PowerSchool Log Entry Parent/Student Conference May suspend 1 or more days Revisit RTI Plan Recommend counseling May notify Sheriff May refer to SARB
IV DAMAGE TO OR THEFT OF PROPERTY BELONGING TO THE DISTRICT, STAFF, OR STUDENTS	PowerSchool Log Entry Student Conference Notify Parent Replace or Repair Item or Provide Money for Replacement/Repair May Notify Sheriff	PowerSchool Log Entry Student Conference Notify Parent Replace or Repair Item or Provide Money for Replacement/Repair May Notify Sheriff Refer to RTI
V PROFANE, VULGAR, OR ABUSIVE LANGUAGE – WRITTEN OR SPOKEN	PowerSchool Log Entry Detention - 1 day Other as needed	PowerSchool Log Entry Detention – 2 days Other as needed

<b>INCIDENT</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>
VI PLAGIARISM OR DISHONESTY IN SCHOOL WORK OR ON TESTS	PowerSchool Log Entry Notify Parent Loss of credit on Assignment	PowerSchool Log Entry Parent/Student Conference Loss of Credit
VII INAPPROPRIATE DRESS	PowerSchool Log Entry Student Conference Offer Alternate Article(s) of Clothing Remove from Classes Until Clothing is Within Guidelines	PowerSchool Log Entry Notify Parent Remove from Classes Until Clothing is Within Guidelines SARB Warning Letter
VIII TARDINESS AND UNEXCUSED ABSENCE FROM SCHOOL	May Notify Parent May Notify Sheriff Assign Detention – 1 Day	Assign Detention – 1 Day May Notify Parent May Notify Sheriff May refer to Social Services Eventual SARB referral
IX FAILURE TO REMAIN ON SCHOOL PREMISES ACCORDING TO SCHOOL RULES	PowerSchool Log Entry Notify Parent Detention- 1 Day Considered Truant	PowerSchool Log Entry Notify Parent Detention – 1 Day Eventual SARB Referral
X DISTURBING THE PEACE, INCLUDING, BUT NOT LIMITED TO, DESTROYING PROPERTY, FIGHTING, CHALLENGING ANOTHER TO FIGHT, OR USING OFFENSIVE WORDS LIKELY TO PROVOKE A FIGHT	Remove student Student Conference PowerSchool Log Entry Notify Parent May notify Sheriff Recommend Counseling Refer to RTI	Remove Student PowerSchool Log Entry Parent/Student Conference May suspend 1 or More Days May Notify Sheriff Recommend Counseling Revisit RTI Plan SARB Warning Letter
XI INTERFERING WITH OR UNAUTHORIZED USE OF THE DISTRICT'S COMPUTERS	PowerSchool Log Entry Notify Parent Computer Use Taken Away for up to 1 Week May notify Sheriff	PowerSchool Log Entry Notify Parent Student Conference Notify Superintendent Computer Use in Jeopardy at School May Notify Sheriff

<b>INCIDENT</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>
XII POSSESSING, USING, OR SELLING ALCOHOL, OTHER DRUGS OR PARAPHERNALIA	PowerSchool Log Entry Notify Parent Student Conference Notify Sheriff Refer to Counseling Refer to RTI	PowerSchool Log Entry Notify Parent Student Conference Notify Superintendent for Suspension Review Notify Sheriff Review Counseling
XIII POSSESSING OR USING TOBACCO OR ANY TOBACCO OR NICOTINE PRODUCT	PowerSchool Log Entry Notify Parent Student Conference Notify Sheriff May refer to Counseling Refer to RTI	PowerSchool Log Entry Notify Parent Student Conference Notify Sheriff Refer to Counseling Revisit RTI Plan
XIV POSSESSING WEAPONS OF ANY KIND	PowerSchool Log Entry Notify Parent Student Conference May Notify Sheriff Notify Superintendent for Suspension/Expulsion Review Refer to Counseling Refer to RTI	PowerSchool Log Entry Notify Parent Student Conference Notify Sheriff Notify Superintendent for Expulsion Review Review Counseling Review RTI Plan
XV PUBLIC DISPLAYS OF AFFECTION	Student Conference PowerSchool Log Entry Notify Parent May Assign Detention	Student Conference PowerSchool Log Entry Notify Parent Refer to Counseling
XVI FAILURE TO SERVE DETENTION(S)	Double Detentions Assigned for Each Missed Detention	Double Detentions Assigned for Each Missed Detention SARB Warning Letter

**Unresolved behavior at school may result in a referral to the School Attendance Review Board.**

KEY: RTI *Response to Intervention*  
SARB *Student Attendance Review Board*  
SAP *Student Assistance Program*

Approved: April 10, 2007  
Revised: November 18, 2008  
Revised: September 8, 2009  
Revised: December 14, 2010  
Revised: April 10, 2012

Sierra County Office of Education  
Sierra-Plumas Joint Unified School District  
Sierraville, California

## Civil Defense and Disaster Preparedness Plans

### California Administrative Code, Title V

Section 560, Division 1, Chapter 2, Subchapter 3, Article 2

#### 560. CIVIL DEFENSE AND DISASTER PREPAREDNESS PLANS.

The governing board shall:

- (a) Adopt a written policy guideline for use by schools of the district in formulating individual civil defense and disaster preparedness plans.

The policy guideline shall meet the criteria established in that part of the *Civil Defense and Disaster Planning Guide for School Officials entitled "Essential Characteristics of the School Planning Guide"* published by the State Department of Education, and shall be subject to approval by the county superintendent of schools. The policy guideline shall be reviewed at least annually and revised as needed. Plans and revisions may be subject to review and approval by the State Department of Education.

- (b) Require the site administrator of each school in the district to formulate and submit to the district superintendent for approval a civil defense and disaster preparedness plan for that school. Each school plan shall satisfy the governing Board's policy guideline, coordinate with the appropriate local government plan, be reviewed at least annually and be kept current.
- (c) Require each school to test its plan (other than fire drills) or each portion thereof on a rotating basis at least two times during the school year and keep a record of such tests. The record shall be maintained in a manner determined by the governing board, and available to the Department of Education upon request.

## Earthquake Emergency Procedures

### Earthquake Emergency Procedures [35295 - 35297]

#### [35295.](#)

The Legislature finds and declares the following:

(a) Because of the generally acknowledged fact that California will experience moderate to severe earthquakes in the foreseeable future, increased efforts to reduce earthquake hazards should be encouraged and supported.

(b) In order to minimize loss of life and disruption, it is necessary for all private elementary schools and high schools to develop school disaster plans and specifically an earthquake emergency procedure system so that pupils and staff will act instinctively and correctly when an earthquake disaster strikes.

(c) It is therefore the intent of the Legislature in enacting this article to authorize the establishment of earthquake emergency procedure systems in kindergarten and grades 1 through 12 in all private schools in California.

*(Amended by Stats. 2004, Ch. 895, Sec. 3. Effective January 1, 2005.)*

#### [35296.](#)

The governing board of each private school shall establish an earthquake emergency procedure system in every private school building under its jurisdiction having an occupant capacity of 50 or more pupils or more than one classroom. A governing board may work with the Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedure systems.

*(Amended by Stats. 2013, Ch. 352, Sec. 71. Effective September 26, 2013. Operative July 1, 2013, by Sec. 543 of Ch. 352.)*

#### [35297.](#)

The earthquake emergency procedure system shall include, but not be limited to, all of the following:

(a) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs.

(b) A drop procedure. As used in this article, "drop procedure" means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

(c) Protective measures to be taken before, during, and following an earthquake.

(d) A program to ensure that the students and that both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.

*(Amended by Stats. 1988, Ch. 448, Sec. 1.)*

## EDUCATION CODE §32282 SCHOOL SAFETY PLANS

#### [32282.](#)

(a) The comprehensive school safety plan shall include, but not be limited to, both of the following:

- (1) Assessing the current status of school crime committed on school campuses and at school-related functions.
- (2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:
- (A) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.
- (B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). The disaster procedures shall also include, but not be limited to, both of the following:
- (i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A school district or county office of education may work with the Office of Emergency Services and the Alfred E. Alquist Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:
- (I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.
- (II) A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.
- (III) Protective measures to be taken before, during, and following an earthquake.
- (IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.
- (ii) Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community.
- (C) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27 of Division 4 of Title 2.
- (D) Procedures to notify teachers of dangerous pupils pursuant to Section 49079.
- (E) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1.
- (F) The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.
- (G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.
- (H) A safe and orderly environment conducive to learning at the school.
- (I) The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.
- (b) It is the intent of the Legislature that schools develop comprehensive school safety plans using existing resources, including the materials and services of the partnership, pursuant to this chapter. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled "Safe Schools: A Planning Guide for Action" in conjunction with developing their plan for school safety.

(c) Each school site council or school safety planning committee, in developing and updating a comprehensive school safety plan, shall, where practical, consult, cooperate, and coordinate with other school site councils or school safety planning committees.

(d) The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.

(e) As comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include policies and procedures aimed at the prevention of bullying.

(f) The comprehensive school safety plan, as written and updated by the schoolsite council or school safety planning committee, shall be submitted for approval pursuant to subdivision (a) of Section 32288.

*(Amended by Stats. 2015, Ch. 303, Sec. 68. Effective January 1, 2016.)*

## Use of School Property Civil Center Act

*Education Code 38131.*

### **ARTICLE 2. Use of School Property [38130 - 38139]**

(a) There is a civic center at each and every public school facility and grounds within the state where the citizens, parent teacher associations, Camp Fire girls, Boy Scout troops, veterans' organizations, farmers' organizations, school-community advisory councils, senior citizens' organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions that in their judgment pertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside. For purposes of this section, "veterans' organizations" are those groups included within the definition of that term as specified in subdivision (a) of Section 1800 of the Military and Veterans Code.

(b) The governing board of any school district may grant the use of school facilities or grounds as a civic center upon the terms and conditions the board deems proper, subject to the limitations, requirements, and restrictions set forth in this article, for any of the following purposes:

(1) Public, literary, scientific, recreational, educational, or public agency meetings.

(2) The discussion of matters of general or public interest.

(3) The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization that has no suitable meeting place for the conduct of the services, provided the governing board charges the church or religious organization using the school facilities or grounds a fee as specified in subdivision (d) of Section 38134.

(4) Child care or day care programs to provide supervision and activities for children of preschool and elementary school age.

(5) The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.

(6) Supervised recreational activities including, but not limited to, sports league activities for youths that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination.

(7) A community youth center.

(8) A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization.

(9) Other purposes deemed appropriate by the governing board.

*(Amended by Stats. 2006, Ch. 205, Sec. 2. Effective January 1, 2007.)*

**Penal Code § 627**

All public schools are required by California Penal Code Title 15, Chapter 1.1 § 627, to post signs at points of entry to their campuses or buildings from streets and parking lots.

627.2. No outsider shall enter or remain on school grounds during school hours without having registered with the site administrator or designee, except to proceed expeditiously to the office of the site administrator or designee for the purpose of registering. If signs posted in accordance with Section 627.6 restrict the entrance or route that outsiders may use to reach the office of the site administrator or designee, an outsider shall comply with such signs.

627.6. At each entrance to the school grounds of every public school at which this chapter is in force, signs shall be posted specifying the hours during which registration is required pursuant to Section 627.2, stating where the office of the site administrator or designee is located and what route to take to that office, and setting forth the applicable requirements of Section 627.2 and the penalties for violation of this chapter.

627.7. (a) It is a misdemeanor punishable by imprisonment in the county jail not to exceed six months, or by a fine not to exceed five hundred dollars (\$500), or by both, for an outsider to fail or refuse to leave the school grounds promptly after the site administrator, designee, or school security officer has requested the outsider to leave or to fail to remain off the school grounds for 7 days after being requested to leave, if the outsider does any of the following:

(1) Enters or remains on school grounds without having registered as required by Section 627.2.

(2) Enters or remains on school grounds after having been denied registration pursuant to subdivision (a) of Section 627.4.

(3) Enters or remains on school grounds after having registration revoked pursuant to subdivision (b) of Section 627.4.

(b) The provisions of this section shall not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

(c) When a person is directed to leave pursuant to subdivision (a), the person directing him or her to leave shall inform the person that if he or she reenters the place within 7 days he or she will be guilty of a crime.

627.8. Every outsider who willfully and knowingly violates this chapter after having been previously convicted of a violation of this chapter committed within seven years of the date of two or more prior violations that resulted in conviction, shall be punished by imprisonment in the county jail for not less than 10 days nor more than six months, or by both such imprisonment and a fine not exceeding five hundred dollars (\$500)



## Section VIII – Standard Emergency Management System

The Sierra-Plumas Joint Unified School District utilizes the National Incident Management System, Incident Command System and the Standardized Emergency Management System in alignment with the County of Sierra, California.

The five key elements utilized are as follows:

1. **Management/Incident Command:** Responsible for overall policy and coordination
2. **Planning/Intelligence:** Responsible for collecting, evaluating, and disseminating information; developing the action plan in coordination with other functions; and maintaining documentation
3. **Operations:** Responsible for coordinating all operations (carrying on the mission of the organization)
4. **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials
5. **Finance/Administration:** Responsible for financial activities and administrative aspects not assigned to other functions

**SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT**  
**2018 – 2019 Proposed School Calendar**

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

\* Wednesdays = Early Release (LES/DOWNIEVILLE @ 1:30 pm, LHS @ 1:35 pm)

# Sierra County Office of Education



## Second Interim Budget 2017/18

March 13, 2018  
Merrill M. Grant, Ed.D./Superintendent

**Sierra County Office of Education**  
**2017-2018 Second Interim**  
**Actuals as of January 31, 2018**  
**Presented March 13, 2018**

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



**The Big Picture**

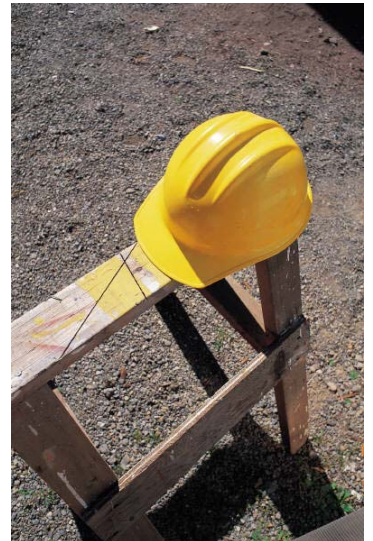
According to the California Legislative Analyst's Office the near-term outlook for the economy is one of slow job growth. Employment growth in California this year has slowed from recent years with a noteworthy stagnation in reported growth in the state's professional and technical services sector (which includes many technology jobs). The LAO anticipates slower job growth continuing through at least 2019. This also includes a tight labor market with relatively low unemployment rates.

Personal Income Tax has fueled the revenue growth and California has enjoyed steady General Fund revenue growth since 2008-09. The PIT growth has been due in part to Proposition 30's tax increases on high-income taxpayers and extended by Proposition 55. The LAO expects the revenue growth to continue in the near-term with PIT providing most of the growth and a modest contribution from sales and use tax and corporation tax.

The Governor announced that LCFF would be fully funded in 2018/19 however he maintains his commitment to fiscally conservative revenue projections and demonstrates a continuing resistance to creating new programs. The Governor has also warned that California is now experiencing its longest economic recovery since WWII and that a recession is inevitable.

Despite increased revenues, escalating fixed expenditures are increasingly difficult to manage and, accordingly, may ultimately threaten fiscal solvency for many districts. It is unlikely that the annual COLA on the LCFF will be sufficient to fund the annual cost increases associated with step and column and the escalating retirement system rates.

There are many factors which will continue to impact the budget. A new Governor will be taking office, voters could change policies that affect the state's budget condition as well as decisions by a variety of other entities have significant implication for the budget. Impact from decisions made by the Legislature, State Executive Branch, Federal Government and Retirement Systems all can influence state costs.



## **GENERAL FUND**

### **REVENUE**

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

#### **Local Control Funding Formula**

Local Control Funding Formula had a small increase of \$2,289 since the budget adoption.

#### **Federal Revenue**

Federal Revenue is projected to increase by \$37,716 since the budget adoption for the following reasons:

<u>Funding Description</u>	<u>Favorable (Unfavorable)</u>
• One Time McKinney-Vento Award	\$37,638
• IDEA Mental Health Allocation	\$ 78
Net Change	\$37,716

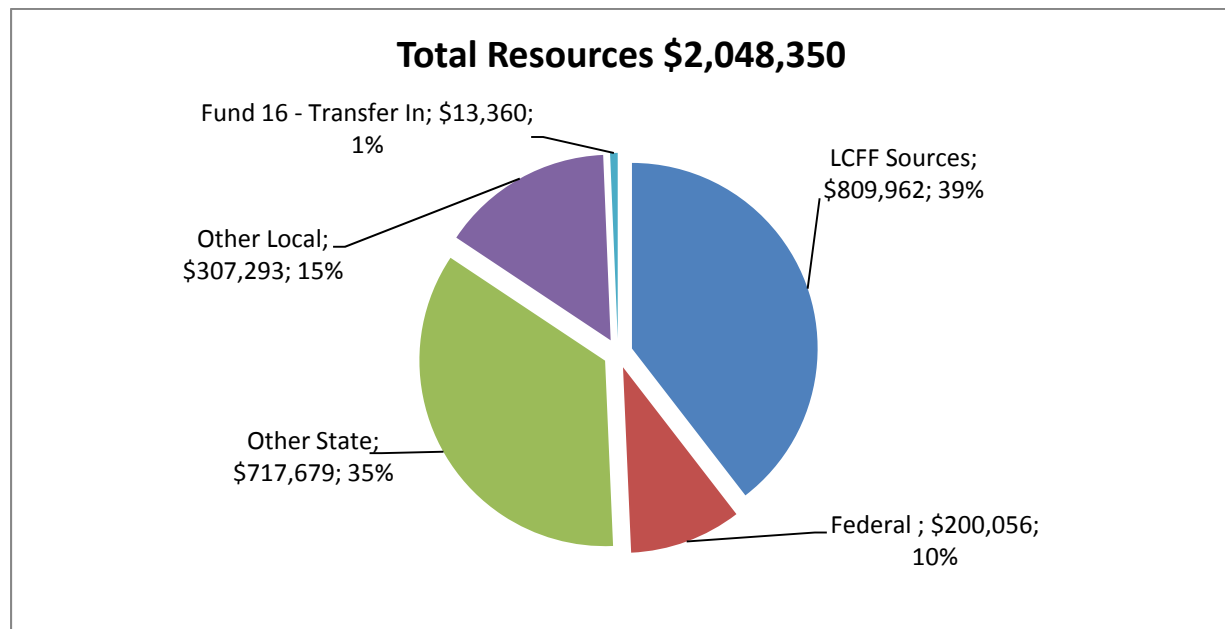
#### **Other State Revenue**

Restricted Other State Revenue increased by \$63,592 since the budget adoption for the following reason:

<u>Funding Description</u>	<u>Favorable (Unfavorable)</u>
• One Time Mandated Cost increase	\$ 2,455
• Foster Youth Grant 16/17 Carryover	\$60,277
• Special Education RS6512 Adjustment	\$ 860
Net Change	\$63,592

#### **Local Revenue**

Local Revenue had a small increase of \$1,000 since the budget adoption.

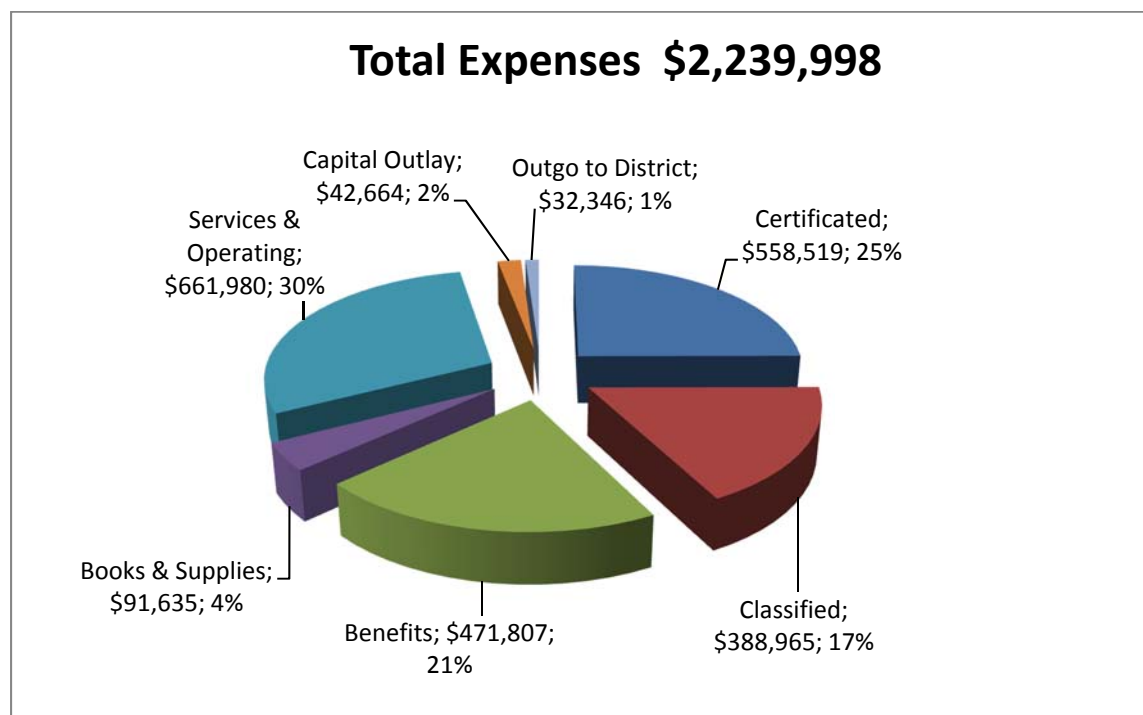


Description	2014-2015 Actuals	2015-2016 Actuals	2016-2017 Unaudited	2017-2018 Adopted Budget	2017-2018 Second Interim
LCFF Resources	\$939,123	\$815,910	\$775,048	\$807,673	\$809,962
Federal	509,486	503,545	162,670	162,340	200,056
Other State	502,696	701,812	688,441	654,087	717,679
Other Local	179,217	191,865	340,611	306,293	307,293
Transfer-in SRS	53,084	54,498	13,360	13,360	13,360
<b>Total</b>	<b>\$2,183,606</b>	<b>\$2,267,630</b>	<b>\$1,980,130</b>	<b>\$1,943,753</b>	<b>\$2,048,350</b>

## EXPENDITURES

### General Fund Expenditures

Expenditures increased by \$323,536 (General Fund, Unrestricted/Restricted, Page 1) from the Board Approved Adopted Budget.



### Expenditures Comparison

Description	2014-2015 Actuals	2015-2016 Actuals	2016-2017 Unaudited	2017-2018 Adopted Budget	2017-2018 Second Interim
Certificated	\$ 332,449	\$ 377,398	\$ 504,973	\$ 437,973	\$ 558,519
Classified	313,380	343,329	374,437	382,141	388,965
Benefits	302,186	330,649	418,617	380,668	471,807
Books & Supplies	59,473	29,150	46,569	69,135	91,635
Services & Operating	399,782	402,702	503,111	583,250	661,980
Capital Outlay	13,089	6,264	81,843	38,867	42,664
Other Outgo	519,317	389,641	17,424	24,428	24,428
<b>Total</b>	<b>\$1,939,676</b>	<b>\$1,879,133</b>	<b>\$1,946,974</b>	<b>1,952,462</b>	<b>2,239,998</b>

**Net Increase (Decrease) in Fund Balance**

Fiscal Year	Amount
2013-14 actuals	87,389
2014-15 actuals	243,930
2015-16 actuals	388,497
2016-17 unaudited	36,578
2017-18 projected	(191,648)

**Projected Ending Fund Balance**

2013-14	\$2,061,912 actuals
2014-15	\$2,305,842 actuals
2015-16	\$2,694,339 actuals
2016-17	\$2,698,358 actuals
2017-18	\$2,539,269 projected

<b>Personnel</b>	<b>FTE</b>	
Certificated	5.50	} 16.75 FTE
Superintendent	.15	
Administrative	1.00	
Classified	6.32	
Confidential	3.00	
Unrepresented	.50	

**Direct Services Contracted to provide special education services**

Speech  
Occupational Therapy  
Adapted P.E.  
Public Nurse

**Comments**

- COLA of 1.56% on state and local share only of Special Education, Child Nutrition, Foster Youth, Preschool, American Indian Education Centers/American Indian Early childhood Education.
- One-time off salary schedule bonus to certificated staff of \$1,500 per FTE, pro-rated in current year. No increase beyond step and column for subsequent 2 years.
- Certificated health and welfare (H/W) soft cap selected plan employee range (14,398.50 to 17,536.50); Certificated employees hired effective 2017/18 hard capped at \$17,536; all other employees H/W is capped at \$17,536. H/W cost is \$239,348.
- PERS rate increase from 13.888% to 15.531%, for a projected annual cost of \$58,616.
- STRS rate increase from 12.58% to 14.43%.for a projected annual cost of \$104,403.
- Reimburse Sierra-Plumas JUSD to provide foster youth, business, curriculum, and technology services.
- Forest Reserve Revenue budget is \$13,360.
- Positive Certification
- Projected ending cash balance: \$2,539,269



## Gen Fund Budget Comparison Worksheet

**Materiality Threshold**  
\$:  
%:

### Unrestricted

### Restricted

### Total

	Unrestricted				Restricted				Total			
	Year:	17/18	17/18	Pos (Neg)	%	17/18	17/18	Pos (Neg)	%	17/18	17/18	Pos (Neg)
Period:	Adopted	SECOND	Difference	Change	Adopted	SECOND	Difference	Change	Adopted	SECOND	Difference	Change
	Budget	INTERIM			Budget	INTERIM			Budget	INTERIM		
<b>Revenues</b>												
Revenue Limit Funding 3010-8099	807,673	809,962	2,289	0.28%	-	-	-		807,673	809,962	2,289	0.28%
Federal Revenues 3100-8299	-	-	-		162,340	200,056	37,716	23.23%	162,340	200,056	37,716	23.23%
State Revenues 3300-8599	2,964	5,419	2,455	82.83%	651,123	712,260	61,137	9.39%	654,087	717,679	63,592	9.72%
Local Revenues 3600-8799	301,793	302,793	1,000	0.33%	4,500	4,500	-	0.00%	306,293	307,293	1,000	0.33%
<b>Total Revenues</b>	<b>1,112,430</b>	<b>1,118,174</b>	<b>5,744</b>	<b>0.52%</b>	<b>817,963</b>	<b>916,816</b>	<b>98,853</b>	<b>12.09%</b>	<b>1,930,393</b>	<b>2,034,990</b>	<b>104,597</b>	<b>5.42%</b>
<b>Expenditures</b>												
Certificated Salaries 1000-1999	170,708	190,108	19,400	11.36%	267,265	368,411	101,146	37.84%	437,973	558,519	120,546	27.52%
Classified Salaries 2000-2999	242,939	263,143	20,204	8.32%	139,202	125,822	(13,380)	-9.61%	382,141	388,965	6,824	1.79%
Benefits & Taxes 3000-3999	193,162	251,120	57,958	30.00%	187,506	220,687	33,181	17.70%	380,668	471,807	91,139	23.94%
Materials & Supplies 4000-4999	16,377	27,576	11,199	68.38%	52,758	64,059	11,301	21.42%	69,135	91,635	22,500	32.55%
Operating Expenditures 5000-5999	357,595	372,160	14,565	4.07%	225,655	289,820	64,165	28.44%	583,250	661,980	78,730	13.50%
Capital Outlay 5000-6599	20,000	20,000	-	0.00%	18,867	22,664	3,797	20.13%	38,867	42,664	3,797	9.77%
Other Outgo 7xxx's	24,428	24,428	-	0.00%	-	-	-		24,428	24,428	-	0.00%
Other Outgo 7300-7399	(9,571)	(10,612)	(1,041)	10.88%	9,571	10,612	1,041	10.88%	-	-	-	
<b>Total Expenditures</b>	<b>1,015,638</b>	<b>1,137,923</b>	<b>122,285</b>	<b>12.04%</b>	<b>900,824</b>	<b>1,102,075</b>	<b>201,251</b>	<b>22.34%</b>	<b>1,916,462</b>	<b>2,239,998</b>	<b>323,536</b>	<b>16.88%</b>
<b>Rev less Exp</b>	<b>96,792</b>	<b>(19,749)</b>	<b>(116,541)</b>	<b>-120.40%</b>	<b>(82,861)</b>	<b>(185,259)</b>	<b>(102,398)</b>	<b>123.58%</b>	<b>13,931</b>	<b>(205,008)</b>	<b>(218,939)</b>	<b>-1571.60%</b>
<b>Other Sources/Uses</b>												
Transfers In 3910-8979	13,360	13,360	-	0.00%	-	-	-		13,360	13,360	-	0.00%
Contributions 3980-8999	(82,861)	(152,700)	(69,839)	84.28%	82,861	152,700	69,839	84.28%	-	-	-	
Transfers Out 7610-7699	-	-	-		-	-	-		-	-	-	
<b>Total Other Sources</b>	<b>(69,501)</b>	<b>(139,340)</b>	<b>(69,839)</b>	<b>100.49%</b>	<b>82,861</b>	<b>152,700</b>	<b>69,839</b>	<b>84.28%</b>	<b>13,360</b>	<b>13,360</b>	<b>-</b>	<b>0.00%</b>
<b>Change in Fund Bal</b>	<b>27,291</b>	<b>(159,089)</b>	<b>(186,380)</b>	<b>-682.94%</b>	<b>-</b>	<b>(32,559)</b>	<b>(32,559)</b>		<b>27,291</b>	<b>(191,648)</b>	<b>(218,939)</b>	<b>-802.24%</b>
<b>Beg Fund Bal</b>	<b>-</b>	<b>2,698,358</b>	<b>2,698,358</b>		<b>-</b>	<b>32,559</b>	<b>32,559</b>		<b>-</b>	<b>2,730,917</b>	<b>2,730,917</b>	
Adjustments												
Adj Beg Fund Bal	-	2,698,358	2,698,358		-	32,559	32,559		-	2,730,917	2,730,917	
<b>End Fund Bal</b>	<b>27,291</b>	<b>2,539,269</b>	<b>2,511,978</b>	<b>9204.42%</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>27,291</b>	<b>2,539,269</b>	<b>2,511,978</b>	<b>9204.42%</b>
Non Spendable	500	500	-		-	-	-		500	500	-	
Restricted	-	-	-		-	-	-		-	-	-	
Committed	118,735	156,666	37,931	31.95%	-	-	-		118,735	156,666	37,931	31.95%
Assigned	-	-	-		-	-	-		-	-	-	
REU	216,180	225,000	8,820		-	-	-		216,180	225,000	8,820	
<b>Unassigned</b>	<b>(308,124)</b>	<b>2,157,103</b>	<b>2,474,047</b>	<b>-802.94%</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>(308,124)</b>	<b>2,157,103</b>	<b>2,474,047</b>	<b>-802.94%</b>

REU is: 11.3% 10.0%

Tickmark Legend



Sierra County Office of Education  
2017/18 2nd Interim

1	One Time Mandated Cost per ADA increase. \$147 per 16/17 P2 ADA (\$147*16.7)
2	One Time McKinney-Vento Grant award. \$37,638. Small increase to RS3327 IDEA Mental Health Allocation \$78.
3	Foster Youth: Prior Year carryover of approx \$60k award. Adjust Special Education RS6512 approximately \$800.
4	Teacher In Charge increase \$10k, Certificated subs increase approx \$3k, Unrestricted certificated adjustments approx \$5k from position control. Certificated bargaining bonus \$1,500.
5	1st Interim position control changes approximately \$6,000. 2nd interim tentative adjustment for bargaining settlement approximately \$14,500. Other minor salary adjustment of approximately <\$300>.
6	Special Education certificated increase approx \$68k, Special Education certificated subs increase approx \$3k. Foster Youth certificated increase approx \$10k. McKinney-Vento certificated increase approx \$19k
7	Changes in Benefits and Health & Welfare costs due to staffing and employee health benefit election changes.
8	Increase in Materials & Supplies for 1X Mandated award approx \$2,500. Adjust M&S expenditures for State Unrestricted Lottery and Unrestricted resources approx. \$8,700.
9	McKinney-Vento M&S increase approx \$3,500. Restricted Lottery M&S increase approx \$2,300. Increase Special Education approx \$4k. Foster Youth M&S increases approx \$2k
10	McKinney-Vento Travel increase approx \$9k. Special Education travel increased approx \$23k. Tupe travel reduced approx <\$1k>. Foster Youth Travel/Conference increase approx \$33k.
11	Prop 39 Building Improvement increased \$5k. Special Education Capital expense reduced approx <\$1k>
12	Adjustment in Indirect Cost Rate charges to Restricted programs.
13	Increase in Contributions from Unrestricted to Restricted due to Special Education cost increases.
14	
15	
16	
17	
18	
19	
20	

### Multi Year Projection

<b>Materiality Threshold</b>	
\$:	0
%:	0%

		2017/18			2018/19			2019/20		
		<i>Budget</i>			<i>MYP</i>			<i>MYP</i>		
		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
<b>Revenues</b>										
Revenue Limit Funding	8010-8099	809,962	-	809,962	822,285	-	822,285	822,285	-	822,285
Federal Revenues	8100-8299	-	200,056	200,056	-	200,056	200,056	-	200,056	200,056
State Revenues	8300-8599	5,419	712,260	717,679	5,419	712,260	717,679	5,419	712,260	717,679
Local Revenues	8600-8799	302,793	4,500	307,293	302,793	4,500	307,293	302,793	4,500	307,293
<b>Total Revenues</b>		<b>1,118,174</b>	<b>916,816</b>	<b>2,034,990</b>	<b>1,130,497</b>	<b>916,816</b>	<b>2,047,313</b>	<b>1,130,497</b>	<b>916,816</b>	<b>2,047,313</b>
<b>Expenditures</b>										
Certificated Salaries	1000-1999	190,108	368,411	558,519	196,100	366,805	562,905	200,071	372,076	572,147
Classified Salaries	2000-2999	263,143	125,822	388,965	262,007	119,832	381,839	267,182	121,918	389,100
Benefits & Taxes	3000-3999	251,120	220,687	471,807	256,779	231,028	487,807	267,213	238,796	506,009
Materials & Supplies	4000-4999	27,576	64,059	91,635	27,576	64,059	91,635	27,576	64,059	91,635
Operating Expenditures	5000-5999	372,160	289,820	661,980	372,160	289,813	661,973	372,160	289,813	661,973
Capital Outlay	6000-6599	20,000	22,664	42,664	20,000	22,664	42,664	20,000	22,664	42,664
Other Outgo	7xxx's	24,428	-	24,428	24,428	-	24,428	24,428	-	24,428
Other Outgo	7300-7399	(10,612)	10,612	-	(10,619)	10,619	-	(10,619)	10,619	-
<b>Total Expenditures</b>		<b>1,137,923</b>	<b>1,102,075</b>	<b>2,239,998</b>	<b>1,148,431</b>	<b>1,104,820</b>	<b>2,253,251</b>	<b>1,168,011</b>	<b>1,119,945</b>	<b>2,287,956</b>
<b>Rev less Exp</b>		<b>(19,749)</b>	<b>(185,259)</b>	<b>(205,008)</b>	<b>(17,934)</b>	<b>(188,004)</b>	<b>(205,938)</b>	<b>(37,514)</b>	<b>(203,129)</b>	<b>(240,643)</b>
<b>Other Sources/Uses</b>										
Transfers In	8910-8979	13,360	-	13,360	13,360	-	13,360	13,360	-	13,360
Contributions	8980-8999	(152,700)	152,700	-	(188,004)	188,004	-	(203,129)	203,129	-
Transfers Out	7600-7629	-	-	-	-	-	-	-	-	-
<b>Total Other Sources</b>		<b>(139,340)</b>	<b>152,700</b>	<b>13,360</b>	<b>(174,644)</b>	<b>188,004</b>	<b>13,360</b>	<b>(189,769)</b>	<b>203,129</b>	<b>13,360</b>
<b>Change in Fund Bal</b>		<b>(159,089)</b>	<b>(32,559)</b>	<b>(191,648)</b>	<b>(192,578)</b>	<b>-</b>	<b>(192,578)</b>	<b>(227,283)</b>	<b>-</b>	<b>(227,283)</b>
<b>Beg Fund Bal</b>		<b>2,698,358</b>	<b>32,559</b>	<b>2,730,917</b>	<b>2,539,269</b>	<b>-</b>	<b>2,539,269</b>	<b>2,346,691</b>	<b>-</b>	<b>2,346,691</b>
Adjustments		-	-	-	-	-	-	-	-	-
Adj Beg Fund Bal		2,698,358	32,559	2,730,917	2,539,269	-	2,539,269	2,346,691	-	2,346,691
<b>End Fund Bal</b>		<b>2,539,269</b>	<b>-</b>	<b>2,539,269</b>	<b>2,346,691</b>	<b>-</b>	<b>2,346,691</b>	<b>2,119,408</b>	<b>-</b>	<b>2,119,408</b>
Non Spendable		500	-	500	500	-	500	500	-	500
Restricted		-	-	-	-	-	-	-	-	-
Committed		156,666	-	156,666	186,013	-	186,013	215,360	-	215,360
Assigned		-	-	-	-	-	-	-	-	-
REU		225,000	-	225,000	225,000	-	225,000	228,000	-	228,000
Unassigned		<b>2,157,103</b>	<b>-</b>	<b>2,157,103</b>	<b>1,935,178</b>	<b>-</b>	<b>1,935,178</b>	<b>1,675,548</b>	<b>-</b>	<b>1,675,548</b>

REU is: 10.0% 10.0%

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For:			
		2017-18 Original Budget	2017-18 Board Approved Operating Budget	2017-18 Actuals to Date	2017-18 Projected Totals
011	General Fund/County School Service Fund	GS	GS	GS	GS
091	Charter Schools Special Revenue Fund				
101	Special Education Pass-Through Fund				
111	Adult Education Fund				
121	Child Development Fund				
131	Cafeteria Special Revenue Fund				
141	Deferred Maintenance Fund				
151	Pupil Transportation Equipment Fund				
161	Forest Reserve Fund	G	G		G
171	Special Reserve Fund for Other Than Capital Outlay Projects				
181	School Bus Emissions Reduction Fund				
191	Foundation Special Revenue Fund				
201	Special Reserve Fund for Postemployment Benefits				
211	Building Fund				
251	Capital Facilities Fund				
301	State School Building Lease-Purchase Fund				
351	County School Facilities Fund				
401	Special Reserve Fund for Capital Outlay Projects				
531	Tax Override Fund				
561	Debt Service Fund				
571	Foundation Permanent Fund				
611	Cafeteria Enterprise Fund				
621	Charter Schools Enterprise Fund				
631	Other Enterprise Fund				
661	Warehouse Revolving Fund				
671	Self-Insurance Fund				
711	Retiree Benefit Fund				
731	Foundation Private-Purpose Trust Fund				
AI	Average Daily Attendance	S	S		S
CASH	Cashflow Worksheet				S
CHG	Change Order Form				
CI	Interim Certification				S
ESMOE	Every Student Succeeds Act Maintenance of Effort				GS
ICR	Indirect Cost Rate Worksheet				S
MYPI	Multiyear Projections - General Fund				GS
SIAI	Summary of Interfund Activities - Projected Year Totals				G
01CSI	Criteria and Standards Review				S

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	807,673.00	807,673.00	686,770.00	809,962.00	2,289.00	0.3%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,964.00	2,964.00	1,792.00	5,419.00	2,455.00	82.8%
4) Other Local Revenue		8600-8799	301,793.00	301,793.00	120,497.37	302,793.00	1,000.00	0.3%
5) TOTAL, REVENUES			1,112,430.00	1,112,430.00	809,059.37	1,118,174.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	170,708.00	170,708.00	101,587.82	190,108.00	(19,400.00)	-11.4%
2) Classified Salaries		2000-2999	242,939.00	242,939.00	140,455.55	263,143.00	(20,204.00)	-8.3%
3) Employee Benefits		3000-3999	193,162.00	193,162.00	132,013.79	251,120.00	(57,958.00)	-30.0%
4) Books and Supplies		4000-4999	16,377.00	16,377.00	3,695.35	27,576.00	(11,199.00)	-68.4%
5) Services and Other Operating Expenditures		5000-5999	357,595.00	357,595.00	133,581.13	372,160.00	(14,565.00)	-4.1%
6) Capital Outlay		6000-6999	20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	24,428.00	24,428.00	0.00	24,428.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(9,571.00)	(9,571.00)	0.00	(10,612.00)	1,041.00	-10.9%
9) TOTAL, EXPENDITURES			1,015,638.00	1,015,638.00	511,333.64	1,137,923.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			96,792.00	96,792.00	297,725.73	(19,749.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	13,360.00	13,360.00	0.00	13,360.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(82,861.00)	(82,861.00)	0.00	(152,700.00)	(69,839.00)	84.3%
4) TOTAL, OTHER FINANCING SOURCES/USES			(69,501.00)	(69,501.00)	0.00	(139,340.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			27,291.00	27,291.00	297,725.73	(159,089.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	2,444,014.00	2,444,014.00		2,698,358.00	254,344.00	10.4%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,444,014.00	2,444,014.00		2,698,358.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,444,014.00	2,444,014.00		2,698,358.00		
2) Ending Balance, June 30 (E + F1e)			2,471,305.00	2,471,305.00		2,539,269.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	500.00	500.00		500.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	118,735.00	118,735.00		156,666.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	216,180.00	216,180.00		225,000.00		
Unassigned/Unappropriated Amount		9790	2,135,890.00	2,135,890.00		2,157,103.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>LCFF SOURCES</b>								
Principal Apportionment State Aid - Current Year		8011	632,831.00	632,831.00	628,595.00	635,120.00	2,289.00	0.4%
Education Protection Account State Aid - Current Year		8012	119,751.00	119,751.00	58,175.00	119,751.00	0.00	0.0%
State Aid - Prior Years		8019	(12,323.00)	(12,323.00)	0.00	(12,323.00)	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	601.00	601.00	0.00	601.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	63,324.00	63,324.00	0.00	63,324.00	0.00	0.0%
Unsecured Roll Taxes		8042	2,809.00	2,809.00	0.00	2,809.00	0.00	0.0%
Prior Years' Taxes		8043	50.00	50.00	0.00	50.00	0.00	0.0%
Supplemental Taxes		8044	630.00	630.00	0.00	630.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Receipt from Co. Board of Sup.		8070	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal, LCFF Sources</b>			<b>807,673.00</b>	<b>807,673.00</b>	<b>686,770.00</b>	<b>809,962.00</b>	<b>2,289.00</b>	<b>0.3%</b>
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>807,673.00</b>	<b>807,673.00</b>	<b>686,770.00</b>	<b>809,962.00</b>	<b>2,289.00</b>	<b>0.3%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00		
Donated Food Commodities		8221	0.00	0.00	0.00	0.00		
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00		
Title I, Part A, Basic	3010	8290						
Title I, Part D, Local Delinquent Programs	3025	8290						
Title II, Part A, Educator Quality	4035	8290						

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290						
Title III, Part A, English Learner Program	4203	8290						
Title V, Part B, Public Charter Schools Grant Program (PCSGP) (NCLB)	4610	8290						
Other NCLB / Every Student Succeeds Act	3012-3020, 3030-3199, 4036-4126, 4204, 5510	8290						
Career and Technical Education	3500-3599	8290						
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319						
Special Education Master Plan								
Current Year	6500	8311						
Prior Years	6500	8319						
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	799.00	799.00	1,792.00	3,254.00	2,455.00	307.3%
Lottery - Unrestricted and Instructional Materials		8560	2,165.00	2,165.00	0.00	2,165.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
Career Technical Education Incentive Grant Program	6387	8590						
Drug/Alcohol/Tobacco Funds	6650, 6680, 6690	8590						
California Clean Energy Jobs Act	6230	8590						
Specialized Secondary	7370	8590						
American Indian Early Childhood Education	7210	8590						
Quality Education Investment Act	7400	8590						
Common Core State Standards Implementation	7405	8590						
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>2,964.00</b>	<b>2,964.00</b>	<b>1,792.00</b>	<b>5,419.00</b>	<b>2,455.00</b>	<b>82.8%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00		
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	15,000.00	15,000.00	15,765.17	16,000.00	1,000.00	6.7%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	286,389.00	286,389.00	102,160.59	286,389.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00		
All Other Local Revenue		8699	404.00	404.00	2,571.61	404.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792						
From JPAs	6360	8793						
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>301,793.00</b>	<b>301,793.00</b>	<b>120,497.37</b>	<b>302,793.00</b>	<b>1,000.00</b>	<b>0.3%</b>
<b>TOTAL, REVENUES</b>			<b>1,112,430.00</b>	<b>1,112,430.00</b>	<b>809,059.37</b>	<b>1,118,174.00</b>	<b>5,744.00</b>	<b>0.5%</b>



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Certificated Teachers' Salaries		1100	48,503.00	48,503.00	27,801.50	57,903.00	(9,400.00)	-19.4%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	122,205.00	122,205.00	73,786.32	132,205.00	(10,000.00)	-8.2%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>170,708.00</b>	<b>170,708.00</b>	<b>101,587.82</b>	<b>190,108.00</b>	<b>(19,400.00)</b>	<b>-11.4%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	11,088.00	11,088.00	5,698.00	12,500.00	(1,412.00)	-12.7%
Classified Support Salaries		2200	5,280.00	5,280.00	3,080.35	5,280.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	90,886.00	90,886.00	52,584.00	90,376.00	310.00	0.3%
Clerical, Technical and Office Salaries		2400	135,885.00	135,885.00	79,093.20	154,987.00	(19,102.00)	-14.1%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>242,939.00</b>	<b>242,939.00</b>	<b>140,455.55</b>	<b>263,143.00</b>	<b>(20,204.00)</b>	<b>-8.3%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	23,854.00	23,854.00	14,536.66	26,897.00	(3,043.00)	-12.8%
PERS		3201-3202	45,042.00	45,042.00	26,067.71	45,261.00	(219.00)	-0.5%
OASDI/Medicare/Alternative		3301-3302	20,675.00	20,675.00	11,805.43	20,275.00	400.00	1.9%
Health and Welfare Benefits		3401-3402	88,769.00	88,769.00	70,686.03	141,969.00	(53,200.00)	-59.9%
Unemployment Insurance		3501-3502	208.00	208.00	120.71	225.00	(17.00)	-8.2%
Workers' Compensation		3601-3602	14,614.00	14,614.00	8,797.25	16,493.00	(1,879.00)	-12.9%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>193,162.00</b>	<b>193,162.00</b>	<b>132,013.79</b>	<b>251,120.00</b>	<b>(57,958.00)</b>	<b>-30.0%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	10,965.00	10,965.00	3,695.35	18,256.00	(7,291.00)	-66.5%
Noncapitalized Equipment		4400	5,412.00	5,412.00	0.00	9,320.00	(3,908.00)	-72.2%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>16,377.00</b>	<b>16,377.00</b>	<b>3,695.35</b>	<b>27,576.00</b>	<b>(11,199.00)</b>	<b>-68.4%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	15,705.00	15,705.00	2,528.25	16,955.00	(1,250.00)	-8.0%
Dues and Memberships		5300	18,505.00	18,505.00	10,473.00	18,570.00	(65.00)	-0.4%
Insurance		5400-5450	1,000.00	1,000.00	0.00	1,000.00	0.00	0.0%
Operations and Housekeeping Services		5500	4,000.00	4,000.00	1,163.13	4,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	2,500.00	2,500.00	383.85	2,500.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	314,285.00	314,285.00	118,600.52	324,235.00	(9,950.00)	-3.2%
Communications		5900	1,600.00	1,600.00	432.38	4,900.00	(3,300.00)	-206.3%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>357,595.00</b>	<b>357,595.00</b>	<b>133,581.13</b>	<b>372,160.00</b>	<b>(14,565.00)</b>	<b>-4.1%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	24,428.00	24,428.00	0.00	24,428.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222						
To JPAs	6500	7223						
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222						
To JPAs	6360	7223						
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>24,428.00</b>	<b>24,428.00</b>	<b>0.00</b>	<b>24,428.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	(9,571.00)	(9,571.00)	0.00	(10,612.00)	1,041.00	-10.9%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>(9,571.00)</b>	<b>(9,571.00)</b>	<b>0.00</b>	<b>(10,612.00)</b>	<b>1,041.00</b>	<b>-10.9%</b>
<b>TOTAL, EXPENDITURES</b>			<b>1,015,638.00</b>	<b>1,015,638.00</b>	<b>511,333.64</b>	<b>1,137,923.00</b>	<b>(122,285.00)</b>	<b>-12.0%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	13,360.00	13,360.00	0.00	13,360.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>13,360.00</b>	<b>13,360.00</b>	<b>0.00</b>	<b>13,360.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Proceeds</b>								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Other Sources</b>								
County School Bldg Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Long-Term Debt Proceeds</b>								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	(82,861.00)	(82,861.00)	0.00	(152,700.00)	(69,839.00)	84.3%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>(82,861.00)</b>	<b>(82,861.00)</b>	<b>0.00</b>	<b>(152,700.00)</b>	<b>(69,839.00)</b>	<b>84.3%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> <b>(a - b + c - d + e)</b>			<b>(69,501.00)</b>	<b>(69,501.00)</b>	<b>0.00</b>	<b>(139,340.00)</b>	<b>(69,839.00)</b>	<b>100.5%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	162,340.00	162,340.00	36,293.41	200,056.00	37,716.00	23.2%
3) Other State Revenue		8300-8599	651,123.00	651,123.00	28,922.40	712,260.00	61,137.00	9.4%
4) Other Local Revenue		8600-8799	4,500.00	4,500.00	0.00	4,500.00	0.00	0.0%
5) TOTAL, REVENUES			817,963.00	817,963.00	65,215.81	916,816.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	267,265.00	267,265.00	179,287.20	368,411.00	(101,146.00)	-37.8%
2) Classified Salaries		2000-2999	139,202.00	139,202.00	56,868.59	125,822.00	13,380.00	9.6%
3) Employee Benefits		3000-3999	187,506.00	187,506.00	94,045.17	220,687.00	(33,181.00)	-17.7%
4) Books and Supplies		4000-4999	52,758.00	52,758.00	8,406.87	64,059.00	(11,301.00)	-21.4%
5) Services and Other Operating Expenditures		5000-5999	225,655.00	225,655.00	80,880.64	289,820.00	(64,165.00)	-28.4%
6) Capital Outlay		6000-6999	18,867.00	18,867.00	0.00	22,664.00	(3,797.00)	-20.1%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	9,571.00	9,571.00	0.00	10,612.00	(1,041.00)	-10.9%
9) TOTAL, EXPENDITURES			900,824.00	900,824.00	419,488.47	1,102,075.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(82,861.00)	(82,861.00)	(354,272.66)	(185,259.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	82,861.00	82,861.00	0.00	152,700.00	69,839.00	84.3%
4) TOTAL, OTHER FINANCING SOURCES/USES			82,861.00	82,861.00	0.00	152,700.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	(354,272.66)	(32,559.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	0.00	0.00		32,559.00	32,559.00	New
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00		32,559.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00		32,559.00		
2) Ending Balance, June 30 (E + F1e)			0.00	0.00		0.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year		8012	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00		
Timber Yield Tax		8022	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00		
County & District Taxes								
Secured Roll Taxes		8041	0.00	0.00	0.00	0.00		
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00		
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00		
Receipt from Co. Board of Sup.		8070	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00		
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, LCFF Sources			0.00	0.00	0.00	0.00		
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091						
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00		
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	93,841.00	93,841.00	0.00	93,841.00	0.00	0.0%
Special Education Discretionary Grants		8182	31,912.00	31,912.00	0.00	31,990.00	78.00	0.2%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00		
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00		
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title V, Part B, Public Charter Schools Grant Program (PCSGP) (NCLB)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3012-3020, 3030-3199, 4036-4126, 4204, 5510	8290	6,636.00	6,636.00	5,303.00	6,636.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	29,951.00	29,951.00	30,990.41	67,589.00	37,638.00	125.7%
<b>TOTAL, FEDERAL REVENUE</b>			<b>162,340.00</b>	<b>162,340.00</b>	<b>36,293.41</b>	<b>200,056.00</b>	<b>37,716.00</b>	<b>23.2%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311	454,554.00	454,554.00	0.00	454,554.00	0.00	0.0%
Prior Years	6500	8319	2,886.00	2,886.00	112.00	2,886.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00		
Lottery - Unrestricted and Instructional Materir		8560	614.00	614.00	96.34	614.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6680, 6690	8590	110,795.00	110,795.00	0.00	110,795.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	14,867.00	14,867.00	14,867.00	15,000.00	133.00	0.9%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	67,407.00	67,407.00	13,847.06	128,411.00	61,004.00	90.5%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>651,123.00</b>	<b>651,123.00</b>	<b>28,922.40</b>	<b>712,260.00</b>	<b>61,137.00</b>	<b>9.4%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00		
Non-Resident Students		8672	0.00	0.00	0.00	0.00		
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustme		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	4,500.00	4,500.00	0.00	4,500.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>4,500.00</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>817,963.00</b>	<b>817,963.00</b>	<b>65,215.81</b>	<b>916,816.00</b>	<b>98,853.00</b>	<b>12.1%</b>



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	204,530.00	204,530.00	140,939.50	285,846.00	(81,316.00)	-39.8%
Certificated Pupil Support Salaries		1200	62,735.00	62,735.00	31,647.70	63,765.00	(1,030.00)	-1.6%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	6,700.00	18,800.00	(18,800.00)	New
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>267,265.00</b>	<b>267,265.00</b>	<b>179,287.20</b>	<b>368,411.00</b>	<b>(101,146.00)</b>	<b>-37.8%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	116,726.00	116,726.00	44,339.60	94,174.00	22,552.00	19.3%
Classified Support Salaries		2200	6,192.00	6,192.00	9,462.60	16,520.00	(10,328.00)	-166.8%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	16,284.00	16,284.00	3,066.39	15,128.00	1,156.00	7.1%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>139,202.00</b>	<b>139,202.00</b>	<b>56,868.59</b>	<b>125,822.00</b>	<b>13,380.00</b>	<b>9.6%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	55,817.00	55,817.00	25,839.37	77,506.00	(21,689.00)	-38.9%
PERS		3201-3202	17,524.00	17,524.00	6,571.03	13,355.00	4,169.00	23.8%
OASDI/Medicare/Alternative		3301-3302	14,106.00	14,106.00	6,357.28	14,181.00	(75.00)	-0.5%
Health and Welfare Benefits		3401-3402	85,432.00	85,432.00	46,513.96	97,379.00	(11,947.00)	-14.0%
Unemployment Insurance		3501-3502	203.00	203.00	119.76	247.00	(44.00)	-21.7%
Workers' Compensation		3601-3602	14,424.00	14,424.00	8,643.77	18,019.00	(3,595.00)	-24.9%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>187,506.00</b>	<b>187,506.00</b>	<b>94,045.17</b>	<b>220,687.00</b>	<b>(33,181.00)</b>	<b>-17.7%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	614.00	614.00	0.00	2,851.00	(2,237.00)	-364.3%
Books and Other Reference Materials		4200	0.00	0.00	0.00	1,000.00	(1,000.00)	New
Materials and Supplies		4300	34,790.00	34,790.00	7,426.64	40,756.00	(5,966.00)	-17.2%
Noncapitalized Equipment		4400	17,354.00	17,354.00	980.23	19,450.00	(2,096.00)	-12.1%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>52,758.00</b>	<b>52,758.00</b>	<b>8,406.87</b>	<b>64,059.00</b>	<b>(11,301.00)</b>	<b>-21.4%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	44,000.00	44,000.00	5,807.94	43,000.00	1,000.00	2.3%
Travel and Conferences		5200	11,112.00	11,112.00	2,436.59	37,806.00	(26,694.00)	-240.2%
Dues and Memberships		5300	700.00	700.00	749.00	1,000.00	(300.00)	-42.9%
Insurance		5400-5450	8,300.00	8,300.00	8,506.00	8,600.00	(300.00)	-3.6%
Operations and Housekeeping Services		5500	5,200.00	5,200.00	2,255.46	5,200.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	600.00	600.00	188.72	600.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	155,443.00	155,443.00	60,936.93	193,314.00	(37,871.00)	-24.4%
Communications		5900	300.00	300.00	0.00	300.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>225,655.00</b>	<b>225,655.00</b>	<b>80,880.64</b>	<b>289,820.00</b>	<b>(64,165.00)</b>	<b>-28.4%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	18,867.00	18,867.00	0.00	22,664.00	(3,797.00)	-20.1%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>18,867.00</b>	<b>18,867.00</b>	<b>0.00</b>	<b>22,664.00</b>	<b>(3,797.00)</b>	<b>-20.1%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	9,571.00	9,571.00	0.00	10,612.00	(1,041.00)	-10.9%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>9,571.00</b>	<b>9,571.00</b>	<b>0.00</b>	<b>10,612.00</b>	<b>(1,041.00)</b>	<b>-10.9%</b>
<b>TOTAL, EXPENDITURES</b>			<b>900,824.00</b>	<b>900,824.00</b>	<b>419,488.47</b>	<b>1,102,075.00</b>	<b>(201,251.00)</b>	<b>-22.3%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
County School Bldg Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	82,861.00	82,861.00	0.00	152,700.00	69,839.00	84.3%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>82,861.00</b>	<b>82,861.00</b>	<b>0.00</b>	<b>152,700.00</b>	<b>69,839.00</b>	<b>84.3%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			<b>82,861.00</b>	<b>82,861.00</b>	<b>0.00</b>	<b>152,700.00</b>	<b>(69,839.00)</b>	<b>84.3%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	807,673.00	807,673.00	686,770.00	809,962.00	2,289.00	0.3%
2) Federal Revenue		8100-8299	162,340.00	162,340.00	36,293.41	200,056.00	37,716.00	23.2%
3) Other State Revenue		8300-8599	654,087.00	654,087.00	30,714.40	717,679.00	63,592.00	9.7%
4) Other Local Revenue		8600-8799	306,293.00	306,293.00	120,497.37	307,293.00	1,000.00	0.3%
5) TOTAL, REVENUES			1,930,393.00	1,930,393.00	874,275.18	2,034,990.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	437,973.00	437,973.00	280,875.02	558,519.00	(120,546.00)	-27.5%
2) Classified Salaries		2000-2999	382,141.00	382,141.00	197,324.14	388,965.00	(6,824.00)	-1.8%
3) Employee Benefits		3000-3999	380,668.00	380,668.00	226,058.96	471,807.00	(91,139.00)	-23.9%
4) Books and Supplies		4000-4999	69,135.00	69,135.00	12,102.22	91,635.00	(22,500.00)	-32.5%
5) Services and Other Operating Expenditures		5000-5999	583,250.00	583,250.00	214,461.77	661,980.00	(78,730.00)	-13.5%
6) Capital Outlay		6000-6999	38,867.00	38,867.00	0.00	42,664.00	(3,797.00)	-9.8%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	24,428.00	24,428.00	0.00	24,428.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,916,462.00	1,916,462.00	930,822.11	2,239,998.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			13,931.00	13,931.00	(56,546.93)	(205,008.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	13,360.00	13,360.00	0.00	13,360.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			13,360.00	13,360.00	0.00	13,360.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			27,291.00	27,291.00	(56,546.93)	(191,648.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	2,444,014.00	2,444,014.00		2,730,917.00	286,903.00	11.7%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,444,014.00	2,444,014.00		2,730,917.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,444,014.00	2,444,014.00		2,730,917.00		
2) Ending Balance, June 30 (E + F1e)			2,471,305.00	2,471,305.00		2,539,269.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	500.00	500.00		500.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted								
		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	118,735.00	118,735.00		156,666.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	216,180.00	216,180.00		225,000.00		
Unassigned/Unappropriated Amount			2,135,890.00	2,135,890.00		2,157,103.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>LCFF SOURCES</b>								
Principal Apportionment State Aid - Current Year		8011	632,831.00	632,831.00	628,595.00	635,120.00	2,289.00	0.4%
Education Protection Account State Aid - Current Year		8012	119,751.00	119,751.00	58,175.00	119,751.00	0.00	0.0%
State Aid - Prior Years		8019	(12,323.00)	(12,323.00)	0.00	(12,323.00)	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	601.00	601.00	0.00	601.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	63,324.00	63,324.00	0.00	63,324.00	0.00	0.0%
Unsecured Roll Taxes		8042	2,809.00	2,809.00	0.00	2,809.00	0.00	0.0%
Prior Years' Taxes		8043	50.00	50.00	0.00	50.00	0.00	0.0%
Supplemental Taxes		8044	630.00	630.00	0.00	630.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Receipt from Co. Board of Sup.		8070	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal, LCFF Sources</b>			<b>807,673.00</b>	<b>807,673.00</b>	<b>686,770.00</b>	<b>809,962.00</b>	<b>2,289.00</b>	<b>0.3%</b>
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>807,673.00</b>	<b>807,673.00</b>	<b>686,770.00</b>	<b>809,962.00</b>	<b>2,289.00</b>	<b>0.3%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	93,841.00	93,841.00	0.00	93,841.00	0.00	0.0%
Special Education Discretionary Grants		8182	31,912.00	31,912.00	0.00	31,990.00	78.00	0.2%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title V, Part B, Public Charter Schools Grant Program (PCSGP) (NCLB)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3012-3020, 3030-3199, 4036-4126, 4204, 5510	8290	6,636.00	6,636.00	5,303.00	6,636.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	29,951.00	29,951.00	30,990.41	67,589.00	37,638.00	125.7%
<b>TOTAL, FEDERAL REVENUE</b>			<b>162,340.00</b>	<b>162,340.00</b>	<b>36,293.41</b>	<b>200,056.00</b>	<b>37,716.00</b>	<b>23.2%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan								
Current Year	6500	8311	454,554.00	454,554.00	0.00	454,554.00	0.00	0.0%
Prior Years	6500	8319	2,886.00	2,886.00	112.00	2,886.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	799.00	799.00	1,792.00	3,254.00	2,455.00	307.3%
Lottery - Unrestricted and Instructional Materials		8560	2,779.00	2,779.00	96.34	2,779.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6680, 6690	8590	110,795.00	110,795.00	0.00	110,795.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	14,867.00	14,867.00	14,867.00	15,000.00	133.00	0.9%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	67,407.00	67,407.00	13,847.06	128,411.00	61,004.00	90.5%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>654,087.00</b>	<b>654,087.00</b>	<b>30,714.40</b>	<b>717,679.00</b>	<b>63,592.00</b>	<b>9.7%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes								
		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals								
		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest								
		8660	15,000.00	15,000.00	15,765.17	16,000.00	1,000.00	6.7%
Net Increase (Decrease) in the Fair Value of Investments								
		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees								
		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students								
		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals								
		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services								
		8677	286,389.00	286,389.00	102,160.59	286,389.00	0.00	0.0%
Mitigation/Developer Fees								
		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts								
		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment								
		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources								
		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue								
		8699	4,904.00	4,904.00	2,571.61	4,904.00	0.00	0.0%
Tuition								
		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In								
		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools								
	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices								
	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs								
	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools								
	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices								
	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs								
	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools								
	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices								
	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs								
	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others								
		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>306,293.00</b>	<b>306,293.00</b>	<b>120,497.37</b>	<b>307,293.00</b>	<b>1,000.00</b>	<b>0.3%</b>
<b>TOTAL, REVENUES</b>			<b>1,930,393.00</b>	<b>1,930,393.00</b>	<b>874,275.18</b>	<b>2,034,990.00</b>	<b>104,597.00</b>	<b>5.4%</b>



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	253,033.00	253,033.00	168,741.00	343,749.00	(90,716.00)	-35.9%
Certificated Pupil Support Salaries		1200	62,735.00	62,735.00	31,647.70	63,765.00	(1,030.00)	-1.6%
Certificated Supervisors' and Administrators' Salaries		1300	122,205.00	122,205.00	73,786.32	132,205.00	(10,000.00)	-8.2%
Other Certificated Salaries		1900	0.00	0.00	6,700.00	18,800.00	(18,800.00)	New
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>437,973.00</b>	<b>437,973.00</b>	<b>280,875.02</b>	<b>558,519.00</b>	<b>(120,546.00)</b>	<b>-27.5%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	127,814.00	127,814.00	50,037.60	106,674.00	21,140.00	16.5%
Classified Support Salaries		2200	11,472.00	11,472.00	12,542.95	21,800.00	(10,328.00)	-90.0%
Classified Supervisors' and Administrators' Salaries		2300	90,666.00	90,666.00	52,584.00	90,376.00	310.00	0.3%
Clerical, Technical and Office Salaries		2400	135,885.00	135,885.00	79,093.20	154,987.00	(19,102.00)	-14.1%
Other Classified Salaries		2900	16,284.00	16,284.00	3,066.39	15,128.00	1,156.00	7.1%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>382,141.00</b>	<b>382,141.00</b>	<b>197,324.14</b>	<b>388,965.00</b>	<b>(6,824.00)</b>	<b>-1.8%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	79,671.00	79,671.00	40,376.03	104,403.00	(24,732.00)	-31.0%
PERS		3201-3202	62,566.00	62,566.00	32,638.74	58,616.00	3,950.00	6.3%
OASDI/Medicare/Alternative		3301-3302	34,781.00	34,781.00	18,162.71	34,456.00	325.00	0.9%
Health and Welfare Benefits		3401-3402	174,201.00	174,201.00	117,199.99	239,348.00	(65,147.00)	-37.4%
Unemployment Insurance		3501-3502	411.00	411.00	240.47	472.00	(61.00)	-14.8%
Workers' Compensation		3601-3602	29,038.00	29,038.00	17,441.02	34,512.00	(5,474.00)	-18.9%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>380,668.00</b>	<b>380,668.00</b>	<b>226,058.96</b>	<b>471,807.00</b>	<b>(91,139.00)</b>	<b>-23.9%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	614.00	614.00	0.00	2,851.00	(2,237.00)	-364.3%
Books and Other Reference Materials		4200	0.00	0.00	0.00	1,000.00	(1,000.00)	New
Materials and Supplies		4300	45,755.00	45,755.00	11,121.99	59,014.00	(13,259.00)	-29.0%
Noncapitalized Equipment		4400	22,766.00	22,766.00	980.23	28,770.00	(6,004.00)	-26.4%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>69,135.00</b>	<b>69,135.00</b>	<b>12,102.22</b>	<b>91,635.00</b>	<b>(22,500.00)</b>	<b>-32.5%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	44,000.00	44,000.00	5,807.94	43,000.00	1,000.00	2.3%
Travel and Conferences		5200	26,817.00	26,817.00	4,964.84	54,761.00	(27,944.00)	-104.2%
Dues and Memberships		5300	19,205.00	19,205.00	11,222.00	19,570.00	(365.00)	-1.9%
Insurance		5400-5450	9,300.00	9,300.00	8,506.00	9,600.00	(300.00)	-3.2%
Operations and Housekeeping Services		5500	9,200.00	9,200.00	3,418.59	9,200.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	3,100.00	3,100.00	572.57	3,100.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	469,728.00	469,728.00	179,537.45	517,549.00	(47,821.00)	-10.2%
Communications		5900	1,900.00	1,900.00	432.38	5,200.00	(3,300.00)	-173.7%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>583,250.00</b>	<b>583,250.00</b>	<b>214,461.77</b>	<b>661,980.00</b>	<b>(78,730.00)</b>	<b>-13.5%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	18,867.00	18,867.00	0.00	22,664.00	(3,797.00)	-20.1%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>38,867.00</b>	<b>38,867.00</b>	<b>0.00</b>	<b>42,664.00</b>	<b>(3,797.00)</b>	<b>-9.8%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	24,428.00	24,428.00	0.00	24,428.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>24,428.00</b>	<b>24,428.00</b>	<b>0.00</b>	<b>24,428.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>1,916,462.00</b>	<b>1,916,462.00</b>	<b>930,822.11</b>	<b>2,239,998.00</b>	<b>(323,536.00)</b>	<b>-16.9%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	13,360.00	13,360.00	0.00	13,360.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>13,360.00</b>	<b>13,360.00</b>	<b>0.00</b>	<b>13,360.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Proceeds</b>								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Other Sources</b>								
County School Bldg Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Long-Term Debt Proceeds</b>								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> <b>(a - b + c - d + e)</b>			<b>13,360.00</b>	<b>13,360.00</b>	<b>0.00</b>	<b>13,360.00</b>	<b>0.00</b>	<b>0.0%</b>

<u>Resource</u>	<u>Description</u>	<u>2017-18 Projected Year Totals</u>
	Total, Restricted Balance	<u>0.00</u>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	93,360.00	93,360.00	0.00	93,360.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL REVENUES			93,360.00	93,360.00	0.00	93,360.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	80,000.00	80,000.00	0.00	80,000.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			80,000.00	80,000.00	0.00	80,000.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			13,360.00	13,360.00	0.00	13,360.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	13,360.00	13,360.00	0.00	13,360.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(13,360.00)	(13,360.00)	0.00	(13,360.00)		

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

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>FEDERAL REVENUE</b>								
Forest Reserve Funds		8260	13,360.00	13,360.00	0.00	13,360.00	0.00	0.0%
Pass-Through Revenues From Federal Sources		8287	80,000.00	80,000.00	0.00	80,000.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>93,360.00</b>	<b>93,360.00</b>	<b>0.00</b>	<b>93,360.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>93,360.00</b>	<b>93,360.00</b>	<b>0.00</b>	<b>93,360.00</b>		
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	80,000.00	80,000.00	0.00	80,000.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>80,000.00</b>	<b>80,000.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>80,000.00</b>	<b>80,000.00</b>	<b>0.00</b>	<b>80,000.00</b>		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	13,360.00	13,360.00	0.00	13,360.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>13,360.00</b>	<b>13,360.00</b>	<b>0.00</b>	<b>13,360.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Resource</b>	<b>Description</b>	<b>2017/18 Projected Year Totals</b>
	Total, Restricted Balance	<u>0.00</u>



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

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>B. COUNTY OFFICE OF EDUCATION</b>						
<b>1. County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
<b>d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>2. District Funded County Program ADA</b>						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.85	0.85	2.65	1.73	0.88	104%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.85	0.85	0.85	0.92	0.07	8%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	15.00	15.00	15.00	16.31	1.31	9%
<b>g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)</b>	<b>16.70</b>	<b>16.70</b>	<b>18.50</b>	<b>18.96</b>	<b>2.26</b>	<b>14%</b>
<b>3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)</b>	<b>16.70</b>	<b>16.70</b>	<b>18.50</b>	<b>18.96</b>	<b>2.26</b>	<b>14%</b>
<b>4. Adults in Correctional Facilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>5. County Operations Grant ADA</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>C. CHARTER SCHOOL ADA</b>						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
<b>FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.</b>						
1. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0%
3. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0%
<b>FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.</b>						
5. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0%
7. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	0.00	0.00	0.00	0.00	0.00	0%

		July	August	September	October	November	December	January	February
<b>ACTUALS THROUGH THE MONTH OF</b> (Enter Month Name)									
<b>A. BEGINNING CASH</b>		2,730,917.00	2,821,545.02	2,790,576.34	3,075,350.68	3,143,155.48	3,068,300.89	3,179,549.37	3,636,210.08
<b>B. RECEIPTS</b>									
LCFF/Revenue Limit Sources									
8010-8019	Principal Apportionment	57,145.00	57,145.00	131,948.00	102,861.00	102,861.00	131,949.00	102,861.00	54,257.00
8020-8079	Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8080-8099	Miscellaneous Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8100-8299	Federal Revenue	0.00	0.00	11,291.42	19,688.98	0.00	0.00	5,303.00	21,587.59
8300-8599	Other State Revenue	0.00	0.00	11,570.00	96.34	584.00	44,858.00	(26,393.94)	97,775.00
8600-8799	Other Local Revenue	6,812.27	148.95	8,952.90	205,849.77	0.00	0.00	(101,266.52)	97,229.00
8910-8929	Interfund Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8930-8979	All Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RECEIPTS</b>		63,957.27	57,293.95	163,762.32	328,506.10	103,445.00	176,807.00	(19,496.46)	270,848.59
<b>C. DISBURSEMENTS</b>									
1000-1999	Certificated Salaries	13,943.76	10,663.76	52,752.75	50,269.19	51,043.84	52,411.69	49,790.14	58,167.44
2000-2999	Classified Salaries	19,658.81	20,318.50	30,046.05	31,167.36	30,741.62	31,266.53	33,925.27	35,100.00
3000-3999	Employee Benefits	17,008.48	16,351.96	37,288.43	36,997.82	36,994.08	39,197.28	42,220.91	45,500.00
4000-4999	Books and Supplies		0.00	3,169.79	2,192.30	3,924.65	2,556.82	258.66	20,000.00
5000-5999	Services	47,407.45	26,652.43	13,562.39	130,847.06	21,940.98	20,143.61	(46,092.15)	66,750.00
6000-6599	Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000-7499	Other Outgo		0.00	0.00	0.00	0.00	0.00	0.00	0.00
7600-7629	Interfund Transfers Out		0.00	0.00	0.00	0.00	0.00	0.00	0.00
7630-7699	All Other Financing Uses		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL DISBURSEMENTS</b>		98,218.50	73,986.65	136,819.41	251,473.73	144,645.17	145,575.82	80,102.83	227,517.44
<b>D. BALANCE SHEET ITEMS</b>									
Assets and Deferred Outflows									
9111-9199	Cash Not In Treasury								
9200-9299	Accounts Receivable	5,534.23		15,996.34		13,471.00	35,000.00	31,699.40	93,297.54
9310	Due From Other Funds								
9320	Stores								
9330	Prepaid Expenditures								
9340	Other Current Assets								
9490	Deferred Outflows of Resources								
<b>SUBTOTAL</b>		5,534.23	0.00	15,996.34		13,471.00	35,000.00	31,699.40	93,297.54
Liabilities and Deferred Inflows									
9500-9599	Accounts Payable		3,863.75	(3.47)	12,311.85	(75.27)	(4.06)		(3,492.64)
9610	Due To Other Funds	2,480.79							
9640	Current Loans								
9650	Unearned Revenues								
9690	Deferred Inflows of Resources	(121,835.81)	10,413.23	(257,828.96)	12,912.06	47,200.69	19,893.81	(524,560.60)	17,386.07
<b>SUBTOTAL</b>		(119,355.02)	14,276.98	(257,832.43)	25,223.91	47,125.42	(45,017.30)	(524,560.60)	13,893.43
Nonoperating									
9910	Suspense Clearing								
<b>TOTAL BALANCE SHEET ITEMS</b>		124,889.25	(14,276.98)	257,832.43	(9,227.57)	(33,654.42)	80,017.30	556,260.00	79,404.11
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		90,628.02	(30,969.68)	284,775.34	67,804.80	(74,854.59)	111,248.48	456,660.71	122,735.26
<b>F. ENDING CASH (A + E)</b>		2,821,545.02	2,790,575.34	3,075,350.68	3,143,155.48	3,068,300.89	3,179,549.37	3,636,210.08	3,758,945.34
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>									

Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
<b>ACTUALS THROUGH THE MONTH OF (Enter Month Name):</b>								
<b>A. BEGINNING CASH</b>	3,758,945.34	3,674,261.12	3,743,903.51	3,742,961.94				
<b>B. RECEIPTS</b>								
LCFF/Revenue Limit Sources								
Principal Apportionment	1,521.00	0.00	0.00	0.00			742,548.00	742,548.00
Property Taxes	0.00	35,000.00	0.00	32,414.00			67,414.00	67,414.00
Miscellaneous Funds	0.00	0.00	0.00	0.00			0.00	0.00
Federal Revenue	35,000.00	35,000.00	38,528.00	33,647.00			200,056.00	200,056.00
Other State Revenue	79,599.00	202,412.66	184,445.00	82,592.00	40,140.94		717,679.00	717,679.00
Other Local Revenue	8,754.00	78,827.29	1,985.34	0.00			307,293.00	307,293.00
Interfund Transfers In	13,360.00	0.00	0.00	0.00			13,360.00	13,360.00
All Other Financing Sources	0.00	0.00	0.00	0.00			0.00	0.00
<b>TOTAL RECEIPTS</b>	<b>138,234.00</b>	<b>351,239.95</b>	<b>224,958.34</b>	<b>148,653.00</b>	<b>40,140.94</b>	<b>0.00</b>	<b>2,048,350.00</b>	<b>2,048,350.00</b>
<b>C. DISBURSEMENTS</b>								
Certificated Salaries	55,000.00	55,000.00	55,000.00	54,476.54			558,519.00	558,519.00
Classified Salaries	36,668.22	49,600.00	35,100.00	35,172.64			388,965.00	388,965.00
Employee Benefits	55,500.00	53,340.51	45,500.00	45,907.53			471,807.00	471,807.00
Books and Supplies	32,000.00	25,000.00	1,621.91	910.87			91,635.00	91,635.00
Services	68,750.00	68,750.00	68,750.00	68,750.73	103,767.50		661,980.00	661,980.00
Capital Outlay	20,000.00	0.00	0.00	22,664.00			42,664.00	42,664.00
Other Outgo	0.00	0.00	24,428.00	0.00			24,428.00	24,428.00
Interfund Transfers Out	0.00	0.00	0.00	0.00			0.00	0.00
All Other Financing Uses	0.00	0.00	0.00	0.00			0.00	0.00
<b>TOTAL DISBURSEMENTS</b>	<b>267,918.22</b>	<b>251,980.51</b>	<b>230,389.91</b>	<b>227,882.31</b>	<b>103,767.50</b>	<b>0.00</b>	<b>2,239,998.00</b>	<b>2,239,998.00</b>
<b>D. BALANCE SHEET ITEMS</b>								
Assets and Deferred Outflows								
Cash Not in Treasury							0.00	0.00
Accounts Receivable	45,000.00	35,000.00	4,500.00	377.02			279,875.53	279,875.53
Due From Other Funds							0.00	0.00
Stores							0.00	0.00
Prepaid Expenditures							0.00	0.00
Other Current Assets							0.00	0.00
Deferred Outflows of Resources							0.00	0.00
<b>SUBTOTAL</b>	<b>45,000.00</b>	<b>35,000.00</b>	<b>4,500.00</b>	<b>377.02</b>	<b>0.00</b>	<b>0.00</b>	<b>279,875.53</b>	<b>279,875.53</b>
Liabilities and Deferred Inflows								
Accounts Payable							15,080.95	15,080.95
Due To Other Funds							0.00	0.00
Current Loans							0.00	0.00
Unearned Revenues		64,907.05					0.00	0.00
Deferred Inflows of Resources							(796,419.51)	(796,419.51)
<b>SUBTOTAL</b>	<b>0.00</b>	<b>64,907.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(781,338.56)</b>	<b>(781,338.56)</b>
Nonoperating								
Suspense Clearing							0.00	0.00
<b>TOTAL BALANCE SHEET ITEMS</b>	<b>45,000.00</b>	<b>(29,907.05)</b>	<b>4,500.00</b>	<b>377.02</b>	<b>0.00</b>	<b>0.00</b>	<b>1,061,214.09</b>	<b>1,061,214.09</b>
<b>E. NET INCREASE/DECREASE (B - C + D)</b>								
	(84,684.22)	69,642.39	(941.57)	(78,852.29)	(63,626.56)	0.00	869,566.09	(191,648.00)
<b>F. ENDING CASH (A + E)</b>	<b>3,674,261.12</b>	<b>3,743,903.51</b>	<b>3,742,961.94</b>	<b>3,664,109.65</b>				
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>								
							3,600,483.09	3,600,483.09

		July	August	September	October	November	December	January	February
<b>ACTUALS THROUGH THE MONTH OF</b> (Enter Month Name)									
<b>A. BEGINNING CASH</b>		3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65
<b>B. RECEIPTS</b>									
LCFF/Revenue Limit Sources									
Principal Apportionment									
Property Taxes									
Miscellaneous Funds									
Federal Revenue									
Other State Revenue									
Other Local Revenue									
Interfund Transfers In									
All Other Financing Sources									
<b>TOTAL RECEIPTS</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>C. DISBURSEMENTS</b>									
Certificated Salaries									
Classified Salaries									
Employee Benefits									
Books and Supplies									
Services									
Capital Outlay									
Other Outgo									
Interfund Transfers Out									
All Other Financing Uses									
<b>TOTAL DISBURSEMENTS</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>D. BALANCE SHEET ITEMS</b>									
Assets and Deferred Outflows									
Cash Not in Treasury									
Accounts Receivable									
Due From Other Funds									
Stores									
Prepaid Expenditures									
Other Current Assets									
Deferred Outflows of Resources									
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows									
Accounts Payable									
Due To Other Funds									
Current Loans									
Unearned Revenues									
Deferred Inflows of Resources									
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nonoperating									
Suspense Clearing									
<b>TOTAL BALANCE SHEET ITEMS</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>F. ENDING CASH (A + E)</b>		3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>									

Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
<b>ACTUALS THROUGH THE MONTH OF</b> (Enter Month Name):								
<b>A. BEGINNING CASH</b>	3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65				
<b>B. RECEIPTS</b>								
LCFF/Revenue Limit Sources								
Principal Apportionment							0.00	
Property Taxes							0.00	
Miscellaneous Funds							0.00	
Federal Revenue							0.00	
Other State Revenue							0.00	
Other Local Revenue							0.00	
Interfund Transfers In							0.00	
All Other Financing Sources							0.00	
<b>TOTAL RECEIPTS</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>C. DISBURSEMENTS</b>								
Certificated Salaries							0.00	
Classified Salaries							0.00	
Employee Benefits							0.00	
Books and Supplies							0.00	
Services							0.00	
Capital Outlay							0.00	
Other Outgo							0.00	
Interfund Transfers Out							0.00	
All Other Financing Uses							0.00	
<b>TOTAL DISBURSEMENTS</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>D. BALANCE SHEET ITEMS</b>								
Assets and Deferred Outflows								
Cash Not in Treasury							0.00	
Accounts Receivable							0.00	
Due From Other Funds							0.00	
Stores							0.00	
Prepaid Expenditures							0.00	
Other Current Assets							0.00	
Deferred Outflows of Resources							0.00	
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows								
Accounts Payable							0.00	
Due To Other Funds							0.00	
Current Loans							0.00	
Unearned Revenues							0.00	
Deferred Inflows of Resources							0.00	
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nonoperating								
Suspense Clearing							0.00	
TOTAL BALANCE SHEET ITEMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>E. NET INCREASE/DECREASE (B - C + D)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>F. ENDING CASH (A + E)</b>	3,664,109.65	3,664,109.65	3,664,109.65	3,664,109.65				
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>							3,664,109.65	

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
County Superintendent or Designee

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

To the State Superintendent of Public Instruction:

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

Meeting Date: March 13, 2018 Signed: \_\_\_\_\_  
County Superintendent of Schools

**CERTIFICATION OF FINANCIAL CONDITION**

- POSITIVE CERTIFICATION**  
As County Superintendent of Schools, I certify that based upon current projections this county office will meet its financial obligations for the current fiscal year and subsequent two fiscal years.
- QUALIFIED CERTIFICATION**  
As County Superintendent of Schools, I certify that based upon current projections this county office may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.
- NEGATIVE CERTIFICATION**  
As County Superintendent of Schools, I certify that based upon current projections this county office will not meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Nona Griesert Telephone: 530-993-1660, x-120  
Title: Business Manager E-mail: ngriesert@spjUSD.org

**Criteria and Standards Review Summary**

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

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



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

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

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the county office have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2016-17) annual payment?	X	
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the county office provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since first interim in OPEB liabilities?	X	
S7b	Other Self-insurance Benefits	Does the county office operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since first interim in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)		X
		• Classified? (Section S8B, Line 1b)		X
		• Management/supervisor/confidential? (Section S8C, Line 1b)		X
S9	Status of Other Funds	Are any funds other than the county school service fund projected to have a negative fund balance at the end of the current fiscal year?	X	

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

Section I - Expenditures	Funds 01, 09, and 62			2017-18 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	2,239,998.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	313,356.00
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	2,000.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	42,664.00
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	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	215,135.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				259,799.00
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				1,666,843.00

<b>Section II - Expenditures Per ADA</b>		<b>2017-18 Annual ADA/ Exps. Per ADA</b>
A. Average Daily Attendance (Form AI, Column D, sum of lines B1d and C9)*		0.00
B. Expenditures per ADA (Line I.E divided by Line II.A)		0.00
<b>Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)</b>		
	<b>Total</b>	<b>Per ADA</b>
A. Base expenditures (Preloaded expenditures extracted from prior year Unaudited Actuals MOE calculation). (Note: If the prior year MOE was not met, in its final determination, CDE will adjust the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	1,349,156.45	134,915,645.00
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	1,349,156.45	134,915,645.00
B. Required effort (Line A.2 times 90%)	1,214,240.81	121,424,080.50
C. Current year expenditures (Line I.E and Line II.B)	1,666,843.00	0.00
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	121,424,080.50
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Calculation Incomplete	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2019-20 may be reduced by the lower of the two percentages)	0.00%	100.00%

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

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

**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) 54,054.00
- 2. Contracted general administrative positions not paid through payroll
  - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. \_\_\_\_\_
  - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

**B. Salaries and Benefits - All Other Activities**

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702) (Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 1,365,237.00

**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) 3.96%

**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. 0.00

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

**A. Indirect Costs**

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	58,556.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	63,301.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	1,920.32
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	123,777.32
9. Carry-Forward Adjustment (Part IV, Line F)	(64,040.95)
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	59,736.37

**B. Base Costs**

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	746,485.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	240,455.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	266,027.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	85,879.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	2,000.00
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)	125,884.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	10,700.00
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)	368,191.00
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)	113,935.00
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)	46,572.68
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	2,006,128.68

**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)	6.17%
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**D. Preliminary Proposed Indirect Cost Rate**

(For final approved fixed-with-carry-forward rate for use in 2019-20 see <a href="http://www.cde.ca.gov/fg/ac/ic">www.cde.ca.gov/fg/ac/ic</a> ) (Line A10 divided by Line B18)	2.98%
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**Part IV - Carry-forward Adjustment**

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

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

<b>A. Indirect costs incurred in the current year (Part III, Line A8)</b>	<u>123,777.32</u>
<b>B. Carry-forward adjustment from prior year(s)</b>	
1. Carry-forward adjustment from the second prior year	<u>(67,254.93)</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>(160,129.51)</u>
<b>C. Carry-forward adjustment for under- or over-recovery in the current year</b>	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (1.22%) times Part III, Line B18); zero if negative	<u>0.00</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (1.22%) times Part III, Line B18) or (the highest rate used to recover costs from any program (1.22%) times Part III, Line B18); zero if positive	<u>(128,081.89)</u>
<b>D. Preliminary carry-forward adjustment (Line C1 or C2)</b>	<u>(128,081.89)</u>
<b>E. Optional allocation of negative carry-forward adjustment over more than one year</b>	
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>-0.21%</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment (\$-64,040.95) is applied to the current year calculation and the remainder (\$-64,040.94) is deferred to one or more future years:	<u>2.98%</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment (\$-42,693.96) is applied to the current year calculation and the remainder (\$-85,387.93) is deferred to one or more future years:	<u>4.04%</u>
LEA request for Option 1, Option 2, or Option 3	<u>2</u>
<b>F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)</b>	<u>(64,040.95)</u>



Approved indirect cost rate: 1.22%  
Highest rate used in any program: 1.22%

<b>Fund</b>	<b>Resource</b>	<b>Eligible Expenditures (Objects 1000-5999 except Object 5100)</b>	<b>Indirect Costs Charged (Objects 7310 and 7350)</b>	<b>Rate Used</b>
01	3310	150,730.00	1,718.00	1.14%
01	3315	68,196.00	800.00	1.17%
01	3320	12,156.00	145.00	1.19%
01	5630	37,216.00	422.00	1.13%
01	6500	441,994.00	4,657.00	1.05%
01	6512	52,343.00	638.00	1.22%
01	6520	19,770.00	230.00	1.16%
01	6680	105,101.00	1,275.00	1.21%
01	7366	59,550.00	727.00	1.22%

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
County Operations Grant ADA (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted from Form AI, Line B5)						
		0.00	0.00%		0.00%	
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	809,962.00	1.52%	822,285.00	0.00%	822,285.00
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	5,419.00	0.00%	5,419.00	0.00%	5,419.00
4. Other Local Revenues	8600-8799	302,793.00	0.00%	302,793.00	0.00%	302,793.00
5. Other Financing Sources						
a. Transfers In	8900-8929	13,360.00	0.00%	13,360.00	0.00%	13,360.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	(152,700.00)	23.12%	(188,004.00)	8.05%	(203,129.00)
6. Total (Sum lines A1 thru A5c)		978,834.00	-2.35%	955,853.00	-1.58%	940,728.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				190,108.00		196,100.00
b. Step & Column Adjustment				7,492.00		3,971.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(1,500.00)		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	190,108.00	3.15%	196,100.00	2.02%	200,071.00
2. Classified Salaries						
a. Base Salaries				263,143.00		262,007.00
b. Step & Column Adjustment				5,104.00		5,175.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(6,240.00)		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	263,143.00	-0.43%	262,007.00	1.98%	267,182.00
3. Employee Benefits	3000-3999	251,120.00	2.25%	256,779.00	4.06%	267,213.00
4. Books and Supplies	4000-4999	27,576.00	0.00%	27,576.00	0.00%	27,576.00
5. Services and Other Operating Expenditures	5000-5999	372,160.00	0.00%	372,160.00	0.00%	372,160.00
6. Capital Outlay	6000-6999	20,000.00	0.00%	20,000.00	0.00%	20,000.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	24,428.00	0.00%	24,428.00	0.00%	24,428.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(10,612.00)	0.07%	(10,619.00)	0.00%	(10,619.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		1,137,923.00	0.92%	1,148,431.00	1.70%	1,168,011.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)						
		(159,089.00)		(192,578.00)		(227,283.00)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01I, line F1e)						
		2,698,358.00		2,539,269.00		2,346,691.00
2. Ending Fund Balance (Sum lines C and D1)						
		2,539,269.00		2,346,691.00		2,119,408.00
3. Components of Ending Fund Balance (Form 01I)						
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	156,666.00		186,013.00		215,360.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	225,000.00		225,000.00		228,000.00
2. Unassigned/Unappropriated	9790	2,157,103.00		1,935,178.00		1,675,548.00
f. Total Components of Ending Fund Balance		2,539,269.00		2,346,691.00		2,119,408.00
(Line D3f must agree with line D2)						

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. County School Service Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	225,000.00		225,000.00		228,000.00
c. Unassigned/Unappropriated	9790	2,157,103.00		1,935,178.00		1,675,548.00
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves (Sum lines E1a thru E2c)						
		2,382,103.00		2,160,178.00		1,903,548.00
<b>F. ASSUMPTIONS</b>						
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.						
B1d: Remove one time salary bonus for certificated SPTA member. Not ongoing increase.						

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
County Operations Grant ADA (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted from Form AI, Line B5)						
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources		0.00	0.00%	0.00	0.00%	0.00
2. Federal Revenues	8010-8099					
	8100-8299	200,056.00	0.00%	200,056.00	0.00%	200,056.00
3. Other State Revenues	8300-8599	712,260.00	0.00%	712,260.00	0.00%	712,260.00
4. Other Local Revenues	8600-8799	4,500.00	0.00%	4,500.00	0.00%	4,500.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	152,700.00	23.12%	188,004.00	8.05%	203,129.00
6. Total (Sum lines A1 thru A5c)		1,069,516.00	3.30%	1,104,820.00	1.37%	1,119,945.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				368,411.00		366,805.00
b. Step & Column Adjustment				5,144.00		5,271.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(6,750.00)		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	368,411.00	-0.44%	366,805.00	1.44%	372,076.00
2. Classified Salaries						
a. Base Salaries				125,822.00		119,832.00
b. Step & Column Adjustment				2,170.00		2,086.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(8,160.00)		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	125,822.00	-4.76%	119,832.00	1.74%	121,918.00
3. Employee Benefits	3000-3999	220,687.00	4.69%	231,028.00	3.36%	238,796.00
4. Books and Supplies	4000-4999	64,059.00	0.00%	64,059.00	0.00%	64,059.00
5. Services and Other Operating Expenditures	5000-5999	289,820.00	0.00%	289,813.00	0.00%	289,813.00
6. Capital Outlay	6000-6999	22,664.00	0.00%	22,664.00	0.00%	22,664.00
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	10,612.00	0.07%	10,619.00	0.00%	10,619.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		1,102,075.00	0.25%	1,104,820.00	1.37%	1,119,945.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)						
		(32,559.00)		0.00		0.00
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		32,559.00		0.00		0.00
2. Ending Fund Balance (Sum lines C and D1)		0.00		0.00		0.00
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	0.00		0.00		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	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. County School Service Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated Amount	9790					
(Enter current year reserve projections in Column A, and other reserve projections in Columns C and E for subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						
<b>F. ASSUMPTIONS</b>						
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.						
B1d: Remove one-time bonus for SPTA certificated staff. Not an ongoing increase.						

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
County Operations Grant ADA (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted from Form AI, Line B5)						
		0.00	0.00%	0.00	0.00%	0.00
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFE/Revenue Limit Sources	8010-8099	809,962.00	1.52%	822,285.00	0.00%	822,285.00
2. Federal Revenues	8100-8299	200,056.00	0.00%	200,056.00	0.00%	200,056.00
3. Other State Revenues	8300-8599	717,679.00	0.00%	717,679.00	0.00%	717,679.00
4. Other Local Revenues	8600-8799	307,293.00	0.00%	307,293.00	0.00%	307,293.00
5. Other Financing Sources						
a. Transfers In	8900-8929	13,360.00	0.00%	13,360.00	0.00%	13,360.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		2,048,350.00	0.60%	2,060,673.00	0.00%	2,060,673.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				558,519.00		562,905.00
b. Step & Column Adjustment				12,636.00		9,242.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(8,250.00)		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	558,519.00	0.79%	562,905.00	1.64%	572,147.00
2. Classified Salaries						
a. Base Salaries				388,965.00		381,839.00
b. Step & Column Adjustment				7,274.00		7,261.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(14,400.00)		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	388,965.00	-1.83%	381,839.00	1.90%	389,100.00
3. Employee Benefits	3000-3999	471,807.00	3.39%	487,807.00	3.73%	506,009.00
4. Books and Supplies	4000-4999	91,635.00	0.00%	91,635.00	0.00%	91,635.00
5. Services and Other Operating Expenditures	5000-5999	661,980.00	0.00%	661,973.00	0.00%	661,973.00
6. Capital Outlay	6000-6999	42,664.00	0.00%	42,664.00	0.00%	42,664.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	24,428.00	0.00%	24,428.00	0.00%	24,428.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		2,239,998.00	0.59%	2,253,251.00	1.54%	2,287,956.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)</b>						
		(191,648.00)		(192,578.00)		(227,283.00)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)						
		2,730,917.00		2,539,269.00		2,346,691.00
2. Ending Fund Balance (Sum lines C and D1)						
		2,539,269.00		2,346,691.00		2,119,408.00
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	500.00		500.00		500.00
b. Restricted	9740	0.00		0.00		0.00
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	156,666.00		186,013.00		215,360.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	225,000.00		225,000.00		228,000.00
2. Unassigned/Unappropriated	9790	2,157,103.00		1,935,178.00		1,675,548.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		2,539,269.00		2,346,691.00		2,119,408.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
<b>E. AVAILABLE RESERVES (Unrestricted except as noted)</b>						
1. County School Service Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	225,000.00		225,000.00		228,000.00
c. Unassigned/Unappropriated	9790	2,157,103.00		1,935,178.00		1,675,548.00
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z			0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1 thru E2c)		2,382,103.00		2,160,178.00		1,903,548.00
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		106.34%		95.87%		83.20%
<b>F. RECOMMENDED RESERVES</b>						
1. Special Education Pass-through Exclusions						
For counties that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	Yes					
b. If you are the SELPA AU and are excluding special education pass-through funds:						
1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds (Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)						
		0.00				
2. County Office's Total Expenditures and Other Financing Uses Used to determine the reserve standard percentage level on line F3d (Line B11, plus line F1b2 if line F1a is No)						
		2,239,998.00		2,253,251.00		2,287,956.00
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		2,239,998.00		2,253,251.00		2,287,956.00
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		2,239,998.00		2,253,251.00		2,287,956.00
d. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 8 for calculation details)		5%		5%		5%
e. Reserve Standard - By Percent (Line F3c times F3d)		111,999.90		112,662.55		114,397.80
f. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 8 for calculation details)		66,000.00		66,000.00		66,000.00
g. Reserve Standard (Greater of Line F3e or F3f)		111,999.90		112,662.55		114,397.80
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

Second Interim  
2017-18 Projected Year Totals  
SUMMARY OF INTERFUND ACTIVITIES  
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
011 COUNTY SCHOOL SERVICE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					13,360.00	0.00		
Fund Reconciliation								
091 CHARTER SCHOOLS SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
101 SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
111 ADULT EDUCATION FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
121 CHILD DEVELOPMENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
131 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
141 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
151 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
161 FOREST RESERVE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	13,360.00		
Fund Reconciliation								
171 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
181 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
191 FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation								
201 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
211 BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
251 CAPITAL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
301 STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
351 COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
401 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
531 TAX OVERRIDE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
561 DEBT SERVICE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
571 FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation								
611 CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								



Second Interim  
2017-18 Projected Year Totals  
SUMMARY OF INTERFUND ACTIVITIES  
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
621 CHARTER SCHOOLS ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
631 OTHER ENTERPRISE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
661 WAREHOUSE REVOLVING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
671 SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
711 RETIREE BENEFIT FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00			
Fund Reconciliation								
731 FOUNDATION PRIVATE-PURPOSE TRUST FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00			
Fund Reconciliation								
761 WARRANT/PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
851 STUDENT BODY FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,360.00</b>	<b>13,360.00</b>		

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5050)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
	<b>UNDUPLICATED PUPIL COUNT</b>									52
	<b>TOTAL PROJECTED EXPENDITURES (Funds 01, 09, &amp; 62; resources 0000-9999)</b>									
1000-1999	Certificated Salaries	36,818.00	0.00	0.00	0.00	41,921.00	0.00	249,366.00		328,105.00
2000-2999	Classified Salaries	5,328.00	0.00	0.00	0.00	19,210.00	34,095.00	47,811.00		106,444.00
3000-3999	Employee Benefits	16,873.00	0.00	0.00	0.00	22,673.00	35,473.00	106,079.00		181,098.00
4000-4999	Books and Supplies	25,865.00	0.00	0.00	0.00	0.00	1,515.00	17,792.00		45,172.00
5000-5999	Services and Other Operating Expenditures	77,765.00	0.00	0.00	0.00	30,015.00	10,000.00	41,976.00		159,756.00
6000-6999	Capital Outlay	7,664.00	0.00	0.00	0.00	0.00	0.00	0.00		7,664.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	<b>Total Direct Costs</b>	<b>170,313.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>113,819.00</b>	<b>81,083.00</b>	<b>463,024.00</b>	<b>0.00</b>	<b>828,239.00</b>
7310	Transfers of Indirect Costs	5,525.00	0.00	0.00	0.00	800.00	0.00	1,863.00		8,188.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	<b>Total Indirect Costs</b>	<b>5,525.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>800.00</b>	<b>0.00</b>	<b>1,863.00</b>	<b>0.00</b>	<b>8,188.00</b>
	<b>TOTAL COSTS</b>	<b>175,838.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>114,619.00</b>	<b>81,083.00</b>	<b>464,887.00</b>	<b>0.00</b>	<b>836,427.00</b>
	<b>STATE AND LOCAL PROJECTED EXPENDITURES (Funds 01, 09, &amp; 62; resources 0000-2999, 3385, &amp; 6000-9999)</b>									
1000-1999	Certificated Salaries	36,818.00	0.00	0.00	0.00	0.00	0.00	138,491.00		175,309.00
2000-2999	Classified Salaries	5,328.00	0.00	0.00	0.00	3,096.00	31,839.00	47,811.00		88,074.00
3000-3999	Employee Benefits	16,873.00	0.00	0.00	0.00	356.00	33,358.00	66,224.00		116,811.00
4000-4999	Books and Supplies	15,665.00	0.00	0.00	0.00	0.00	1,515.00	17,792.00		34,972.00
5000-5999	Services and Other Operating Expenditures	69,816.00	0.00	0.00	0.00	29,000.00	10,000.00	41,976.00		149,792.00
6000-6999	Capital Outlay	7,664.00	0.00	0.00	0.00	0.00	0.00	0.00		7,664.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	<b>Total Direct Costs</b>	<b>151,164.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,452.00</b>	<b>76,712.00</b>	<b>312,294.00</b>	<b>0.00</b>	<b>572,622.00</b>
7310	Transfers of Indirect Costs	5,525.00	0.00	0.00	0.00	0.00	0.00	0.00		5,525.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	<b>Total Indirect Costs</b>	<b>5,525.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,525.00</b>
	<b>TOTAL BEFORE OBJECT 8980</b>	<b>156,689.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,452.00</b>	<b>76,712.00</b>	<b>312,294.00</b>	<b>0.00</b>	<b>578,147.00</b>
8980	Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									
	<b>TOTAL COSTS</b>									<b>44,491.00</b>
										<b>622,638.00</b>

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
<b>LOCAL PROJECTED EXPENDITURES (Funds 01, 08, &amp; 62; resources 0000-1999 &amp; 8000-9999)</b>										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
4000-4999	Books and Supplies	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00		5,000.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	<b>Total Direct Costs</b>	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	<b>Total Indirect Costs</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL BEFORE OBJECT 8980</b>	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
8980	Contributions from Unrestricted Revenues to Federal Resources (From State and Local Projected Expenditures section)									
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500-6540, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500-6540, & 7240, goals 5000-5999)									44,491.00
	<b>TOTAL COSTS</b>									108,209.00
										157,700.00

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

Second Interim  
Special Education Maintenance of Effort  
2017-18 Projected Expenditures vs. 2016-17 Actual Expenditures Comparison  
2016-17 Actual Expenditures by LEA (LA-I)

Object Code	Description	Special Education, Unspecified (Goal 5004)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5080)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
<b>UNDUPLICATED PUPIL COUNT</b>										
<b>TOTAL ACTUAL EXPENDITURES (Funds 01, 09, &amp; 62; resources 0000-9999)</b>										
1000-1999	Certificated Salaries	36,590.40	0.00	56,106.24	0.00	40,139.80	0.00	161,760.50		294,596.94
2000-2999	Classified Salaries	8,757.91	0.00	0.00	0.00	19,742.57	15,683.38	57,533.14		101,717.00
3000-3999	Employee Benefits	33,789.42	0.00	22,059.21	0.00	22,103.68	12,382.30	83,535.31		173,869.92
4000-4999	Books and Supplies	5,104.43	0.00	0.00	0.00	1,468.74	1,639.63	16,900.05		25,112.85
5000-5999	Services and Other Operating Expenditures	45,645.71	0.00	0.00	0.00	21,855.15	660.52	53,740.47		121,901.85
6000-6999	Capital Outlay	55,368.01	0.00	0.00	0.00	0.00	0.00	0.00		55,368.01
7130	Slate Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	<b>Total Direct Costs</b>	<b>185,255.88</b>	<b>0.00</b>	<b>78,165.45</b>	<b>0.00</b>	<b>105,309.94</b>	<b>30,365.83</b>	<b>373,469.47</b>	<b>0.00</b>	<b>772,566.57</b>
7310	Transfers of Indirect Costs	24,914.97	0.00	9,507.87	0.00	5,730.96	0.00	0.00		40,153.80
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	<b>Total Indirect Costs</b>	<b>24,914.97</b>	<b>0.00</b>	<b>9,507.87</b>	<b>0.00</b>	<b>5,730.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,153.80</b>
	<b>TOTAL COSTS</b>	<b>210,170.85</b>	<b>0.00</b>	<b>87,673.32</b>	<b>0.00</b>	<b>111,040.90</b>	<b>30,365.83</b>	<b>373,469.47</b>	<b>0.00</b>	<b>812,720.37</b>
<b>FEDERAL ACTUAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, except 3385)</b>										
1000-1999	Certificated Salaries	0.00	0.00	56,106.24	0.00	40,139.80	0.00	83,970.14		180,216.18
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	16,254.47	2,244.15	0.00		18,498.62
3000-3999	Employee Benefits	0.00	0.00	18,551.21	0.00	20,597.90	2,048.85	31,529.77		72,727.73
4000-4999	Books and Supplies	3,739.86	0.00	0.00	0.00	0.00	0.00	5,868.81		9,608.67
5000-5999	Services and Other Operating Expenditures	2,081.44	0.00	0.00	0.00	870.05	0.00	0.00		2,951.49
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	Slate Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	<b>Total Direct Costs</b>	<b>5,821.30</b>	<b>0.00</b>	<b>74,657.45</b>	<b>0.00</b>	<b>77,662.22</b>	<b>4,293.00</b>	<b>121,368.72</b>	<b>0.00</b>	<b>284,002.69</b>
7310	Transfers of Indirect Costs	0.00	0.00	9,507.87	0.00	5,730.96	0.00	0.00		15,238.83
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	<b>Total Indirect Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>9,507.87</b>	<b>0.00</b>	<b>5,730.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,238.83</b>
	<b>TOTAL BEFORE OBJECT 8980</b>	<b>5,821.30</b>	<b>0.00</b>	<b>84,165.32</b>	<b>0.00</b>	<b>83,593.18</b>	<b>4,293.00</b>	<b>121,368.72</b>	<b>0.00</b>	<b>299,241.52</b>
8980	Less: Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									
	<b>TOTAL COSTS</b>									<b>47,360.21</b>
										<b>251,881.31</b>

Second Interim  
Special Education Maintenance of Effort  
2017-18 Projected Expenditures vs. 2016-17 Actual Expenditures Comparison  
2016-17 Actual Expenditures by LEA (LA-I)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
<b>STATE AND LOCAL ACTUAL EXPENDITURES (Funds 01, 09, &amp; 62; resources 0000-2999, 3385, &amp; 6000-9999)</b>										
1000-1999	Certificated Salaries	36,590.40	0.00	0.00	0.00	0.00	0.00	77,790.36		114,380.76
2000-2999	Classified Salaries	8,757.91	0.00	0.00	0.00	3,488.10	13,439.23	57,533.14		89,219.38
3000-3999	Employee Benefits	33,789.42	0.00	3,508.00	0.00	1,505.78	10,333.45	52,005.54		101,142.19
4000-4999	Books and Supplies	1,364.57	0.00	0.00	0.00	1,468.74	1,639.63	11,031.24		15,504.18
5000-5999	Services and Other Operating Expenditures	43,564.27	0.00	0.00	0.00	20,985.10	660.52	53,740.47		118,950.36
6000-6999	Capital Outlay	55,368.01	0.00	0.00	0.00	0.00	0.00	0.00		55,368.01
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	179,434.58	0.00	3,508.00	0.00	27,447.72	26,072.83	252,100.75	0.00	488,563.88
7310	Transfers of Indirect Costs	24,914.97	0.00	0.00	0.00	0.00	0.00	0.00		24,914.97
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	24,914.97	0.00	0.00	0.00	0.00	0.00	0.00		24,914.97
	TOTAL BEFORE OBJECT 8980	204,349.55	0.00	3,508.00	0.00	27,447.72	26,072.83	252,100.75	0.00	513,478.85
8980	Contributions from Unrestricted Revenues to Federal Resources (From Federal Actual Expenditures section)									
	TOTAL COSTS	18,235.65	0.00	0.00	0.00	0.00	0.00	0.00		18,235.65
<b>LOCAL ACTUAL EXPENDITURES (Funds 01, 09, &amp; 62; resources 0000-1999 &amp; 8000-9999)</b>										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	14,906.22	0.00	0.00	0.00	0.00	0.00	0.00		14,906.22
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	14,906.22	0.00	0.00	0.00	0.00	0.00	0.00		14,906.22
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	TOTAL BEFORE OBJECT 8980	14,906.22	0.00	0.00	0.00	0.00	0.00	0.00		14,906.22
8980	Contributions from Unrestricted Revenues to Federal Resources (From Federal Actual Expenditures section)									
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500, 6510, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500, 6510, & 7240, goals 5000-5999)									
	TOTAL COSTS	14,906.22	0.00	0.00	0.00	0.00	0.00	0.00		14,906.22
										47,360.21
										560,839.06

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

**SELPA:** Sierra County (AW)

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

Per the federal Subsequent Years Rule, in order to determine the required level of effort, the LEA must look back to the last fiscal year in which the LEA maintained effort using the same method by which it is currently establishing the compliance standard. To meet the requirement of the Subsequent Years Rule, the LMC-I worksheet has been revised to make changes to sections 3.A.1, 3.A.2, 3.B.1, and 3.B.2. The revised sections allow the LEA to compare the 2017-18 projected expenditures to the most recent fiscal year the LEA met MOE using that method, which is the comparison year.

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

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

**SECTION 1 Exempt Reduction Under 34 CFR Section 300.204**

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

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

Provide the condition number, if any, to be used in the calculation below:	<u>State and Local</u>	<u>Local Only</u>
<u>Marlene Mongolo, Salary and Benefits</u>	<u>103,498.91</u>	
<u> </u>		
<u> </u>		
<u> </u>		
<u> </u>		
<u> </u>		
<u> </u>		
<u> </u>		
<b>Total exempt reductions</b>	<u>103,498.91</u>	<u>0.00</u>

**SELPA:** Sierra County (AW)

**SECTION 2**

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

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

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

	<u>State and Local</u>	<u>Local Only</u>
Current year funding (IDEA Section 611 Local Assistance Grant Awards - Resources 3310 and 3320)	_____	_____
Less: Prior year's funding (IDEA Section 611 Local Assistance Grant Awards - Resources 3310 and 3320)	_____	_____
Increase in funding (if difference is positive)	<u>0.00</u>	_____
Maximum available for MOE reduction (50% of increase in funding)	<u>0.00</u> (a)	_____
Current year funding (IDEA Section 619 - Resource 3315)	_____	_____
Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3310, 3315, and 3320)	<u>0.00</u> (b)	_____

<b>If (b) is greater than (a).</b>		
Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS)	_____	(c)
Available for MOE reduction. (line (a) minus line (c), zero if negative)	<u>0.00</u>	(d)
Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction).	_____	_____

<b>If (b) is less than (a).</b>		
Enter portion used to reduce MOE requirement (first column cannot exceed line (a), Maximum available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement).	_____	(e)
Available to set aside for EIS (line (b) minus line (e), zero if negative)	<u>0.00</u>	(f)

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




SELPA: Sierra County (AW)

**SECTION 3**

	Column A	Column B	Column C
	Projected Exps. (LP-I Worksheet) FY 2017-18	Actual Expenditures Comparison Year FY 2014-15	Difference (A - B)
<b>A. COMBINED STATE AND LOCAL EXPENDITURES METHOD</b>			
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.			
a. Total special education expenditures	836,427.00		
b. Less: Expenditures paid from federal sources	213,789.00		
c. Expenditures paid from state and local sources	622,638.00	469,747.00	
Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation		0.00	
		469,747.00	
Less: Exempt reduction(s) from SECTION 1		103,498.91	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	622,638.00	366,248.09	256,389.91

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

	Projected Exps. FY 2017-18	Comparison Year FY 2014-15	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita local expenditures.			
a. Total special education expenditures	836,427.00		
b. Less: Expenditures paid from federal sources	213,789.00		
c. Expenditures paid from state and local sources	622,638.00	469,747.00	
Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation		0.00	
		469,747.00	
Less: Exempt reduction(s) from SECTION 1		103,498.91	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	622,638.00	366,248.09	256,389.91
d. Special education unduplicated pupil count	52.00	38.00	
e. Per capita state and local expenditures (A2c/A2d)	11,973.81	9,638.11	2,335.70

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



**SELPA:** Sierra County (AW)

**B. LOCAL EXPENDITURES ONLY METHOD**

	Projected Exps. FY 2017-18	Comparison Year FY 2014-15	Difference
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on local expenditures only.			
a. Expenditures paid from local sources	157,700.00	45,088.00	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		45,088.00	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	157,700.00	45,088.00	112,612.00

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

	Projected Exps. FY 2017-18	Comparison Year FY 2014-15	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita local expenditures only.			
a. Expenditures paid from local sources	157,700.00	45,088.00	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		45,088.00	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	157,700.00	45,088.00	112,612.00
b. Special education unduplicated pupil count	52	38	
c. Per capita local expenditures (B2a/B2b)	3,032.69	1,186.53	1,846.16

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

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Telephone Number

Business Manager  
Title

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Second Interim  
Special Education Maintenance of Effort  
2017-18 Projected Expenditures vs. 2016-17 Actual Expenditures Comparison  
2017-18 Projected Expenditures by SELPA (SP-I)

Sierra County Office of Education  
Sierra County

SELPA: Sierra County (AW)

Object Code	Description	Sierra COE (AW00)	Sierra-Piumas Jt. Unified (AW01)	Adjustments*	Total
<b>TOTAL PROJECTED EXPENDITURES - All Sources</b>					
1000-1999	Certificated Salaries				0.00
2000-2999	Classified Salaries				0.00
3000-3999	Employee Benefits				0.00
4000-4999	Books and Supplies				0.00
5000-5999	Services and Other Operating Expenditures				0.00
6000-6999	Capital Outlay				0.00
7130	State Special Schools				0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00
	Total Direct Costs				0.00
7310	Transfers of Indirect Costs				0.00
7350	Transfers of Indirect Costs - Interfund				0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00
	<b>TOTAL COSTS</b>	0.00	0.00	0.00	0.00
<b>PROJECTED EXPENDITURES - State and Local Sources</b>					
1000-1999	Certificated Salaries				0.00
2000-2999	Classified Salaries				0.00
3000-3999	Employee Benefits				0.00
4000-4999	Books and Supplies				0.00
5000-5999	Services and Other Operating Expenditures				0.00
6000-6999	Capital Outlay				0.00
7130	State Special Schools				0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00
	Total Direct Costs				0.00
7310	Transfers of Indirect Costs				0.00
7350	Transfers of Indirect Costs - Interfund				0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00
	<b>TOTAL BEFORE OBJECT 8980</b>	0.00	0.00	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources				0.00
	<b>TOTAL COSTS</b>	0.00	0.00	0.00	0.00

Second Interim  
Special Education Maintenance of Effort  
2017-18 Projected Expenditures vs. 2016-17 Actual Expenditures Comparison  
2017-18 Projected Expenditures by SELPA (SP-I)

<b>PROJECTED EXPENDITURES - Local Sources</b>			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (From PROJECTED EXPENDITURES - State and Local Sources section)		0.00
8980	Contributions from Unrestricted Revenues to State Resources		0.00
	TOTAL COSTS	0.00	0.00
<b>UNDUPLICATED PUPIL COUNT</b>			
			0

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

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

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

**CRITERIA AND STANDARDS**

**1. CRITERION: Average Daily Attendance**

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

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

**1A. Calculating the County Office's ADA Variances**

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

Program / Fiscal Year	Estimated Funded ADA		Percent Change	Status
	First Interim Projected Year Totals (Form 01CSI, Item 1A)	Second Interim Projected Year Totals (Form AI) (Form MYPI)		
<b>County and Charter School Alternative Education Grant ADA (Form AI, Lines B1d and C2d)</b>				
Current Year (2017-18)	0.00	0.00	0.0%	Met
1st Subsequent Year (2018-19)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2019-20)	0.00	0.00	0.0%	Met
<b>District Funded County Program ADA (Form AI, Line B2g)</b>				
Current Year (2017-18)	16.70	18.96	13.5%	Not Met
1st Subsequent Year (2018-19)	16.70	18.96	13.5%	Not Met
2nd Subsequent Year (2019-20)	16.70	18.96	13.5%	Not Met
<b>County Operations Grant ADA (Form AI, Line B5)</b>				
Current Year (2017-18)	0.00	0.00	0.0%	Met
1st Subsequent Year (2018-19)			0.0%	Not Met
2nd Subsequent Year (2019-20)			0.0%	Not Met
<b>Charter School ADA and Charter School Funded County Program ADA (Form AI, Lines C1 and C3f)</b>				
Current Year (2017-18)	0.00	0.00	0.0%	Met
1st Subsequent Year (2018-19)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2019-20)	0.00	0.00	0.0%	Met

**1B. Comparison of County Office ADA to the Standard**

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

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

**Explanation:**  
(required if NOT met)

District Funded County Program ADA: Special Education - Special Day class increase in ADA and Out of State Tuition program ADA at 16.31 total. Increase is due to additional Special Day Class. County Operations Grant ADA not reporting due to special day class and out of state tuition students reported elsewhere.

**2. CRITERION: LCFF Revenue**

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

County Office LCFF Revenue Standard Percentage Range: -2.0% to +2.0%

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

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. In the Second Interim column, Current Year data are extracted; enter data for the two subsequent years.

Fiscal Year	LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)		Percent Change	Status
	First Interim (Form 01CSI, Item 2A)	Second Interim Projected Year Totals		
	Current Year (2017-18)	819,996.00		
1st Subsequent Year (2018-19)	838,516.00	822,285.00	-1.9%	Met
2nd Subsequent Year (2019-20)	859,754.00	822,285.00	-4.4%	Not Met

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

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

- 1a. **STANDARD NOT MET** - Projected LCFF revenue has changed since first interim projections by more than two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting LCFF revenue.

**Explanation:**  
(required if NOT met)

2nd Subsequent Year: 2019/20: We do not anticipate an increase in LCFF Revenue in the second out year. Student enrollment and ADA are not increasing.

**3. CRITERION: Salaries and Benefits**

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

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

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

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

Fiscal Year	Salaries and Benefits		Percent Change	Status
	First Interim	Second Interim		
	(Form 011, Objects 1000-3999) (Form 01CSI, Item 3A)	Projected Year Totals (Form 011, Objects 1000-3999) (Form MYPI, Lines B1-B3)		
Current Year (2017-18)	1,419,257.00	1,419,291.00	0.0%	Met
1st Subsequent Year (2018-19)	1,476,203.00	1,432,551.00	-3.0%	Met
2nd Subsequent Year (2019-20)	1,500,291.00	1,467,256.00	-2.2%	Met

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

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

- 1a. STANDARD MET - Total salaries and benefits have not changed since first interim by more than the standard for the current fiscal year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

**4. CRITERION: Other Revenues and Expenditures**

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

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

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

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

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

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

Object Range / Fiscal Year	First Interim Projected Year Totals (Form 01CSI, Item 4A)	Second Interim Projected Year Totals (Fund 01/Form MYPI)	Percent Change	Change Is Outside Explanation Range
<b>Federal Revenue (Fund 01, Objects 8100-8299) (MYPI, Line A2)</b>				
Current Year (2017-18)	199,978.00	200,056.00	0.0%	No
1st Subsequent Year (2018-19)	199,978.00	200,056.00	0.0%	No
2nd Subsequent Year (2019-20)	199,978.00	200,056.00	0.0%	No

Explanation:  
(required if Yes)

<b>Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)</b>				
Current Year (2017-18)	776,952.00	717,679.00	-7.6%	Yes
1st Subsequent Year (2018-19)	776,952.00	717,679.00	-7.6%	Yes
2nd Subsequent Year (2019-20)	776,952.00	717,679.00	-7.6%	Yes

Explanation:  
(required if Yes)

Foster Youth Funding award removed from 17/18 revenue. Due to low Foster Youth counts historically the funding has also been removed from the out years.

<b>Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)</b>				
Current Year (2017-18)	306,293.00	307,293.00	0.3%	No
1st Subsequent Year (2018-19)	320,268.00	307,293.00	-4.1%	No
2nd Subsequent Year (2019-20)	333,103.00	307,293.00	-7.7%	Yes

Explanation:  
(required if Yes)

Other Local Revenue is not anticipated to increase in the out years. Removed from 18/19 and 19/20 budget years.

<b>Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)</b>				
Current Year (2017-18)	115,582.00	91,635.00	-20.7%	Yes
1st Subsequent Year (2018-19)	96,711.00	91,635.00	-5.2%	Yes
2nd Subsequent Year (2019-20)	83,648.00	91,635.00	9.5%	Yes

Explanation:  
(required if Yes)

Restricted expenditures for Books and Supplies are anticipated to increase over budget adoption due to additional special education student needs.

<b>Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)</b>				
Current Year (2017-18)	655,627.00	661,980.00	1.0%	No
1st Subsequent Year (2018-19)	650,270.00	661,973.00	1.8%	No
2nd Subsequent Year (2019-20)	639,188.00	661,973.00	3.6%	No

Explanation:  
(required if Yes)

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

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	First Interim Projected Year Totals	Second Interim Projected Year Totals	Percent Change	Status
<b>Total Federal, Other State, and Other Local Revenues (Section 4A)</b>				
Current Year (2017-18)	1,283,223.00	1,225,028.00	-4.5%	Met
1st Subsequent Year (2018-19)	1,297,198.00	1,225,028.00	-5.6%	Not Met
2nd Subsequent Year (2019-20)	1,310,033.00	1,225,028.00	-6.5%	Not Met
<b>Total Books and Supplies, and Services and Other Operating Expenditures (Section 4A)</b>				
Current Year (2017-18)	771,209.00	753,615.00	-2.3%	Met
1st Subsequent Year (2018-19)	746,981.00	753,608.00	0.9%	Met
2nd Subsequent Year (2019-20)	722,836.00	753,608.00	4.3%	Met

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

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

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

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

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

Foster Youth Funding award removed from 17/18 revenue. Due to low Foster Youth counts historically the funding has also been removed from the out years.

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

Other Local Revenue is not anticipated to increase in the out years. Removed from 18/19 and 19/20 budget years.

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

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

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



**5. CRITERION: Facilities Maintenance**

**STANDARD:** Identify changes that have occurred since first interim projections in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the county office is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52066(d)(1) and 17002(d)(1).

**Determining the County Office's Compliance with the Contribution Requirement for EC Section 17070.75, as amended by AB 104 (Chapter 13, Statutes of 2015), effective 2017-18 to 2019-20 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)**

**NOTE:** AB 104 (Chapter 13, Statutes of 2015) requires the county office to deposit into the account, for the 2017-18 to 2019-20 fiscal years, a minimum amount that is the greater of the following amounts:

- A. The lesser of three percent of the total unrestricted general fund expenditures and other financing uses for that fiscal year or the amount that the county office deposited into the account for the 2014-15 fiscal year; or
- B. Two percent of the total unrestricted general fund expenditures and other financing uses for that fiscal year.

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

	Required Minimum Contribution	Second Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1. OMMA/RMA Contribution	0.00	0.00	Met
2. First Interim Contribution (information only) (Form 01CSI, First Interim, Criterion 5, Line 1)		0.00	

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

- Not applicable (county office does not participate in the Leroy F. Greene School Facilities Act of 1998)
- Other (explanation must be provided)

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

**6. CRITERION: Deficit Spending**

**STANDARD:** Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the county office's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in any of the current fiscal year or two subsequent fiscal years.

<sup>1</sup> 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.

<sup>2</sup> A county office of education that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

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

DATA ENTRY: All data are extracted or calculated.

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
County Office's Available Reserves Percentage (Criterion 8B, Line 9)	106.3%	95.9%	83.2%
<b>County Office's Deficit Standard Percentage Levels (one-third of available reserves percentage):</b>	<b>35.4%</b>	<b>32.0%</b>	<b>27.7%</b>

**6B. Calculating the County Office's Special Education Pass-through Exclusions (only for county offices that serve as the AU of a SELPA)**

DATA ENTRY: For SELPA AUs, if Form MYPI exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Current Year data are extracted.

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

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

	Current Year Projected Year Totals (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)	0.00		

**6C. Calculating the County Office's Deficit Spending Percentages**

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals		Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
	Net Change in Unrestricted Fund Balance (Form 01I, Section E) (Form MYPI, Line C)	Total Unrestricted Expenditures and Other Financing Uses (Form 01I, Objects 1000-7999) (Form MYPI, Line B11)		
Current Year (2017-18)	(159,089.00)	1,137,923.00	14.0%	Met
1st Subsequent Year (2018-19)	(192,578.00)	1,148,431.00	16.8%	Met
2nd Subsequent Year (2019-20)	(227,283.00)	1,168,011.00	19.5%	Met

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

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

- 1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in any of the current year or two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

**7. CRITERION: Fund and Cash Balances**

**A. FUND BALANCE STANDARD:** Projected county school service fund balances will be positive at the end of the current fiscal year and two subsequent fiscal years.

**7A-1. Determining if the County Office's County School Service Fund Ending Balance is Positive**

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance County School Service Fund Projected Year Totals (Form 011, Line F2)/(Form MYPI, Line D2)	Status
Current Year (2017-18)	2,539,269.00	Met
1st Subsequent Year (2018-19)	2,346,691.00	Met
2nd Subsequent Year (2019-20)	2,119,408.00	Met

**7A-2. Comparison of the County Office's Ending Fund Balance to the Standard**

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

1a. STANDARD MET - Projected county school service fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

**B. CASH BALANCE STANDARD:** Projected county school service fund cash balance will be positive at the end of the current fiscal year.

**7B-1. Determining if the County Office's Ending Cash Balance is Positive**

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance County School Service Fund (Form CASH, Line F, June Column)	Status
Current Year (2017-18)	3,664,109.65	Met

**7B-2. Comparison of the County Office's Ending Cash Balance to the Standard**

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

1a. STANDARD MET - Projected county school service fund cash balance will be positive at the end of the current fiscal year.

Explanation:  
(required if NOT met)

**8. CRITERION: Reserves**

STANDARD: Available reserves<sup>1</sup> for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts as applied to total expenditures and other financing uses<sup>2</sup>:

Percentage Level <sup>3</sup>		County Office Total Expenditures and Other Financing Uses <sup>3</sup>	
5% or \$66,000 (greater of)		0	to \$5,865,999
4% or \$293,000 (greater of)		\$5,866,000	to \$14,662,999
3% or \$587,000 (greater of)		\$14,663,000	to \$65,989,000
2% or \$1,980,000 (greater of)		\$65,989,001	and over

<sup>1</sup> 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.

<sup>2</sup> A county office of education that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

<sup>3</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (EC Section 2574), rounded to the nearest thousand.

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
County Office's Expenditures and Other Financing Uses (Criterion 8A1), plus SELPA Pass-through (Criterion 8B2b) if Criterion 6B, Line 1 is No:	2,239,998	2,253,251	2,287,956
County Office's Reserve Standard Percentage Level:	5%	5%	5%

**8A. Calculating the County Office's Reserve Standard**

DATA ENTRY: If Form MYPI exists, all data are extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

	Current Year Projected Year Totals (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
1. Expenditures and Other Financing Uses (Form 011, objects 1000-7999) (Form MYPI, Line B11)	2,239,998.00	2,253,251.00	2,287,956.00
2. Plus: Special Education Pass-through (Criterion 6B, Line 2b if Criterion 6B, Line 1 is No)			
3. Total Expenditures and Other Financing Uses (Line A1 plus Line A2)	2,239,998.00	2,253,251.00	2,287,956.00
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line A3 times Line A4)	111,999.90	112,662.55	114,397.80
6. Reserve Standard - by Amount (From percentage level chart above)	66,000.00	66,000.00	66,000.00
7. <b>County Office's Reserve Standard</b> (Greater of Line A5 or Line A6)	<b>111,999.90</b>	<b>112,662.55</b>	<b>114,397.80</b>

**8B. Calculating the County Office's Available Reserve Amount**

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts (Unrestricted resources 0000-1999 except line 4)	Current Year Projected Year Totals (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
1. County School Service Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00	0.00	0.00
2. County School Service Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	225,000.00	225,000.00	228,000.00
3. County School Service Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	2,157,103.00	1,935,178.00	1,675,548.00
4. County School Service Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)		0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00	0.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00	0.00	0.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00	0.00	0.00
8. County Office's Available Reserve Amount (Lines B1 thru B7)	2,382,103.00	2,160,178.00	1,903,548.00
9. County Office's Available Reserve Percentage (Information only) (Line 8 divided by Section 8A, Line 3)	106.34%	95.87%	83.20%
<b>County Office's Reserve Standard</b> (Section 8A, Line 7):	<b>111,999.90</b>	<b>112,662.55</b>	<b>114,397.80</b>
Status:	Met	Met	Met

**8C. Comparison of County Office Reserve Amount to the Standard**

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

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

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**SUPPLEMENTAL INFORMATION**

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DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

**S1. Contingent Liabilities**

1a. Does your county office have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since first interim projections that may impact the budget?

1b. If Yes, identify the liabilities and how they may impact the budget:

**S2. Use of One-time Revenues for Ongoing Expenditures**

1a. Does your county office have ongoing county school service fund expenditures funded with one-time revenues that have changed since first interim projections by more than five percent?

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

**S3. Temporary Interfund Borrowings**

1a. Does your county office have projected temporary borrowings between funds?  
(Refer to Education Code Section 42603)

1b. If Yes, identify the interfund borrowings:

**S4. Contingent Revenues**

1a. Does your county office have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

**S5. Contributions**

Identify projected contributions from unrestricted resources in the county school service fund to restricted resources in the county school service fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since first interim projections.

Identify projected transfers to or from the county school service fund to cover operating deficits in either the county school service fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than \$20,000 and more than five percent since first interim projections.

Identify capital project cost overruns that have occurred since first interim projections that may impact the county school service fund budget.

County Office's Contributions and Transfers Standard: -5.0% to +5.0%  
or -\$20,000 to +\$20,000

**S5A. Identification of the County Office's Projected Contributions, Transfers, and Capital Projects that may Impact the County School Service Fund**

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the Second Interim's Current Year data will be extracted. Enter Second Interim Contributions for the 1st and 2nd Subsequent Years. For Transfers In and Transfers Out, if Form MYP exists, the data will be extracted into the Second Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	First Interim (Form 01CSI, Item S5A)	Second Interim Projected Year Totals	Percent Change	Amount of Change	Status
<b>1a. Contributions, Unrestricted County School Service Fund (Fund 01, Resources 0000-1999, Object 8980)</b>					
Current Year (2017-18)	(150,339.00)	(152,700.00)	1.6%	2,361.00	Met
1st Subsequent Year (2018-19)	(160,000.00)	(202,914.00)	26.8%	42,914.00	Not Met
2nd Subsequent Year (2019-20)	(165,000.00)	(218,039.00)	32.1%	53,039.00	Not Met
<b>1b. Transfers In, County School Service Fund *</b>					
Current Year (2017-18)	13,360.00	13,360.00	0.0%	0.00	Met
1st Subsequent Year (2018-19)	13,360.00	13,360.00	0.0%	0.00	Met
2nd Subsequent Year (2019-20)	13,360.00	13,360.00	0.0%	0.00	Met
<b>1c. Transfers Out, County School Service Fund *</b>					
Current Year (2017-18)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2018-19)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2019-20)	0.00	0.00	0.0%	0.00	Met

**1d. Capital Project Cost Overruns**

Have capital project cost overruns occurred since first interim projections that may impact the county school service fund operational budget?

No

\* Include transfers used to cover operating deficits in either the county school service fund or any other fund.

**S5B. Status of the County Office's Projected Contributions, Transfers, and Capital Projects**

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for item 1d.

1a. NOT MET - The projected contributions from the unrestricted county school service fund to restricted county school service fund programs have changed since first interim projections by more than the standard for any of the current year or subsequent two fiscal years. Identify restricted programs and contribution amount for each program and whether contributions are ongoing or one-time in nature. Explain the county office's plan, with timeframes, for reducing or eliminating the contribution.

**Explanation:**  
(required if NOT met)

Increase in contributions from Unrestricted to Restricted programs are increasing due to step and column increases for staff along with associated statutory benefits and STRS/PERS contribution increases. These expenditures will be reviewed and determination made as to the necessity of the programs along with the associated costs.

1b. MET - Projected transfers in have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

1c. MET - Projected transfers out have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

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1d. NO - There have been no capital project cost overruns occurring since first interim projections 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 commitments<sup>1</sup> and their annual required payment for the current year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

<sup>1</sup>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: If First Interim (Form 01CSI, Item S6A) data exist, long-term commitment data will be extracted and it will only be necessary to click the appropriate button for Item 1b. Extracted data may be overwritten to update long-term commitment data in item 2, as applicable. If no First Interim data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

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

Yes

b. If Yes to Item 1a, have new long-term (multiyear) commitments been incurred since first interim projections?

No

2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2017
		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		13,936

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

<b>TOTAL:</b>				<b>13,936</b>

Type of Commitment (continued):	Prior Year (2016-17) Annual Payment (P & I)	Current Year (2017-18) Annual Payment (P & I)	1st Subsequent Year (2018-19) Annual Payment (P & I)	2nd Subsequent Year (2019-20) Annual Payment (P & I)
Capital Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	20,292	0	0	0

Other Long-term Commitments (continued):

<b>Total Annual Payments:</b>	<b>20,292</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Has total annual payment increased over prior year (2016-17)?</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>

**S6B. Comparison of the County Office's Annual Payments to Prior Year Annual Payment**

DATA ENTRY: Enter an explanation if Yes.

- 1a. No - Annual payments for long-term commitments have not increased in one or more of the current and two subsequent fiscal years.

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

**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

**Explanation:**  
(Required if Yes)

**S7. Unfunded Liabilities**

Identify any changes in estimates for unfunded liabilities since first interim projections, and indicate whether the changes are the result of a new actuarial valuation.

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

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7A) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1. a. Does your county office provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)
- b. If Yes to Item 1a, have there been changes since first interim in OPEB liabilities?
- c. If Yes to Item 1a, have there been changes since first interim in OPEB contributions?

2. OPEB Liabilities

	First Interim (Form 01CSI, Item S7A)	Second Interim
a. OPEB actuarial accrued liability (AAL)	263,373.00	263,373.00
b. OPEB unfunded actuarial accrued liability (UAAL)	263,373.00	263,373.00
c. Are AAL and UAAL based on the county office's estimate or an actuarial valuation?	Actuarial	Actuarial
d. If based on an actuarial valuation, indicate the date of the OPEB valuation	Jul 01, 2014	Jul 01, 2014

3. OPEB Contributions

	First Interim (Form 01CSI, Item S7A)	Second Interim
a. OPEB annual required contribution (ARC) per actuarial valuation or Alternative Measurement Method		
Current Year (2017-18)	29,347.00	29,347.00
1st Subsequent Year (2018-19)	29,347.00	29,347.00
2nd Subsequent Year (2019-20)	29,347.00	29,347.00
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)		
Current Year (2017-18)	0.00	0.00
1st Subsequent Year (2018-19)	0.00	0.00
2nd Subsequent Year (2019-20)	0.00	0.00
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)		
Current Year (2017-18)	19,993.00	19,993.00
1st Subsequent Year (2018-19)	19,993.00	19,993.00
2nd Subsequent Year (2019-20)	19,993.00	19,993.00
d. Number of retirees receiving OPEB benefits		
Current Year (2017-18)	2	2
1st Subsequent Year (2018-19)	1	1
2nd Subsequent Year (2019-20)	1	1

4. Comments:

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

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7B) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1. a. Does your county office operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which is covered in Section S7A) (If No, skip items 1b-4)
- No
- b. If Yes to item 1a, have there been changes since first interim in self-insurance liabilities?
- n/a
- c. If Yes to item 1a, have there been changes since first interim in self-insurance contributions?
- n/a

2. Self-Insurance Liabilities

	First Interim (Form 01CSI, Item S7B)	Second Interim
a. Accrued liability for self-insurance programs		
b. Unfunded liability for self-insurance programs		

3. Self-Insurance Contributions

	First Interim (Form 01CSI, Item S7B)	Second Interim
a. Required contribution (funding) for self-insurance programs		
Current Year (2017-18)		
1st Subsequent Year (2018-19)		
2nd Subsequent Year (2019-20)		
b. Amount contributed (funded) for self-insurance programs		
Current Year (2017-18)		
1st Subsequent Year (2018-19)		
2nd Subsequent Year (2019-20)		

4. Comments:

County Health & Welfare and Workmans Comp Insurance are JPAs.

**S8. Status of Labor Agreements**

Analyze the status of employee labor agreements. Identify new labor agreements that have been ratified since first interim projections, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues, and explain how these commitments will be funded in future fiscal years.

**If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:**

The county office of education must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the California Department of Education (CDE) with an analysis of the cost of the settlement and its impact on the operating budget.

The CDE shall review the analysis relative to the criteria and standards, and may provide written comments to the president of the governing board and the county superintendent of schools.

**S8A. Cost Analysis of County Office's Labor Agreements - Certificated (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Certificated Labor Agreements as of the Previous Reporting Period**

Were all certificated labor negotiations settled as of first interim projections?

If Yes, complete number of FTEs, then skip to section S8B.

If No, continue with section S8A.

**Certificated (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2016-17)	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Number of certificated (non-management) full-time-equivalent (FTE) positions	4.4	5.0	5.0	5.0

1a. Have any salary and benefit negotiations been settled since first interim projections?  
If Yes, and the corresponding public disclosure documents have not been filed with the CDE, complete questions 2-4.

If No, complete questions 5 and 6.

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

**Negotiations Settled Since First Interim Projections**

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

3. Period covered by the agreement: Begin Date:  End Date:

4. Salary settlement:

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?	Yes	No	No

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
<b>One Year Agreement</b>			
Total cost of salary settlement	8,250	0	0
% change in salary schedule from prior year	0.0%		
or			
<b>Multiyear Agreement</b>			
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:

One time off salary schedule amount of \$1,500 pro-rated per FTE for Certificated staff members. Not an ongoing increase. Unrestricted fund balance will be used to pay agreement.

**Negotiations Not Settled**

5. Cost of a one percent increase in salary and statutory benefits

6. Amount included for any tentative salary schedule increases

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
	0	0	0

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

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Yes	Yes	Yes
87,184	91,550	96,000
76.0%	76.0%	76.0%
5.0%	5.0%	5.0%

**Certificated (Non-management) Prior Year Settlements Negotiated Since First Interim Projections**

Are any new costs negotiated since first interim projections for prior year settlements included in the interim?

No		
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If Yes, amount of new costs included in the interim and MYPs  
If Yes, explain the nature of the new costs:

**Certificated (Non-management) Step and Column Adjustments**

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

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Yes	Yes	Yes
9,561	12,636	9,242
2.0%	2.3%	1.6%

**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 interim and MYPs?

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
No	No	No
No	No	No

**Certificated (Non-management) - Other**

List other significant contract changes that have occurred since first interim projections and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

N/A

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**S8B. Cost Analysis of County Office's Labor Agreements - Classified (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Classified Labor Agreements as of the Previous Reporting Period**

Were all classified labor negotiations settled as of first interim projections?

If Yes, complete number of FTEs, then skip to section S8C.  
If No, continue with section S8B.

No

**Classified (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2016-17)	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Number of classified (non-management) FTE positions	5.7	5.8	5.8	5.8

1a. Have any salary and benefit negotiations been settled since first interim projections?

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

No

If No, complete questions 5 and 6.

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

If Yes, complete questions 5 and 6.

Yes

**Negotiations Settled Since First Interim Projections**

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

[ ]

3. Period covered by the agreement:

Begin Date:

[ ]

End Date:

[ ]

4. Salary settlement:

Current Year  
(2017-18)

1st Subsequent Year  
(2018-19)

2nd Subsequent Year  
(2019-20)

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

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**One Year Agreement**

Total cost of salary settlement

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% change in salary schedule from prior year  
or

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**Multiyear Agreement**

Total cost of salary settlement

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

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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

1,255

6. Amount included for any tentative salary schedule increases

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
	9,480	0	0

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

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Yes	Yes	Yes
27,766	29,155	30,600
65.0%	65.0%	65.0%
5.0%	5.0%	5.0%

**Classified (Non-management) Prior Year Settlements Negotiated Since First Interim**

Are any new costs negotiated since first interim for prior year settlements included in the interim?

No		
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If Yes, amount of new costs included in the interim and MYPs  
If Yes, explain the nature of the new costs:

**Classified (Non-management) Step and Column Adjustments**

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

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Yes	Yes	Yes
5,956	7,274	7,261
2.0%	2.3%	1.6%

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

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

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
No	No	No
No	No	No

**Classified (Non-management) - Other**

List other significant contract changes that have occurred since first interim and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

N/A

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**S8C. Cost Analysis of County Office's Labor Agreements - Management/Supervisor/Confidential Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period**

Were all managerial/confidential labor negotiations settled as of first interim projections?   
If Yes or n/a, complete number of FTEs, then skip to S9.  
If No, continue with section S8C.

**Management/Supervisor/Confidential Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2016-17)	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Number of management, supervisor, and confidential FTE positions	5.0	5.0	5.0	5.0

1a. Have any salary and benefit negotiations been settled since first interim projections?

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

If No, complete questions 3 and 4.

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

If Yes, complete questions 3 and 4.

**Negotiations Settled Since First Interim Projections**

2. Salary settlement:

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

Total cost of salary settlement

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

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
	No	No	No

**Negotiations Not Settled**

3. Cost of a one percent increase in salary and statutory benefits

4. Amount included for any tentative salary schedule increases

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
	4,500	0	0

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

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

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
	Yes	Yes	Yes
	72,777	76,420	80,250
	69.0%	69.0%	69.0%
	5.0%	5.0%	5.0%

**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 (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
	Yes	Yes	Yes
	7,872	8,377	8,882
	3.7%	3.4%	3.0%

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

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

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
	Yes	Yes	Yes
	5,400	5,400	5,400
	0.0%	0.0%	0.0%

**S9. Status of Other Funds**

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

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**S9A. Identification of Other Funds with Negative Ending Fund Balances**

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DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the county school service fund projected to have a negative fund balance at the end of the current fiscal year?

No
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If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

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**ADDITIONAL FISCAL INDICATORS**

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The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A2 through A8; Item A1 is automatically completed based on data from Criterion 7.

- A1. Do cash flow projections show that the county office will end the current fiscal year with a negative cash balance in the county school service fund? (Data from Criterion 7B-1, Cash Balance, are used to determine Yes or No)
  
- A2. Is the system of personnel position control independent from the payroll system?
  
- A3. Is the County Operations Grant ADA decreasing in both the prior and current fiscal years?
  
- A4. Are new charter schools operating in county office boundaries that impact the county office's ADA, either in the prior or current fiscal year?
  
- A5. Has the county office entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?
  
- A6. Does the county office provide uncapped (100% employer paid) health benefits for current or retired employees?
  
- A7. Does the county office have any reports that indicate fiscal distress?  
(If Yes, provide copies to the CDE.)
  
- A8. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

**Comments:**  
(optional)

A8. The County Office has a new Business Manager effective 3/20/17.

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**End of County Office Second Interim Criteria and Standards Review**

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