# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Board Meeting Agenda <br> Tuesday, September 12, 2017 

Time: 6:00 PM. - Closed Session 7:00 PM Open Session;
Location: Shandon High School- Library
All persons desiring to address the Board at anytime tonight should complete a "Request to Address the Board of Trustees" card located at the entrance to the board room and provide it to the Board Recording Secretary prior to the start of the meeting.

Per Government Code 54953.5, this Open Session Meeting of the Board may be recorded with an audio or video recorder, which recording shall be subject to inspection pursuant to the California Public Records Act, at the SJUSD District Office. This recording may be erased or destroyed after 30 days of the recording.

### 1.0 OPEN SESSION

1.1 Call to Order and Roll Call

Marlene Thomason, President

Kate Twisselman, Clerk
Jennifer Moe
Robert Van Parlet
Shannon Plaisted
1.2 Public Comment Limited to Closed Session Items

The opportunity is provided to allow the public to comment for a period of up to three (3) minutes prior to the Board's consideration of any closed session agenda item. An additional opportunity is provided later in the agenda for comment on open session agenda items or items not on the agenda. [G.C.§ 54954.3]

### 2.0 CLOSED SESSION

2.1 Review and Possible Action on Appointment, Employment, Discipline, Resignation and Dismissal of District Employee(s) Pursuant to Government Code§ 54957, Public Employment
3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG
4.0 REPORT ON ACTION FROM CLOSED SESSION
5.0 ADOPTION OF AGENDA
6.0 PUBLIC COMMENT /PUBLIC HEARING
6.1 PUBLIC COMMENT

Comments from the public are limited to items both within the Board's jurisdiction, as well as not on the agenda. The Board may limit public comments to not more than three (3) minutes per person or a total of 20 minutes per topic at the discretion of the Board President. Public comment will also be allowed on each specific agenda item prior to Board action thereon. [G.C. $\S 54954.2$, . $\mathrm{CC} . \S 35145.5, \mathrm{BB} 9323$ ]
6.2 PUBLIC HEARING

Public Hearing Regarding Sufficiency of Instructional Materials for 2017-18
7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)Student Body Reports
7.1 Staff Reports
7.2 Bargaining Representative Reports
7.3 Board Reports
7.4 Cafeteria Report

### 8.0 APPROVAL OF CONSENT AGENDA

(Unless the Board pulls an item for separate action, the items listed below are approved without discussion.)

8.1 $\quad$ Approval of the Minutes of August $8,2017 ~$| 8.2 | Approval of Warrants and Payroll |
| :--- | :--- |
| 8.3 | Approval of Budget Report |
| 8.4 | Approval of Student Body Funds Report |
| 8.5 | Approval of Personnel Action Report |
| 8.6 | Approval of Overnight FFA National Convention Trip |
| 8.7 | Approval of Overnight FFA Chapter Officer Leadership Conference |

### 9.0 ACTION ITEMS

9.1 Approval of the Shandon Joint Unified School District Authorized Signature Certification
9.2 Approval of the Food Service Contract between Pleasant Valley and SJUSD
9.3 Approval of Agreement for Educational Technology Center Services between SJUSD and SLOCOE
9.4 Approval of the 2017-2018 Lozano Smith Agreement for Legal Services
9.5 Approval of the 2017-18 Emergency Response Plan
9.6 Approval of the 2017-18 Unaudited Actuals
9.7 Approval of Resolution 2017-18-1 District Appropriations Limits
9.8 Approval of Resolution 2017-18-2 Authorization of Assignment of Teachers to Teach Outside Their Credential Area
9.9 Approval of Resolution 2017-18-3 AB 923 School Bus Replacement and Retrofit Program Bus Replacement Application
9.10 Approval of Resolution \#2017-18-4, Sufficiency of Instructional Materials
9.11 Approval of the Sale of Surplus Items
9.12 Approval of Interdistrict Transfer Student 2017-18-17
9.13 Approval of Interdistrict Transfer Student 2017-18-18
9.14 Approval of Request for a Shortened Day 2017-18-1
9.15 Approval of Request for a Shortened Day 2017-18-2
9.16 Approval of Measure K Citizens' Oversight Committee

### 10.0 ACTION ITEMS

BOARD BYLAWS/BOARD POLICIES/ ADMINISTRATIVE REGULATIONS
Update Board Policies \& Administrative Regulations:
10.1 Approval of the First Reading of BP 1312.1 Complaints Concerning District Employees
10.2 Approval of the First Reading of AR 1312.1 Complaints Concerning District Employees
10.3 Approval of the First Reading of BP 1312.2 Complaints Concerning Instructional Materials
10.4 Approval of the First Reading of AR 1312.2 Complaints Concerning Instructional Materials
10.5 Approval of the First Reading of E 1312.2 Complaints Concerning Instructional Materials
10.6 Approval of the First Reading of BP 1312.3 Uniform Complaint Procedures
10.7 Approval of the First Reading of AR 1312.3 Uniform Complaint Procedures
10.8 Approval of the First Reading of AR 1312.4 Williams Uniform Complaint Procedures
10.9 Approval of the First Reading of E 1312.4 Williams Uniform Complaint Procedures
10.10 Approval of Second Reading of BP 3400 Management of District Assets/Accounts
10.11 Approval of Second Reading of AR 3400 Management of District Assets/Accounts
10.12 Approval of Second Reading of BP 3430 Investing
10.13 Approval of Second Reading of AR 3430 Investing
10.14 Approval of Second Reading of AR 3440 Inventories
10.15 Approval of Second Reading of AR 3451 Petty Cash
10.16 Approval of Second Reading of BP 3452 Student Activity Funds
10.17 Approval of Second Reading of BP 3460 Financial Reports and Accountability
10.18 Approval of Second Reading of AR 3460 Financial Reports and Accountability

### 10.19 Approval of Second Reading of BP 3510 Green School Operations

10.20 Approval of Second Reading of BP 5141.52 Suicide Prevention
10.21 Approval of Second Reading of AR 5141.52 Suicide Prevention

### 11.0 INFORMATION/DISCUSSION ITEMS

11.1 Measure K Bond Update
11.2 First Solar
11.3 SJUSD Checking Accounts
11.4 SJUSD Enrollment
11.5 District Calendar of Events
11.6 CAASPP Test Results
11.7 Special Education Report
11.8 Shandon Elementary School Report
11.9 Superintendent's Report

### 14.0 FUTURE AGENDA ITEM REQUESTS

### 15.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for October 10, 2017 at Shandon High School Library, Closed Session at 6:00 PM, Open/Regular Session at 7:00 PM.

### 16.0 ADJOURNMENT

Any materials required by law to be made available to the public prior to a meeting of the Board of Trustees of the Shandon School District may be inspected at the following address during normal business hours, 7:30-4:00:

Shandon Joint Unified School District, 101 South $1^{\text {st }}$ Street Box 79), Shandon, CA 93461
These materials are also available on the district's website: www.shandonschools.org
In compliance with the Americans with Disabilities Act, if you need special assistance to access or participate in a meeting of the Board of Trustees, including auxiliary aids or services, please contact the District Office at 805-238-0286. Notification of at least 48 hours prior to the meeting will assist the staff in assuring that reasonable accommodations may be made.

## NOTICE OF PUBLIC HEARING

The Shandon Joint Unified School District hereby gives notice that a Public Hearing will be held as follows:

TOPICS OF HEARING:

## Public Hearing Regarding Sufficiency of Instructional <br> Materials for 2017-2018

After the Public Hearings, the district will take action during the Board Meeting on the agenda topic.

HEARING DATE: September 12, 2017
TIME: 7:00 p.m.
LOCATION: Shandon High School, Library
101 South ${ }^{\text {st }}$ Street
Shandon, CA 93461

## Posted at the following locations:

District Office/Shandon High School - Official posting site
Shandon Elementary School
Shandon Post Office
Parkfield Elementary School
MOT Office

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# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

## Regular Meeting of the Board of Trustees

MEETING DATE: September 12, 2017

## AGENDA ITEM TITLE:

Approval of the Minutes of August 8, 2017

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

__ Reports $\quad \mathrm{X}$ Consent ___ Action ___ First Reading ___ Information ___ Resolution

## SUMMARY:

Provided for your approval are the Minutes for the August 8, 2017 Board Meeting.

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Board Meeting Minutes <br> Tuesday, August 8, 2017 

### 1.0 OPEN SESSION

| 1.1 | Call to Order and Roll Call |
| :--- | :--- | :--- |
| Board President Thomason called the meeting to order at 6:07PM. |  |
| Members present: | Marlene Thomason, President; Robert Van Parlet; Shannon Plaisted; |
|  | Kate Twisselman |
|  |  |
| Members Absent: | None |
| Staff Present: | Teresa Taylor, Superintendent |
|  | Otilia Rendon, Bilingual Administrative Assistant |

1.2 Public Comment Limited to Closed Session Items

There were no requests to address the governing Board on closed session items.
The Board adjourned to closed session at 6:08PM.

### 2.0 CLOSED SESSION

### 2.1 Public Employee Performance Evaluation, Title: Superintendent, Pursuant to Government Code Section 54957

### 3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

Board President Thomason reconvened the meeting to open session at 7:03PM and Board Member Parlet led the pledge of allegiance.

### 4.0 REPORT ON ACTION FROM CLOSED SESSION

Board President Thomason reported that no action was taken in closed session.

### 5.0 ADOPTION OF AGENDA

A motion was passed to approve the Agenda (Twisselman/Moe)(5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.

### 6.0 PUBLIC COMMENT /PUBLIC HEARING

### 6.1 PUBLIC COMMENT

There were no requests to address the Governing Board on open session items.

### 7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

7.1 There were no Student Body Reports.
7.2 Staff Reports- Aleks Hewitt reported on the status of technology. He informed the Board that the company installing the new technology was waiting on a piece of equipment. Once the equipment was received the company would continue to install. Installation will take about $1 \frac{1}{2}$ days and then the Level 3 would be coming out to program phones. He stated that the project should be complete by August $18^{\text {th }}$. He also informed the Board that the Promethean Boards are put together. Aleks also reported on Athletics. High School Volleyball has 10 girls showing up to practice daily. Tackle football has 9 boys signed up but only a select few are showing up to practice due to work schedules. Both teams will be sharing the weight room and it will be cleaned daily.

Principal Shannon Kepins reported that Back to School Night would be on August $24^{\text {th }}$, the first day of school. She said the teachers had discussed the idea and wanted to try holding the event on the first day to meet parents, discuss classroom rules, homework and set expectations on the first day of school. Mrs. Kepins also informed the Board that the vision screening would be held on Tuesday, August $29^{\text {th }}$.
7.3 Bargaining Representative Reports- Aleks Hewitt reported that the CSEA will be bargaining for 20182019 and will be discussing the stepping column preparation for the minimum wage increase.
> 7.4 Board Reports Board Member Parlet asked if the District has tried to have a preschool because he felt we had several community members interested. Superintendent Taylor informed him that Principal Kepins has been trying to look into several options.
7.5 There was no Cafeteria Report.

### 8.0 APPROVAL OF CONSENT AGENDA

A motion passed to approve the consent agenda with the removal of item 8.5 Personnel Action Report (Twisselman/Moe) (5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.

A motion was passed to approve item 8.5 Personnel Action Report (Twisselman/Plaisted) (5/0/1) Moe, Parlet, Plaisted, and Twisselman voted aye. Thomason abstained from the vote due to conflict of interest.

### 9.0 ACTION ITEMS

9.1 A motion was passed to approve the Agreement between SJUSD and California SUMS Initiative Grant (Plaisted/Moe)(5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.
9.2 A motion was passed to approve the MOU Between SJUSD and SLOCOE Migrant Education Program Region 18 (Moe/Plaisted)(5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.
9.3 A motion was passed to approve the MOA Between SJUSD and San Luis Obispo County Induction Program (Moe/Parlet)(5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.
9.4 A motion was passed to approve the MOU Between SJUSD and County of San Luis Obispo Department of Social Services (Moe/Plaisted)(5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.

Plaisted left the meeting at 7:50PM.
9.5 A motion was passed to approve the Intradistrict Transfer Student 2017-18-15(Twisselman/Moe)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Plaisted was absent.

Plaisted returned to the meeting at 7:51PM.
9.6 A motion was passed to approve the Intradistrict Transfer Student 2017-18-16(Twisselman/Moe)(5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.
9.7 A motion was passed to approve the Attendance Incentive Policy in the Shandon Elementary School 2017-18 Handbook as amended (Plaisted/Parlet)(5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.
9.8 A motion was passed to approve the Declaration for Need of Fully Qualified Educators (Plaisted/Moe)(5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.
9.9 A motion was passed to approve the 45 Day Revision of the Budget (Moe/Parlet)(5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.
9.10 A motion was passed to approve the Sale of Surplus Items (Moe/Parlet)(5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.

### 10.0 ACTION ITEMS

BOARD BYLAWS/BOARD POLICIES/ ADMINISTRATIVE REGULATIONS
Update Board Policies \& Administrative Regulations:
10.1-10.12 A motion was passed to approve the First Readings of Board Policies and Administrative Regulations BP 3400 Management of District Assets/Accounts, AR 3400 Management of District Assets/Accounts, BP 3430 Investing, AR 3430 Investing, AR 3440 Inventories, AR 3451 Petty Cash, BP 3452 Student Activity Funds, BP 3460 Financial Reports and Accountability, AR 3460 Financial Reports and Accountability, BP 3510 Green School

Operations, BP 5141.52 Suicide Prevention, and AR 5141.52 Suicide Prevention (Plaisted/Parlet) (5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.
10.13-10.15 A motion was passed to approve the Second Readings of Board Policies and Administrative Regulations BP 6173 Education for Homeless Children, AR 6173 Education for Homeless Children, and E 6173 Education for Homeless Children(Plaisted/Moe) (5/0) Moe, Parlet, Plaisted, Thomason, and Twisselman voted aye.

### 11.0 INFORMATION/DISCUSSION ITEMS

11.1 Measure K Bond Update- The Board reviewed the Bond expenses and projects.
11.2 Shandon High School Football Schedule- Aleks Hewitt reported that the Block S will schedule a spirit week during a home football game.
11.3 Shandon High School Volleyball Schedule-Aleks Hewitt reported a change to the schedule. He had changed the Alpaugh game to September $27^{\text {th }}$. He also informed the Board that the volleyball coach would be taking the volleyball team to watch a college game at West Hills College in Coalinga.
11.4 Shandon High School Master Schedule-There was no discussion about this item.
11.5 Shandon Middle School Master Schedule-There was no discussion about this item.
11.6 Shandon Elementary Bell Schedule-There was no discussion about this item.

### 14.0 FUTURE AGENDA ITEM REQUESTS

### 15.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for September 12, 2017 at Shandon High School Room \#6, Closed Session at 6:00 PM, Open/Regular Session at 7:00 PM.

### 16.0 ADJOURNMENT

Board President Thomason adjourned the meeting at 9:30PM.

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017 

## AGENDA ITEM TITLE:

Approval of Warrants and Payroll for July 2017

## PREPARED BY:

Sadie Howard

## AGENDA SECTION:

$\qquad$

## SUMMARY:

## Warrant Approvals:

Below is the warrant approval listing for the Board's approval. The single grand total provided in the report is broken into individual fund subtotals below:

Batch \#01 through \#03
General Fund (01)
Food Service/Cafeteria Fund (13)
Bond Fund (21)

TOTAL WARRANT APPROVALS
\$ 174,246.35
\$3,072.26
\$594,529.65
$\$ 771,848.26$

## Payroll Warrant Approval:

Payroll warrants are issued to district employees on the tenth and last day of each month. The total shown below includes the actual end-of-month and/or mid-month payroll for the current month.
August $10^{\text {th }}$
$\$ 14,035.24$

August $31^{\text {st }}$
$\$ 69,564.90$

TOTAL
$\$ 83,600.14$

## RECOMMENDED ACTION:

Approve Accounts Payable and Payroll warrants
invoice date



$N$ |  |  |  |
| ---: | ---: | :--- |
| AMOUNT | INVOICE DATE |  |
| 193.98 | $08 / 03 / 2017$ |  |
| 487.38 | $08 / 03 / 2017$ |  |
| 116.85 | $08 / 03 / 2017$ |  |
| 11.12 | $08 / 03 / 2017$ |  |
| 25.70 | $08 / 04 / 2017$ |  |
| 367.18 | $08 / 18 / 2017$ |  |
| 176.96 | $08 / 10 / 2017$ |  |
| 50.00 | $08 / 04 / 2017$ |  |
| $2,837.50$ | $08 / 04 / 2017$ |  |
| $2,900.25$ | $08 / 04 / 2017$ |  |
| 274.00 | $08 / 10 / 2017$ |  |
| $1,946.00$ | $08 / 10 / 2017$ |  |
| $4,081.09$ | $08 / 10 / 2017$ |  |
| $1,643.84$ | $08 / 04 / 2017$ |  |
| 854.41 | $08 / 10 / 2017$ |  |
| 151.50 | $08 / 10 / 2017$ |  |
| 380.80 | $08 / 10 / 2017$ |  |
| $17,492.08$ | $08 / 04 / 2017$ |  |
| $11,869.22$ | $08 / 04 / 2017$ |  |
| $2,125.00$ | $08 / 04 / 2017$ |  |
| $51,623.40$ | $08 / 04 / 2017$ |  |
| 319.75 | $08 / 18 / 2017$ |  |
| 183.69 | $08 / 04 / 2017$ |  |
| 144.00 | $08 / 10 / 2017$ |  |
| 246.35 | 762.34 | $08 / 10 / 2017$ |
|  | 148.14 | $08 / 10 / 2017$ |
| 42.51 | $08 / 10 / 2017$ |  |
| 499.00 | $08 / 10 / 2017$ |  |
| 102.56 | $08 / 10 / 2017$ |  |
| 104.46 | $08 / 10 / 2017$ |  |
| 64.35 | $08 / 10 / 2017$ |  |
| 137.98 | $08 / 10 / 2017$ |  |
| 67.99 | $08 / 10 / 2017$ |  |
| 590.89 | $08 / 10 / 2017$ |  |
| 100.48 | $08 / 10 / 2017$ |  |
| $1,441.32$ | $08 / 04 / 2017$ |  |
| 161.06 | $08 / 18 / 2017$ |  |
| 85.04 | $08 / 04 / 2017$ |  |
| 970.00 | $08 / 10 / 2017$ |  |
| 166.11 | $08 / 17 / 2017$ |  |
| 11.40 | $08 / 10 / 2017$ |  |
| 35.97 | $08 / 10 / 2017$ |  |
| 28.44 | $08 / 04 / 2017$ |  |
|  |  |  |
|  |  |  |
|  |  |  |

$\begin{array}{llllll}\text { J36124 APYBRPLO } & \text { L. } 00.00 & 08 / 30 / 17 & \text { PAGE } & 3 \\ \text { FROM BATCH: } & 4 & \text { THRO BATCH: } & 6\end{array}$


DESCRIPTION EXTENDED DESCRIPTION AMOUNT INVOICE DATE

INV\＃688331801，JJ BOND CONTACT
INV\＃JKN7318，IT P PHONE，CAMERAS
INV\＃JMB8022，IT P PHONE，CAMERAS
INV\＃JNS 9027, IT P PHONE，CAMERAS
INV\＃NNS 9027, IT P PHONE，CAMERAS
INV\＃JJZ9992，IT P PHONE，CAMERAS
INV\＃JJV7538，IT P PHONE，CAMERAS
INV\＃\＃NNB0838，TECH TECH．WIRING
INV\＃SNSI701，AG S CLEANING GYM，SHOP FLOORS
INV\＃20170410，HS HIGH SCHOOL FLOOR
HIGH SCHOOL FLOORING
FLOORING ELEM SCHOO
HIGH SCHOOL FLOOR
INV\＃20170438，HS.
INV\＃20170437，SES
－SH＇9とゅ0LIOZ\＃ANI
＇GSNOH＇โ9もLT\＃ANI
INV\＃17464，ELEM，
INV\＃17433，HS．PRE
INV\＃17472，MOT．PR
INV\＃17467，PRKFLD
INV\＃17468，PRKFLD
INV\＃17468，PRKFLD
INV\＃4513200717，S
INV\＃346947，REPAI
INV\＃346947，REPAI
INV\＃2，JULY2017，D

INV\＃17－133，PRFKL
INV\＃8230，SHS MAI
INV\＃8230，SHS MAI
INV\＃8212，MOT OFF
INV\＃8212，MOT OFF
INV\＃8229，ELEM，MA
INV\＃6748，SES．WAL
INV\＃6753，SHS MAI
IGM＇SHS＇6円L9\＃ANI
פ甘＇SSL9－D－LT\＃ANI
THW SHS＇ESL9\＃ANI
INV\＃6749，SHS，WEI
INV\＃17－C－6755，AG


INV\＃3570，CELING
INV\＃3570，CEIING
INV\＃357I，ISULATI
INV\＃205，ASBESTOS
LC甘WS＇z58IE\＃NNI
SANTA MARIA ACOUSTICAL CO INC
SANIA MARIA ACOUSTICAL CO INC
RO COATINGS
PRO COATING
SERVICES

## VENDOR NAME

AVNIT，JULIE CDW－GOVERNMENT CDW－GOVERNMENT
CDW－GOVERNMENT CDW－GOVERNMENT CDW－GOVERNMENT
CDW－GOVERNMENT CDW－GOVERNMENT CUSTODIAL PLUS FLOOR CONECTION FLOOR CONECTION FLOOR CONECTION INGRAM \＆GREENE SANITATION INGRAM \＆GREENE SANITATION
INGRAM \＆GREENE SANITATION INGRAM \＆GREENE SANITATION INGRAM \＆GREENE SANITATION
INGRAM \＆GREENE SANITATION INGRAM \＆GREENE SANITATION LAKESHORE ROBLES HEATING \＆AIR PMSM ARCHITECTS

PMSM ARCHITECTS
PRKFLNTING HIGH SCHOOL PAINTING，MOT OFFICE ROOFING ELEM SCHOOL

ROOFING HIGH SCHOOL
ROOFING，SES BUILDINGS


# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: Sept.12, 2017 

AGENDA ITEM TITLE:
Approval of the Budget Report
PREPARED BY:
Sadie Howard

## AGENDA SECTION:

___ Reports $\quad \mathrm{X}$ Consent ___ Action___ First Reading ___ Information ___ Resolution

SUMMARY:
Attached is the Budget Report through June 30, 2018 for approval.
018 SHANDON UNIFIED

| RRESTRICTED/RESTRICTED COMBINED FUND: 01 GENERAL FUND |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| OBJECT | ADOPTED | BUDGET | CURRENT | INCOME/ | BUDGET | BUDGET |
| NUMEER DESCRIPTION | BUDGET | ADJUSTMENTS | BUDGET | EXPENSE | BALANCE | \% USED |
| REVENUE DETAIL |  |  |  |  |  |  |
| REVENUE LIMIT SOURCES : |  |  |  |  |  |  |
| 8011 REV LIMIT STATE AID-CURR YEAR | 1,469,878.00 |  | 1,469,878.00 | 455,791.00 | 1,014,087.00 | 31.00 |
| 8012 Rev Limit State Aid EPA | 237,069.00 |  | 237,069.00 | . 00 | 237,069.00 | 0.00 |
| 8021 HOME OWNERS EXEMPTION | 9,716.00 |  | 9,716.00 | . 00 | 9,716.00 | 0.00 |
| 8041 SECURED TAX ROLLS | 1,603,370.00 |  | 1,603,370.00 | . 00 | 1,603,370.00 | 0.00 |
| 8042 UNSECURED ROLL TAXES | 40,221.00 |  | 40,221.00 | . 00 | 40,221.00 | 0.00 |
| 8043 PRIOR YEARS TAXES | 8,029.00 |  | 8,029.00 | 136.67 | 7,892.33 | 1.70 |
| 8044 SUPPLENENTAL TAXES | 58,881.00 |  | 58,881.00 | 3,381.92 | 55,499.08 | 5.74 |
| 8045 EDUC REV AUGMENTATION FUND | 142,636.00 |  | 142,636.00 | . 00 | 142,636.00 | 0.00 |
| 8097 PROPERTY TAXES TRANSFERS | 94,571.00 |  | 94,571.00 | . 00 | 94,571.00 | 0.00 |
| TOTAL REVENUE LIMIT SOURCES : | 3,664,371.00 | . 00 | 3,664,371.00 | 459,309.59 | 3,205,061.41 | 12.53 |
| FEDERAL REVENUES : |  |  |  |  |  |  |
| 8181 SP ED ENTITTLEMENT PER UDC | 50,593.00 |  | 50,593.00 | . 00 | 50,593.00 | 0.00 |
| 8182 SPEC ED-DISCRETIONARY GRANTS | 5,603.00 |  | 5,603.00 | . 00 | 5,603.00 | 0.00 |
| 8290 ALL OTHER FEDERAL REVENUES | 104,585.00 |  | 104,585.00 | 21,155.00 | 83,430.00 | 20.22 |
| TOTAL FEDERAL REVENUES : | 160,781.00 | . 00 | 160,781.00 | 21,155.00 | 139,626.00 | 13.15 |
| OTHER State revenues : |  |  |  |  |  |  |
| 8550 MANDATED COST REIMBURSEMENT | 9,826.00 | 45,888.00 | 55,714.00 | . 00 | 55,714.00 | 0.00 |
| 8560 STATE LOTTERY REVENUE | 58,401.00 |  | 58,401.00 | . 00 | 58,401.00 | 0.00 |
| 8590 ALL OTHER STATE REVENUES | 195,276.00 |  | 195,276.00 | 77,501.00 | 117,775.00 | 39.68 |
| TOTAL OTHER STATE REVENUES : | 263,503.00 | 45,888.00 | 309,391.00 | 77,501.00 | 231,890.00 | 25.04 |
| OTHER LOCAL REVENUES : |  |  |  |  |  |  |
| 8650 LEASES \& RENTALS | 22,500.00 |  | 22,500.00 | 800.00 | 21,700.00 | 3.55 |
| 8660 INTEREST | 1,350.00 |  | 1,350.00 | . 00 | 1,350.00 | 0.00 |
| 8677 INTERAGENCY SERV BETWN LEA'S | 46,396.00 | 19,380.00 | 65,776.00 | . 00 | 65,776.00 | 0.00 |
| 8699 ALL OTHER LOCAL REVENUES | 35,500.00 | 15,000.00- | 20,500.00 | 677.40 | 19,822.60 | 3.30 |
| 8792 TF OF APPORT FROM COE | 168,190.00 |  | 168,190.00 | . 00 | 168,190.00 | 0.00 |
| TOTAL OTHER LOCAL REVENUES : | 273,936.00 | 4,380.00 | 278,316.00 | 1,477.40 | 276,838.60 | 0.53 |
| * total year to date revenues * * | 4,362,591.00 | 50,268.00 | 4,412,859.00 | 559,442.99 | 3,853,416.01 | 12.67 |

018 SHANDON UNIFIED
CERTIFICATED SALARIES : EXPENDITURE DETAIL

| $1,299,945.00$ | $1,875.00$ | $1,301,820.00$ | $28,090.52$ | $1,273,729.48$ | 2.15 |
| ---: | ---: | ---: | ---: | ---: | ---: |
| $10,125.00$ |  | $10,125.00$ | 225.00 | .00 | $30,600.00$ |
| $30,625.00$ | $30,625.00$ | 625.00 | 0.00 |  |  |
| $62,167.00$ |  | $62,167.00$ | $3,142.48$ | $59,024.52$ | 5.05 |
| $61,899.00$ |  | $61,899.00$ | 255.24 | $61,643.76$ | 0.41 |
| $30,750.00$ | $2,658.00$ | $183,450.00$ | $6,150.00$ | $24,600.00$ | 20.00 |
| $180,837.00$ | $4,533.00$ | $1,680,881.00$ | $29,557.50$ | $153,937.50$ | 16.10 |
| $1,676,348.00$ |  |  | $67,420.74$ | $1,613,460.26$ | 4.01 |


$\begin{array}{rrrrrrrr}658,424.00 & -00 & 658,424.00 & 58,185.68 & 600,237.32 & 8.83\end{array}$



977,225.00

CLASSIFIED SALARIES :
2100 INSTRUCTIONAL AIDE SALARIES

 2170 INSTRUCTIONAL AIDE OVERTIME 2190 INSTRUCTIONAL AIDE STUDENTS
 a.JniIISans Lyoadns agiaisskio 09zz 2400 CLERICAL/TECHNICAL/OFFICE SAL $\begin{array}{ll}2470 & \text { CLERICAL \& OFFICE OVERTIME } \\ 2900 & \text { OTHER CLASSIFIED SALARIES }\end{array}$ TOTAL CLASSIFIED SALARIES :



PERS CLASSIFIED
SOCIAL SECURITY CERTIFICATED SOCIAL SECURITY CLASSIFIED
MEDICARE - CERTIFICATED MEDICARE - CERTIFICATED
MEDICARE - CLASSIFIED HEALTH \& WELFARE CERTIFICATED
HEALTH \& WELFARE CLASSIFIED UNEMPLOYMENT - CERTIFICATED UNEMPLOYMENT - CLASSIFIED

TOTAL EMPLOYEE BENEFITS :
018 SHANDON UNIFIED
UNRESTRICTED/RESTRICTED COMBINED
FUND: 01 GENERAL FUND


| $69,117.00$ | $6,350.00$ | $75,467.00$ | $7,485.43$ | $67,981.57$ | 9.91 |
| ---: | ---: | ---: | ---: | ---: | ---: |
| $151,561.00$ | $21,287.00-$ | $130,274.00$ | $13,271.26$ | $117,002.74$ | 10.18 |
| $25,000.00$ | $25,000.00$ | $1,272.10$ | $23,727.90$ | 5.08 |  |
| $20,340.00$ |  | $20,340.00$ | $2,882.64$ | $17,457.36$ | 14.17 |
| $3,700.00$ | $3,700.00$ | .00 | $3,700.00$ | 0.00 |  |
| 600.00 | 600.00 | 40.72 | 559.28 | 6.78 |  |
| $7,000.00$ | $7,000.00$ | $2,369.61$ | $4,630.39$ | 33.85 |  |
| 500.00 | 500.00 | .00 | 500.00 | 0.00 |  |
| $5,300.00$ | $5,300.00$ | $1,875.71$ | $3,424.29$ | 35.39 |  |
| 4,00 |  | .00 | 357.00 | $357.00-$ | NO |
| 100.00 |  | $1,500.00$ | 147.49 | $4,352.51$ | 3.27 |
| $22,446.00$ | $10,173.00$ | $32,619.00$ | 50.24 | 49.76 | 50.24 |
| $310,164.00$ | $4,764.00$ | $305,400.00$ | $51,517.33$ | $21,765.13$ | $10,853.87$ |

$\begin{array}{r}0.00 \\ 46.93 \\ 5.92 \\ 67.68 \\ 100.00 \\ 11.45 \\ 0.00 \\ 21.78 \\ 15.15 \\ 0.00 \\ 7.81 \\ 0.00 \\ 28.76 \\ 0.00 \\ 0.00 \\ 0.00 \\ 68.71 \\ 0.00 \\ 0.00 \\ 0.00 \\ 1.37 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 21.62 \\ 1.78 \\ \hline 19.25\end{array}$



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| $96,795.00$ |  |
| ---: | ---: |
| $31,435.00$ | $9,759.00$ |
| $1,300.00$ |  |
| $9,693.00$ |  |
| $25,883.00$ |  |
| $5,974.00$ |  |
| $7,004.00$ |  |
| $66,950.00$ |  |
| $12,401.00$ |  |
| $5,000.00$ |  |
| $12,800.00$ |  |
| $2,000.00$ |  |
| $76,313.00$ |  |
| $86,417.00$ |  |
| $6,075.00$ |  |
| $1,273.00$ |  |
| 700.00 |  |
| 500.00 |  |
| 919.00 |  |
| $11,200.00$ |  |
| $27,443.00$ |  |
| $5,871.00$ |  |
| $3,500.00$ |  |
| 300.00 |  |
| 600.00 |  |
| $10,450.00$ |  |
| $4,000.00$ |  |


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## $\circ$ $\circ$ $\stackrel{\circ}{\circ}$


TOTAL SERVICES, OTHER OPER. EXPENSE:

018 SHANDON UNIFIED
UNRESTRICTED/RESTRICTED COMBINED
OBJECT
NUMBER DESCRIPTION
ASSETS AND LIABILITIES :




OBJECT
NUMBER DESCRIPTION
ASSETS AND LIABILITIES :



OBJECT
NUMBER DESCRIPTION
ASSETS AND LIABILITIES :
OBJECT
NUMBER DESCRIPTION
ASSETS AND LIABILITIES :
FUND: 01 GENERAL FUND
 --...........-
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
$\begin{array}{lllllll}4,362,591.00 & 50,268.00 & 4,412,859.00 & 559,442.99 & 3,853,416.01 & 12.67\end{array}$

$\begin{array}{lll}\circ & \text { H } \\ 0 & 0 \\ 0 & 0 \\ & 0 \\ & & \\ & & \end{array}$
 $\begin{array}{rrrrrrr}119,779.00- & 11,380.00 & 108,399.00 & 237,704.58 & 346,103.58- & 0.00\end{array}$
LATG ON $00^{\circ}$ $\begin{array}{ll}\text { LNCE ON } & 00^{\circ} \\ \text { LDCA ON } & 00^{\circ}\end{array}$ LDea on 00.

 | $\vdots$ |
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J36120 FINANCIAL STATEMENT FOR PERIOD 07/01/2017-06/30/2018 GLD400 L. 00.03083020171337 PAGE 1
UNRESTRICTED/RESTRICTED COMBINED
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NUMBER
DESCRIPTION



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018 SHANDON UNIFIED
UNRESTRICTED/RESTRICTED COMBINED

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OBJECT
NUMBER DESCRIPTION
FUND RECONCILIATION
OBJECT
NUMBER
DESCRIPTION
9110 CASH IN COUNTY TREASURY
9510 ACCOUNTS PAYABLE (CURRENT LIAB)
9610
DUE TO OTHER FUNDS

* net year to date fund balance * *


## -

## ASSETS AND LIABILITIES :

 LDCE ON $00^{\circ}$ चDIE ON $00^{\circ}$工وag ON T6.TT6'ST
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE



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250,738.94 & 0.42 \\
234,827.03 & 6.74 \\
15,911.91 & \text { NO BDGT } \\
.00 & \text { NO BDGT }
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[^0]018 SHANDON UNIFIED

| UNRESTRICTED/RESTRICTED COMBINED | FUND: 21 | LDING FUND - | CEEDS |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| OBJECT | ADOPTED | BUDGET | CURRENT | INCOME/ | BUDGET | BUDGET |
| NUMEE DESCRIPTION | BUDGET | ADJUSTMENTS | BUDGET | EXPENSE | BALANCE | \% USED |
| EXPENDITURE DETAIL |  |  |  |  |  |  |
| CLASSIFIED SALARIES : |  |  |  |  |  |  |
| 2250 CLASSIFIED SUPPORT EXTRA DUTY | . 00 |  | . 00 | 7,613.52 | 7,613.52- | NO BDGT |
| 2270 CLASSIFIED SUPPORT OVERTIME | . 00 |  | . 00 | 86.80 | 86.80- | NO BDGT |
| TOTAL CLASSIFIED SALARIES : | . 00 | . 00 | . 00 | 7,700.32 | 7,700.32- | NO BDGT |
| Employee benefits : |  |  |  |  |  |  |
| 3202 PERS CLASSIFIED | . 00 |  | . 00 | 449.32 | 449.32- | NO BDGT |
| 3302 SOCIAL SECURITY CLASSIFIED | . 00 |  | . 00 | 477.42 | 477.42- | NO BDGT |
| 3312 MEDICARE - CLASSIFIED | . 00 |  | . 00 | 111.66 | 111.66 - | NO BDGT |
| 3502 UNEMPLOYMENT - CLASSIFIED | . 00 |  | . 00 | 3.85 | $3.85-$ | NO BDGT |
| 3602 WORKERS COMP - CLASSIFIED | . 00 |  | . 00 | 190.18 | 190.18 - | NO Bdet |
| TOTAL EMPLOYEE BENEFITS : | . 00 | . 00 | . 00 | 1,232.43 | 1,232.43- | NO BDGT |
| SERVICES, OTHER OPER. EXPENSE: |  |  |  |  |  |  |
| 5630 REPAIRS/MAINT - BUILDING | . 00 |  | . 00 | 2,430.04 | 2,430.04- | NO BDGT |
| 5800 PROFES'L/CONSULTG SVCS/OP EXP | . 00 |  | . 00 | 1,200.00 | 1,200.00- | NO BDGT |
| total services, other oper. EXPENSE: | . 00 | . 00 | . 00 | 3,630.04 | 3,630.04- | NO BDGT |
| CAPITAL OUTLAY : |  |  |  |  |  |  |
| 6170 LAND IMPROVENENT | . 00 |  | . 00 | 8,140.00 | 8,140.00- | NO BDGT |
| 6200 BUILDINGS \& IMPROVEMNT OF bldg | . 00 |  | . 00 | 498,449.00 | 498,449.00- | NO BDGT |
| 6220 ARCHITECT FEES | . 00 |  | . 00 | 4,148.83 | $4,148.83-$ $397,624.55-$ | NO BDGT |
| 6423 Technology Equipment | . 00 |  | . 00 | 397,624.55 | 397,624.55- | NO BDGT |
| 6500 EQUIPMENT REPLACEMENT | . 00 |  | . 00 | 48,265.25 | 48,265.25- | NO EDGT |
| TOTAL CAPITAL OUTLAY : | . 00 | . 00 | . 00 | 956,627.63 | 956,627.63- | NO BDGT |
| * total year to date expenditures | . 00 | . 00 | . 00 | 969,190.42 | 969,190.42- | NO BDGT |

018 SHANDON UNIFIED $\quad$ J36120 FINANCIAL STATEMENT FOR PERIOD 07／01／2017－06／30／2018 GLD400 L．00．03 08302017 1337 PAGE 2
UNRESTRICTED／RESTRICTED COMBINED UNRESTRICTED／RESTRICTED COMBINED FUND： 21 BUILDING FUND－BOND PROCEEDS OBJECT
NUMBER DESCRIPTION

## FUND RECONCILIATION

$\begin{array}{cc}973,061.06- & 973,061.06- \\ 3,870.64 & 3,870.64\end{array}$
＊－で・06โ•696＊＊で・06T 696
969，190．42－＊


REVENUES，EXPENDITURES，AND CHANGES IN FUND BALANCE
LDAG ON $00^{\circ}$

$\begin{array}{ccc}.00 & .00 & .00 \text { NO BDGT }\end{array}$
LDag ON 2ヵ・065＇696
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# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017 

AGENDA ITEM TITLE:
Approval of the Student Body Funds

PREPARED BY:
Sadie Howard
AGENDA SECTION:
__ Reports _ X_Consent ___ Action ___ First Reading ___ Information ___ Resolution

## SUMMARY:

Attached for your review and approval are the Student Body Funds for Shandon Elementary School and Shandon High School for the month of July 2017.
SHANDON UNIFIED SCHOOL DISTRICT

SHANDON HIGH SCHOOL STATEMENT OF STUDENT BODY FUNDS \begin{tabular}{c}
ENDING BAL. <br>
$7 / 31 / 2017$ <br>
\hline

 

\hline $1,134.58$ \& \& \& $1,134.58$ <br>
\hline $1,975.82$ \& \& \& $1,975.82$ <br>
\hline $1,201.20$ \& \& \& $1,201.20$ <br>
$1,226.32$ \& \& \& $1,226.32$ <br>
\hline- \& \& \& 0.00 <br>
\hline $1,156.00$ \& \& \& $1,156.00$ <br>
\hline 110.15 \& \& \& 110.15 <br>
\hline- \& \& \& 0.00 <br>
\hline 619.71 \& \& \& 619.71 <br>
\hline 24.22 \& \& \& 24.22 <br>
\hline 522.07 \& \& 522.07 <br>
\hline 87.48 \& \& $8,133.23$ <br>
\hline $9,133.23$ \& \& \& $2,476.70$ <br>
\hline $2,476.70$ \& \& $8,462.57$ <br>
\hline $8,462.57$ \& \& \& 0.00 <br>
\hline- \& \& \& $1,721.52$ <br>
\hline $1,721.52$ \& \& \& 178.44 <br>
\hline 178.44 \& \& \& 141.90 <br>
\hline 141.90 \& \& \& 85.32 <br>
\hline 85.32 \& \& \& 0.00 <br>
\hline- \& \& \& 0.00 <br>
\hline- \& \& \& 0.00 <br>
\hline $30,257.23$ \& $\$$ \& \& <br>
\hline
\end{tabular} ENDING BAL.

6/30/2017


## WITHDRAWLS

 6/30/2017 FORWARD- 1 | D.Sciocchetti | S |
| :---: | :---: |
| Fuller/Morton | $\$$ |
| Cherry/Voorheis | S |
| Carroll/Acebo | S |
| D.Sciocchetti/Stuart | S |
| D.Sciocchetti | S |
| D.Sciocchetti | S |
| Taylor/BUS.OFFICE | $\$$ |
| Fuller | $\$$ |


## CLASSES CLUBS

High General

| High Genera |
| :--- |
| Seniors |

Junior
Sophmore

| Freshman |
| :--- |
| Comm.Outreach Project |

Gate/Officials
Ag Mechanics Class
Art Class
CTE Class
F.F.A. General
F.F.A. Revolving
Stadium Project
YearBook Class

TOTAL in Fund Balances/Ties to Bank Balance
Shandon Elementary ASB Heritage Oaks Bank

| CLASSES/CLUBS | BALANCE FORWARD 6/30/2017 |  | CLUB XFERS |  |  | CASH RECEIVED |  | WITHDRAWALS |  | ENDING BALANCE 7/30/2017 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| SES ABS General | \$ | 2,983.54 |  |  |  |  |  |  |  | \$ | 2,983.54 |
| SES ASB Middle School | \$ | 547.78 |  |  |  |  |  |  |  | \$ | 547.78 |
| 8th Grade | \$ | 1,546.24 |  |  |  |  |  |  |  | \$ | 1,546.24 |
| Library | \$ | 249.45 |  |  |  |  |  |  |  | \$ | 249.45 |
| Parkfield | \$ | 88.45 |  |  |  |  |  |  |  | \$ | 88.45 |
| Gate | \$ | - |  |  |  |  |  |  |  | \$ | - |
| TOTAL | \$ | 5,415.46 | \$ |  | - | 1 | - | \$ | - | \$ | 5,415.46 |

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017 

## AGENDA ITEM TITLE:

Approval of Personnel Action Report

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

X Consent __ Action ___ First Reading ___ Information ___ Resolution

## PERSONNEL ACTION REPORT

NEW HIRES
Keila Navarro
Carolina Sarceno
RESIGNATIONS

Donna Johnson

CLASSIFICATION
Classified Para Educator . 5
Classified Para Educator . 5

Certificated Teacher

## EFFECTIVE DATE

August 21, 2017
August 21, 2017

Sept. 1, 2017

# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

## Regular Meeting of the Board of Trustees

MEETING DATE: September 12, 2017

## AGENDA ITEM TITLE:

Approval of the Overnight FFA National Convention Trip

PREPARED BY:
Teresa Taylor

## AGENDA SECTION:

__ Reports _X_Consent ___ Action___ First Reading ___ Information ___ Resolution

## SUMMARY:

Mrs. Morton and Mr. Fuller are requesting approval of an Overnight FFA National Convention Trip to Indianapolis, Indiana, Washington DC, and New York. They will depart on October 26, 2017 and will return back on November 3, 2017.

# Shandon School District Activity Request Form <br> For All School Related Activities 

Name of Activity: $\frac{\text { National FFA Convention Trip Requested By: D. Morton }}{10 / 26 / 17 \text { Set Up Time: N/A Event Beginning Time: N/A Ending Time: N/A }}$
Dates) of Activity Dates) of Activity: $\frac{10 / 26 / 17}{11 / 3 / 17}$ Set Up Time: N/A Event Beginning Time: N/A Ending Time: N/A Explanation of Activity: National Convention of American Degree Ceremony (1 Recipient - Enrique Ramirez)

- Fundraising activities must Include expected income and expenses as well as what profits will be used for.
- Appropriate parent permission slips for off campus student activities must be signed by parents, copied and turned in to site administration before the activity. * All trip expenses will be paid for
- Complete the back side of this form for transportation needs. from fundraising activities and
- Complete a Purchase Order or Check Request for any Expenses associated with this activity. AlG Funds.
- Attach flyer or other information for conference.

Expected Participation: \# of Students 3 \# of Staff _ 2 \#
Chaperone Names: Deanna Morton Jon Fuller
Facilities Needed: (site and room number or area name): N/A
Equipment/Set Up Needs $\frac{\mathrm{N} / \mathrm{A}}{\text { (micro-phone, tables, chairs, gym floor mat, sound system, screen, computer, projector, etc.) }}$

ASB/Class/Club Activities Only:

## Students Committee Members

## Set Up

## Clean Up

## Club/Class Advisor

ASB Advisor

## Principal Approval

Superintendent Approval
Only For Field Trip, Conferences and Assemblies

## Board Approval

Only For Overnight Field Trips With Students

| Signatures |
| :--- |

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$\qquad$ Initial $\qquad$

## Shandon Unified School District

Activity: National Convention Destination: Indianapolis, IN Dates) of Trip $10 / 20 / 17$ Trip \& American Degree $D C$ at civic overnight? X_ Yes No ceremony
\# of Passengers _5 Departure Time From Shandon $10 / 26 / 17$ Return to Chandon $11 / 3 / 17$ vehicle Requested: Bus___ Van___ Ag. Yukon* Vehicle. Return i0/26/17 Requested By: D. Morton

Date Requested $9 / 5 / 17$
Names of Supervisor/Chaperones:

1. Deanna Morton
2. Jon Fuller
3. $\qquad$
4. $\qquad$ 5. $\qquad$ 6. $\qquad$
Special Billing Intructions: * A 16

List all stops needed and provide direction and any other pertinent information regarding the trip:* Mrs. Taylor has agreed to take us all to the SLO regional airport + drop

Only stops listed and approved by administration can be made. Stops listed do not have to be made.

## Transportation Department

$\qquad$

Completed by Driver:
Time Reported for Work
Time Completed Work
$\qquad$
Time Reported for Trip $\qquad$ Ending Odometer
Time Competed Trip $\qquad$ Beginning Odometer $\qquad$
Total Daily Hours
Driver's Trip Hours $\qquad$ Total Trip Miles

Obtain credit card for all trips, stop to refuel as needed. In the event that an undesignated stop becomes necessary, it will be at the drivier's discretion.
$\qquad$ Date $\qquad$

# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

Regular Meeting of the Board of Trustees
MEETING DATE: September 12, 2017

## AGENDA ITEM TITLE:

Approval of Overnight FFA Chapter Officer Leadership Conference
PREPARED BY:
Teresa Taylor

## AGENDA SECTION:

$\qquad$

## SUMMARY:

Mrs. Morton and Mr. Fuller are requesting approval of an Overnight Chapter Officer Leadership Trip for FFA. They will depart on 10/14/2017 and return on 10/15/2017. This annual activity will be held in Hollister, CA and is a Leadership event for Chapter Officers.

Name of Activity: Chapter Officer Leadership Requested By: D. Morton Dates) of Activity: $\frac{10 / 14 / 15}{10 / 15 / 17}$ Set Up Time: N/A Event Beginning Time: N/A Ending Time: N/A Explanation of Activity: $\qquad$ for Chapter Officers © the Regional Level in Hollister, CA.

- Fundraising activities must Include expected income and expenses as well as what profits will be used for.
- Appropriate parent permission slips for off campus student activities must be signed by parents, copied and turned in to site administration before the activity.
- Complete the back side of this form for transportation needs.
- Complete a Purchase Order or Check Request for any Expenses associated with this activity.
- Attach flyer or other information for conference.

Expected Participation: \# of Students 7 \# of Staff 2 \#
Chaperone Names: Deanna Morton
Facilities Needed: (site and room number or area name): $\qquad$
Equipment/Set Up Needs
$\mathrm{M} / \mathrm{A}$
(micro-phone, tables, chairs, gym floor mat, sound system, screen, computer, projector, etc.)
ASB/Class/Club Activities Only:

Students Committee Members

## Signatures

$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\square$
Clean Up

Club/Class Advisor

## ASB Advisor

## Principal l Approval

## Superintendent Approval

$\qquad$
Only For Field Trip, Conferences and Assemblies

## Board Approval

Only For Overnight Field Trips With Students

Date Placed on District Calendar $\qquad$ Initial $\qquad$

COLS Destination:Hollister, CA Datë̀(s) of Trip $10 / 4$ to $10 / 5$ Overnight? $\qquad$ Yes $\qquad$ No
\# of Passengers 8 Departure Time From Shandon_ 8:00 10/44 Return to Chandon 3 or 4 on $10 / 15$ Vehicle Requested: Bus ___ Van__ Car . Yukon + Ag Truck Requested By: Deanna Morton Date Requested $9 / 5 / 17$ Names of Supervisor/Chaperones:

3. $\qquad$ 6. $\qquad$
4. $\qquad$ 5. $\qquad$

Special Billing Instructions: $\qquad$
List all stops needed and provide direction and any other pertinent information regarding the trip:-

Only stops listed and approved by administration can be made. Stops listed do not have to be made.

## Transportation Department

## Driver Assigned:

$\qquad$ Bus Number $\qquad$

Completed by Driver:
Time Reported for Work
Time Completed Work Total Daily Hours
$\qquad$ Time Reported for Trip $\qquad$ Ending Odometer $\qquad$ Time Competed Trip $\qquad$ Beginning Odometer $\qquad$ Driver's Trip Hours $\qquad$ Total Trip Miles

Obtain credit card for all trips, stop to refuel as needed. In the event that an undesignated stop becomes necessary, it will be at the drivier's discretion.
$\qquad$ Date $\qquad$

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# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

## Regular Meeting of the Board of Trustees

MEETING DATE: September 12, 2017

## AGENDA ITEM TITLE:

Approval of the School District Authorized Signature Certification

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

$\qquad$ Reports $\qquad$ Consent X Action $\qquad$ First Reading $\qquad$ Information $\qquad$ Resolution SUMMARY:

In order for SLOCOE to have complete, current and accurate information on authorized signatures for our district we must complete the attached School District Authorized Signature Certification form and submit it to the Board for approval.

## SCHOOL DISTRICT AUTHORIZED SIGNATURE CERTIFICATION

TO: Fiscal Services, San Luis Obispo County Office of Education
FR: Chandon Joint Unified School District
Pursuant to the requirements of 42632 and 42633 of the Education Code of California, the governing board of Shandon Joint Unified School District hereby submits to you for filing in your office the verified signatures as set forth below of the only persons duly and regularly authorized by the said governing board of said school district to sign orders, warrants, accounts payable warrant certification, contracts, revolving cash checks, and other papers or documents for or on behalf of the said school district.

Each of the persons whose signatures appear below has been duly authorized to sign documents, etc. on behalf of said school district, and the signature of each person appearing below was duly made and signed by such person in my presence, each of such persons being personally known to me.

Signature:


Name: Ms. Teresa Taylor
Title: Superintendent/ Principal

Signature:


Name: Mrs. Shannon Kepins
Title: Principal


Date: $\qquad$
District Superintendent or Business Official

# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

Regular Meeting of the Board of Trustees
MEETING DATE: September 12, 2017

## AGENDA ITEM TITLE:

Approval of the Food Service Contract between Pleasant Valley and SJUSD

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

__ Reports ___ Consent X__ First Reading ___ Information ___ Resolution

## SUMMARY:

Provided for your approval is the food service contract between Pleasant Valley Elementary and Shandon Joint Unified School District.

## Pleasant Valley Elementary <br> Food Service Contract

This agreement, executed in duplicate, entered into on this first day of August, 2017, between the Shandon Joint Unified School District Food Service Department hereinafter referred to as School Food Authority (SFA) and Pleasant Valley Elementary is made for the purpose of providing lunches and/or breakfasts, hereinafter referred to as "meals," which meet the National School Lunch and/or School Breakfast Program meal requirements. It is hereby agreed that:

SFA will provide meals that comply with the nutrition standards as established by the United States Department of Agriculture for the National School Lunch and/or School Breakfast Program to Pleasant Valley Elementary. The SFA will represent Pleasant Valley Elementary as the "Sponsor" and will claim reimbursement from the California Department of Education for all meals served to children enrolled in Pleasant Valley Elementary. Reimbursement will be claimed at the rate of one breakfast and/or one lunch per day per child. Reimbursement will be claimed only for complete meals taken by eligible children. Reimbursement will be claimed according to each child's eligibility category.

SFA will provide the necessary utensils, straws, and napkins.
SFA will prepare the meals in the central kitchen of the Shandon Joint Unified School District Food Service Department located at $3011^{\text {st }}$ Street, Shandon, CA. This preparation site will maintain the appropriate state and local health certification for the facility.

Pleasant Valley Elementary will notify the SFA of the number of meals needed no later than $9: 30$ am each day. Pleasant Valley Elementary will be obligated to accept and pay for the number of meals requested but not served. The SFA will provide when possible any meals on days when Pleasant Valley is in session and SFA schools are not. Meal cancellation or decreases of more than $75 \%$ of the average daily order without 24hour prior notice by Pleasant Valley Elementary will result in meal charges equal to the average daily order.

SFA will provide all the equipment necessary to transport the meals. Pleasant Valley Elementary will provide all personnel necessary to serve and supervise the consumption of meals. SFA will provide training to staff of Pleasant Valley Elementary on point of service meal counts and completion of all documents required by the National School Lunch and/or School Breakfast Program.

The SFA will be responsible for transporting the meals from the central kitchen of the SFA. Delivery will be approximately 11:30a.m. each day, including minimum days.

Both parties will be responsible for maintaining the proper temperature of the meal components until they are consumed. Pleasant Valley Elementary will return on an every other day basis any and all property owned by the SFA.

No later than one week prior to the end of each month the SFA will provide to Pleasant Valley Elementary a monthly menu covering the meals to be served for the following month. Menu is subject to change without notice.

The SFA will submit to Pleasant Valley Elementary itemized invoices for the meals provide by the SFA by the $10^{\text {th }}$ day of the following month. Lunches will be billed at the rate of three dollars ( $\$ 3.00$ ) each, and reduced lunches forty cents $(\$ 0.40)$. Breakfasts will be billed at the rate of two dollars ( $\$ 2.00$ ) each, reduced breakfasts thirty cents ( $\$ 0.30$ ), and extra milk at twenty-five cents $(\$ 0.25$ ) each.

Pleasant Valley Elementary will submit payment to the SFA in such a form as required by the SFA on or before the tenth ( $10^{\text {th }}$ ) day of the following month.

## Pleasant Valley Elementary <br> Food Service Contract

All applications and eligibility determinations and requirements will be handled by the SFA. The SFA will provide a roster showing the eligibility of all children to the Pleasant Valley Elementary. This list must be maintained confidential. All records are subject to audit.

When requested by the Pleasant Valley Elementary five (5) business days in advance, the SFA will provide sack meals that meet the National School Lunch Program and/or School Breakfast Program requirements for field trips.

Gifts or exchanges of commodities are not permitted. Until the students consume it, the food prepared remain the property of the state and federal governments.

The SFA Will Assume all liability for proper use and protection of surplus commodities assigned to it by Pleasant Valley Elementary.

Pleasant Valley Elementary will indemnify and hold the SFA and its officers, employees, and agents harmless from any and all liability, cost, or expense, arising out of the performance of the agreement.

Both parties will comply with all applicable Federal, State and local statues and regulations with regard to the preparation and consumption of meals which meet the National School Lunch Program and/or School Breakfasts Program meal requirements, including, but not limited to all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals, and nondiscrimination. All records maintained by both partied will be open to inspection by proper Federal, State and local authorities in accordance with applicable statutes and regulations.

The terin of this agreement will be from August 1, 20.17 until June 30, 2018 unless terminated by either party on thirty (30) days written notice with cause.

All business and information relating to the execution of this agreement and the services thereof, including kitchen visitations will be directed to the Director/Manager of Food Services, SFA.

|  | ed School District Office Phone: ( 805 ) 238-6814 Cell Phone: ( 949 ) $633-0409$ |
| :---: | :---: |
|  |  |
|  | Hemenary |
| Pleasent Valley Juesd | 805-467-3453 |
| WNuels | 1.4092017 |

California Department of Education Nutrition Services Division

| Check Appropriate Box Below |  |
| :--- | :---: |
| We did not change this sample: |  |
| We changed this sample and <br> highlighted our changes: |  |

## INTERAGENCY AGREEMENT

Return a signed copy through one of the following methods:

- Upload to CNIPS in "Checklist Items"
- E-mail to: SFSContracts@cde.ca.gov
- Fax to: 916-445-5731
- Postal mail to:

School Food Service Contracts Unit California Department of Education 1430 N Street, Suite 4503 Sacramento, CA 95816

This Interagency Agreement between the parties named below authorizes the school food authority (SFA) to claim reimbursement in the Child Nutrition Information and Payment System (CNIPS) for meals it serves to students enrolled in the recipient school or agency. Both parties agree that the recipient school or agency is listed as a site under the administering SFA's Permanent Single Agreement (PSA) with the California Department of Education (CDE) Nutrition Services Division (NSD) to operate the federal child nutrition programs.


This Agreement begins on August 1, 2017 and ends on July 31, 2018 (Note: Must not exceed one year term; no extensions [e.g., July 1, 2016, to June 30, 2017]).

The undersigned hereby agree to all terms and conditions of this interagency Agreement:

| Name and Title of SFA Official: <br> Jessie Wesch, Food Service Manager/Director | Phone Number: <br> (805) 238-6814 |  |
| :--- | :--- | :--- |
| Signature of SFA Official: | Date: | Fax Number: |

This Interagency Agreement（hereinafter referred to as Agreement）executed in duplicate and entered into on August 1， 2017 between the School Nutrition Program Sponsor（Shandon Joint Unified School District），hereinafter referred to as the SFA， and the Recipient School District or Agency（Pleasant Valley Elementary）， hereinafter referred to as Recipient，is created for the purpose of providing（check all that apply）：

区 Lunches served under the：
【 National School Lunch Program
$\square$ Seamless Summer Feeding Option
$\square \quad$ Child and Adult Care Food Program
$\square$ Summer Food Service Program
区 Breakfasts served under the：
【 School Breakfast Program
$\square$ Seamless Summer Feeding Option
$\square$ Child and Adult Care Food Program
$\square$ Summer Food Service Program
Snacks served under the：
$\square$ National School Lunch Program
$\square$ Child and Adult Care Food Program
$\square$ Suppers served under the Child and Adult Care Food Program

Both parties hereby agree that：
（1）If at any time the Recipient no longer meets the eligibility requirements to participate in the federal child nutrition programs（CNP），they will immediately notify the SFA and the SFA will drop the Recipient from participation under its PSA．
（2）The SFA will represent the Recipient as the CNP sponsor and will claim reimbursement from the CDE for all meals served to children enrolled in the

Recipient's meal program(s). The SFA will only claim reimbursement for complete meals or snacks served to students, according to each child's eligibility category, at the rate of one breakfast, lunch, and/or snack per child per day.
(3) Once approved by the CDE, the term of this Agreement is one (1) year as indicated on the cover page. Either party may terminate this Agreement for cause with 10 days' written notice. The SFA will provide a written notice of termination to the CDE NSD.
(4) The SFA will conduct the free and reduced-price meal application process, including the distribution, review, and approval of applications for sites belonging to the Recipient. The SFA will create and update the eligibility roster and provide current lists of students and their eligibility category to the Recipient as soon as possible after changes occur.
(5) The Recipient (enter SFA or Recipient) will perform the point-of-service meal counts. The SFA will provide training as necessary to the Recipient's staff regarding point-of-service meal counts and completion of all required documents; however, the SFA will ultimately be responsible for meal counts and claiming accountability.
(6) The SFA will perform the required daily and monthly meal count edit checks.
(7) The SFA will conduct the annual Verification process, as well as perform any necessary eligibility verifications for cause, and will notify the Recipient of its findings and any needed changes.
(8) The SFA will assume responsibility for any overclaims identified during a review or audit, and reimburse the CDE accordingly.
(9) The SFA will obtain CDE approval for this Agreement and then include all participating Recipient sites in its PSA with the CDE.
(10) The SFA will provide meals that comply with the nutrition standards established by the U.S. Department of Agriculture (USDA).
(11) The SFA will prepare meals and snacks in the Shandon Elementary kitchen located at 301 South 1 1 st Street, Shandon, CA. This preparation site will maintain the appropriate state and local health certifications for the facility.
(12) The Recipient will notify the SFA of the number of meals and snacks needed no later than $9: 30$ each day. The SFA is not obligated to provide any meals on days when the SFA is not open for business.
(13) The SFA will provide all equipment necessary to prepare meals.
(14) The SFA will provide all equipment necessary to transport meals and snacks to the Recipient.
(15) All meals, including those for field trips, will be (choose one):
a. WTransported from the SFA to the Recipient
b. Picked up by the Recipient from the SFA

Prepared meals will be available for transport or pickup no later than:

| Breakfast: | $\underline{11: 30 \text { (sent with lunch for next day meal) }}$ |
| :--- | :--- |
| Lunch: | $\underline{11: 30}$ |
| Snacks: | $\underline{N} / \mathrm{A}$ |

(16) The SFA will store all food, including USDA Foods.
(17) Both parties will be responsible for maintaining the proper temperature of the meals/snacks until they are served.
(18) The Recipient will return on a every other day basis any and all equipment owned by the SFA.
(19) The SFA will provide the necessary trays, dishes, utensils, straws, and napkins.
(20) No later than one (1) week prior to the end of each month, the SFA will provide to the Recipient a monthly menu specifying the meals and snacks to be served the following month.
(21) The SFA will submit to the Recipient itemized invoices for meals and snacks provided by the SFA. The invoices will be for the actual cost of producing meals and snacks plus payments from participating children and adults, minus state and federal reimbursements. The Recipient will submit payment to the SFA in such form as required by the SFA on or before the 10th day of the following month.
(22) When the Recipient requests meals for field trips, the SFA will provide sack lunches that meet the meal pattern requirements. The Recipient must request sack lunches for field trips at least $\underline{5}$ working days in advance. The SFA and Recipient shall negotiate the delivery time for field trip sack lunches on a case-by-case basis. The cost per lunch will remain the same as for the regular lunch. The Recipient will be responsible for maintaining the appropriate temperature of lunches until served.
(23) The gifting or exchange of USDA Foods is not permitted. Until students are served a meal or snack, all USDA Foods remain the property of the SFA.
(24) The Recipient will indemnify and hold the SFA and its officers, employees, and agents harmless from any arid all liability, cost, or expense incurred as a result of negligence on the part of the SFA.
(25) The Recipient will keep and maintain liability insurance, including extended coverage for product liability, in an amount no less than \$ispecify amount] for
each occurrence. The Recipient will provide the SFA with a certificate evidencing insurance in this amount, naming the SFA as an additional insured, and specifying that the coverage will not be canceled or modified without lenter. number of days] days prior written notice to the SFA.
(26) Both parties will comply with all applicable federal, state, and local statutes and regulations with regard to the preparation and service of meals under the CNPs; including, but not limited to, all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals, and nondiscrimination. All records maintained by both parties shall be open and available to inspection by federal, state, and local authorities in accordance with applicable statutes and regulations.
(27) All business and information relating to the execution of this Agreement and the services thereof, including kitchen visitations, will be conducted with the SFA's Director of Food Services.

| CDE Use Only |  |  |
| :---: | :---: | :---: |
| This interagency Agreement is $\square$ Denied $\square$ Approved |  | Processing Steps: $\square$ Enter note in CNIPS <br> (Date) |
| Name of Nutrition Services Division Representative | Title | Signed copy faxed to school or agency |
| Signature of Nutrition Services Division Representative | Date | (Date) $\square$ Original sent to permanent file <br> (Date) |

# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

Regular Meeting of the Board of Trustees
MEETING DATE: September 12, 2017

## AGENDA ITEM TITLE: <br> Approval of Agreement for Educational Technology Center Services between SJUSD and SLOCOE

PREPARED BY:
Teresa Taylor

## AGENDA SECTION:

$\ldots$ Reports ___ Consent $\quad \mathbf{X}$ Action___ First Reading___ Information ___ Resolution

## SUMMARY:

Provided for your approval is the Technology Services contract between SLOCOE and SJUSD.

## Educational Technology Center

San Luis Obispo, CA 93405
(805) 782-7291

## Agreement for Educational Technology Center (ETC) Services

This Agreement is made and entered into the 1 st day of July 2017, by and between Shandon Joint Unified School District and the San Luis Obispo County Office of Education, hereinafter referred to as SLOCOE.

This Agreement shall be for a period commencing on July 1, 2017, and ending on June 30, 2018. This Agreement may not be altered or terminated without mutual agreement in writing by both SLOCOE and Shandon Joint Unified School District, pursuant to Section 1250 of the California Education Code.

It is hereby agreed between the parties as follows:
A. SLOCOE shall invoice Shandon Joint Unified School District immediately following the receipt of the signed Agreement for Educational Technology Center Services; no later than 30 days of receipt of Agreement.
B. SLOCOE agrees to provide services to Shandon Joint Unified School District in the areas identified in the addenda to this Agreement, beginning July 1, 2017, and thereafter in accordance with the terms of the Agreement.
C. The terms of this Agreement shall be regulated by the attached Addendum 1-ETC Services, and Addendum 2 - 2017/2018 ETC Consortium Budget Projection.

| Shandon Joint Unified School District |  |
| :--- | :--- |
| Signature: | SLOCOE |
| Name: Teresa Taylor | Signature: |
| Date: | Name: Michael Garrett, Manager, ETC |




| TOTAL REVENUE | $\$ 172,795.14$ |
| :--- | :--- |
| TOTAL EXPENSES | $\$ \mathbf{2 2 6}, \mathbf{5 2 5 . 3 6}$ |

SPREADSHEET KEY:
REVENUE EXPENSES

```
CHANGES
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## DIFFERENCE $\$(53,730.22)$

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017 

## AGENDA ITEM TITLE:

Approval of the 2017-2018 Lozano Smith Agreement for Legal Services

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

$\qquad$ Reports $\qquad$ Consent $\qquad$ Action $\qquad$ First Reading $\qquad$ Information $\qquad$ Resolution

## SUMMARY:

Provided for your approval is the 2017-2018 agreement between SJUSD and Lozano Smith Legal Services.

Karen M. Rezendes
Attorney at Law

June 5, 2017

Teresa Taylor
Superintendent
Shandon Joint Unified School District
P.O. Box 79

Shandon, CA 93431-0079

## Re: 2017-2018 Agreement for Legal Services

Dear Ms. Taylor:
Thank you for the opportunity to partner with you during the 2016-17 school year. We appreciate the trust you place in Lozano Smith, and we look forward to another promising year for your district and students.

As a valued client, we invite you to take advantage of Lozano Smith's portal of client resources at (LozanoSmith.com/clientresources). The portal contains resources for some of the most pertinent legal issues, and incorporates trainings prepared in partnership with the State's leading education associations.

As a firm, we will continue to bill actual time spent, without any required minimum billing period for phone calls or email correspondence. Our practice, designed to save costs for clients, will remain at the industry-leading $1 / 10(.10)$ of an hour increment. In addition, we also continue to use a "tiered" billing system to ensure that when appropriate, associate attorneys can be utilized, providing you with cost savings. Each of our attorneys is placed at the appropriate "tier" based on their experience.

As part of an annual review, we adjust legal staff fees to reflect updated tiered status for attorneys based upon their years of experience. Our records indicate that we do not have a current contract with you on file. We have included two agreements for legal services for 2017-2018. Once your Board has approved the agreement, please retain one original, and sign and return the other to us in the enclosed, self-addressed envelope.

Ms. Taylor
June 5, 2017
Page 2

Should you have questions regarding the billing rate for a particular attorney, please feel free to contact us.

We look forward to another rewarding year, together.

Sincerely,

## LOZANO SMITH

Haren $M$ Przender
Karen M. Rezendes
Managing Partner

KMR/lt

## AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is effective July 1,2017 , between the SHANDON JOINT UNIFIED SCHOOL DISTRICT ("Client") and the law firm of LOZANO SMITH, LLP ("Attorney") (each a "Party" and collectively the "Parties"). Attorney shall provide legal services as requested by Client on the following terms and conditions:
I. ENGAGEMENT. Client hires Attorney as its legal counsel with respect to matters the Client refers to Attorney. Attorney shall provide legal services to represent Client in such matters, keep Client informed of significant developments and respond to Client's inquiries regarding those matters. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation. Client agrees to be forthcoming with Attorney, to cooperate with Attorney in protecting Client's interests, to keep Attorney fully informed of developments material to Attorney's representation of client, and to abide by this Agreement. Client is hereby advised of the right to seek independent legal advice regarding this Agreement.
II. RATES TO BE CHARGED. Client agrees to pay Attorney for services rendered based on the attached rate schedule. Agreements for legal fees on other-than-an-hourly basis may be made by mutual agreement for special projects (including as set forth in future addenda to this Agreement).
III. REIMBURSEMENT. Client agrees to reimburse Attorney for actual and necessary expenses and costs incurred in the course of providing legal services to Client, including but not limited to expert, consultant, mediation and arbitration fees. Attorney shall not be required to advance costs on behalf of Client over the amount of $\$ 1,000$ unless otherwise agreed to in writing by Attorney. Typical expenses advanced for Client, without prior authorization, include messenger fees, witness fees, expedited delivery charges, travel expenses, court reporter fees and transcript fees. Client authorizes Attorney to retain experts or consultants to perform services for Client in relation to litigation or Specialized Services.
IV. MONTHLY INVOICES. Attorney shall send Client a statement for fees and costs incurred every calendar month (the "Statement"). Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney's Statements within thirty (30) calendar days after receipt. An interest charge of one percent (1\%) per month shall be assessed on balances that are more than thirty (30) calendar days past due, not to exceed $10 \%$ per annum.
V. COMMUNICATIONS BETWEEN ATTORNEY AND CLIENT. The Parties recognize that all legal advice provided by Attorney is protected by the Attorney-Client and Work Product Privileges. In addition to regular telephone, mail and other common business communication methods, Client hereby authorizes Attorney to use facsimile transmissions, cellular telephone calls and text, unencrypted email, and other electronic transmissions in communicating with

Client. Unless otherwise instructed by Client, any such communications may include confidential information.
VI. POTENTIAL AND ACTUAL CONFLICTS OF INTEREST. If Attorney becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Attorney, Attorney will comply with applicable laws and rules of professional conduct.
VII. INDEPENDENT CONTRACTOR. Attorney is an independent contractor and not an employee of Client.
VIII. TERMINATION.
a. Termination by Client. Client may discharge Attorney at any time, with or without cause, by written notice to Attorney.
b. Termination by Mutual Consent or by Attorney. Attorney may terminate its services at any time with Client's consent or for good cause. Good cause exists if (a) Client fails to pay Attorney's Statement within sixty (60) calendar days of its date, (b) Client fails to comply with other terms of this Agreement, including Client's duty to cooperate with Attorney in protecting Client's interests, (c) Client has failed to disclose material facts to Attorney or (d) any other circumstance exists that requires termination of this engagement under the ethical rules applicable to Attorney. Additionally, to the extent allowed by law, Attorney may decline to provide services on new matters or may terminate the Agreement without cause upon written notice to Client if Attorney is not then providing any legal services to Client.
c. Following Termination. Upon termination by either Party: (i) Client shall promptly pay all unpaid fees and costs for services provided or costs incurred pursuant to this Agreement up to the date of termination; (ii) unless otherwise required by law or agreed to by the Parties, Attorney will provide no legal services following notice of termination; (iii) Client will cooperate with Attorney in facilitating the orderly transfer of any outstanding matters to new counsel, including promptly signing a substitution of counsel form at Attorney's request; and (iv) Client shall, upon request, be provided the Client's file maintained for the Client by Attorney and shall sign acknowledgment of receipt upon delivery of that file. For all Statements received by Client from Attorney prior to the date of termination, Client's failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services as shown in the Statement within thirty (30) calendar days of the date of termination shall be deemed Client's acceptance of and agreement with the Statement. For any billing appearing for the first time on a Statement received by Client from Attorney after the date of termination, failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services within thirty (30) calendar days from receipt of the Statement shall be deemed to signify Client's acceptance of and agreement with the Statement.
IX. MAINTENANCE OF INSURANCE. Attorney agrees that, during the term of this Agreement, Attorney shall maintain liability and errors and omissions insurance.
X. CONSULTANT SERVICES. Attorney works with professional consultants that provide services, including but not limited to investigations, public relations, educational consulting, leadership mentoring and development, financial, budgeting, management auditing, board/superintendent relations, administrator evaluation and best practices, and intergovernmental relations. Attorney does not share its legal fees with such consultants. Attorney may offer these services to Client upon request.

## XI. DISPUTE RESOLUTION.

a. Mediation. Except as otherwise set forth in this section, Client and Attorney agree to make a good faith effort to settle any dispute or claim that arises under this Agreement through discussions and negotiations and in compliance with applicable law. In the event of a claim or dispute, either Party may request, in writing to the other Party, to refer the dispute to mediation. This request shall be made within thirty (30) calendar days of the action giving rise to the dispute. Upon receipt of a request for mediation, both Parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. The mediator's fee shall be shared equally between Client and Attorney. Each Party shall bear its own attorney fees and costs. Whenever possible, any mediator selected shall have expertise in the area of the dispute and any selected mediator must be knowledgeable regarding the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, is non-binding on the Parties. Mediation pursuant to this provision shall be private and confidential. Only the Parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both Parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115, et seq., and shall sign an agreement to that effect. Completion of mediation shall be a condition precedent to arbitration, unless the other Party refuses to cooperate in the setting of mediation.
b. Dispute Regarding Fees. Any dispute as to attorney fees and/or costs charged under this Agreement shall to the extent required by law be resolved under the California Mandatory Fee Arbitration Act (Bus. \& Prof. Code §§ 6200, et seq.).
c. Binding Arbitration. Except as otherwise set forth in section (b) above, Client and Attorney agree to submit all disputes to final and binding arbitration, either following mediation which fails to resolve all disputes or in lieu of mediation as may be agreed by the Parties in writing. Either Party may make a written request to the other for arbitration. If made in lieu of mediation, the request must be made within sixty (60) calendar days of the action giving rise to the dispute. If the request for arbitration is made following an unsuccessful attempt to mediate the Parties' disputes, the request must be made within ten (10) calendar days of termination of the mediation. The Parties shall
make a good faith attempt to select an arbitrator and complete the arbitration within ninety ( 90 ) calendar days. If there is no agreement on an arbitrator, the Parties shall use the Judicial Arbitration and Mediation Service (JAMS). The arbitrator's qualifications must meet the criteria set forth above for a mediator, except, in addition, the arbitrator shall be an attorney unless otherwise agreed by the Parties. The arbitrator's fee shall be shared equally by both Parties. Each Party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both Parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281, et seq. By signing this Agreement, Client acknowledges that this agreement to arbitrate results in a waiver of Client's right to a court or jury trial for any fee dispute or malpractice claim. This also means that Client is giving up Client's right to discovery and appeal. If Client later refuses to submit to arbitration after agreeing to do so, Client maybe ordered to arbitrate pursuant to the provisions of California law. Client acknowledges that before signing this Agreement and agreeing to binding arbitration, Client is entitled, and has been given a reasonable opportunity, to seek the advice of independent counsel.
d. Effect of Termination. The terms of this section shall survive the termination of the Agreement.
XII. ENTIRE AGREEMENT. This Agreement with its exhibit supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all Parties hereto.
XIII. SEVERABILITY. Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to any Party, then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Party.
XIV. NON-WAIVER. None of the provisions of this Agreement shall be considered waived by either Party unless such waiver is specified in writing.
XV. NO THIRD PARTY RIGHTS. This Agreement shall not create any rights in, or inure to the benefit of, any third party.
XVI. ASSIGNMENT. The terms of this Agreement may not be assigned to any third party. Neither Party may assign any right of recovery under or related to the Agreement to any third party.

## SO AGREED:

SHANDON JOINT UNIFIED SCHOOL DISTRICT

|  |  | $\text { Aaven } M \text { क-zender June 5, } 2017$ |  |
| :---: | :---: | :---: | :---: |
| Teresa Taylor | Date | Karen M. Rezendes | Date |
| Superintendent |  | Managing Partner |  |

## LOZANO SMITH, LLP

Maven M ferzender June 5, 2017
$\begin{aligned} & \text { Karen M. Rezendes } \\ & \text { Managing Partner }\end{aligned}$

# PROFESSIONAL RATE SCHEDULE FOR SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> (Effective July 1, 2017) 

## 1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate*:
Partner** / Senior Counsel / Of Counsel \$ 260-\$295 per hour
Associate
\$ 200-\$ 260 per hour
Paralegal / Law Clerk
\$ 135-\$ 150 per hour
Consultant
\$ 135-\$ 195 per hour

* Rates for individual attorneys within each category above vary based upon years of experience. Specific rates for each attorney are available upon request.
** Rates for work performed by Senior Partners with 20 years of experience or more may range from $\$ 300-\$ 350$ per hour.


## 2. BILLING PRACTICE

Lozano Smith will provide a monthly, itemized Statement for services rendered. Time billed is broken into $1 / 10(.10)$ hour increments, allowing for maximum efficiency in the use of attorney time. Invoices will clearly indicate the department or individuals for whom services were rendered.

Written responses to audit letter inquiries will be charged to Client on an hourly basis, with the minimum charge for such responses equaling .5 hours. Travel time shall be prorated if the assigned attorney travels for two or more clients on the same trip.

## 3. COSTS AND EXPENSES

| In-office copying/electronic communication printing | $\$ 0.25$ per page |
| :--- | :--- |
| Facsimile | $\$ 0.25$ per page |
| Postage | Actual Usage |
| Mileage | IRS Standard Rate |

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

## AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is effective July 1, 2017, between the SHANDON JOINT UNIFIED SCHOOL DISTRICT ("Client") and the law firm of LOZANO SMITH, LLP ("Attorney") (each a "Party" and collectively the "Parties"). Attorney shall provide legal services as requested by Client on the following terms and conditions:
I. ENGAGEMENT. Client hires Attorney as its legal counsel with respect to matters the Client refers to Attorney. Attorney shall provide legal services to represent Client in such matters, keep Client informed of significant developments and respond to Client's inquiries regarding those matters. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation. Client agrees to be forthcoming with Attorney, to cooperate with Attorney in protecting Client's interests, to keep Attorney fully informed of developments material to Attorney's representation of client, and to abide by this Agreement. Client is hereby advised of the right to seek independent legal advice regarding this Agreement.
II. RATES TO BE CHARGED. Client agrees to pay Attorney for services rendered based on the attached rate schedule. Agreements for legal fees on other-than-an-hourly basis may be made by mutual agreement for special projects (including as set forth in future addenda to this Agreement).
III. REIMBURSEMENT. Client agrees to reimburse Attorney for actual and necessary expenses and costs incurred in the course of providing legal services to Client, including but not limited to expert, consultant, mediation and arbitration fees. Attorney shall not be required to advance costs on behalf of Client over the amount of $\$ 1,000$ unless otherwise agreed to in writing by Attorney. Typical expenses advanced for Client, without prior authorization, include messenger fees, witness fees, expedited delivery charges, travel expenses, court reporter fees and transcript fees. Client authorizes Attorney to retain experts or consultants to perform services for Client in relation to litigation or Specialized Services.
IV. MONTHLY INVOICES. Attorney shall send Client a statement for fees and costs incurred every calendar month (the "Statement"). Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney's Statements within thirty (30) calendar days after receipt. An interest charge of one percent (1\%) per month shall be assessed on balances that are more than thirty (30) calendar days past due, not to exceed $10 \%$ per annum.
V. COMMUNICATIONS BETWEEN ATTORNEY AND CLIENT. The Parties recognize that all legal advice provided by Attorney is protected by the Attorney-Client and Work Product Privileges. In addition to regular telephone, mail and other common business communication methods, Client hereby authorizes Attorney to use facsimile transmissions, cellular telephone calls and text, unencrypted email, and other electronic transmissions in communicating with

Lozano Smith
ATTORNEYS AT LAW
Client. Unless otherwise instructed by Client, any such communications may include confidential information.
VI. POTENTIAL AND ACTUAL CONFLICTS OF INTEREST. If Attorney becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Attorney, Attorney will comply with applicable laws and rules of professional conduct.
VII. INDEPENDENT CONTRACTOR. Attorney is an independent contractor and not an employee of Client.
VIII. TERMINATION.
a. Termination by Client. Client may discharge Attorney at any time, with or without cause, by written notice to Attorney.
b. Termination by Mutual Consent or by Attorney. Attorney may terminate its services at any time with Client's consent or for good cause. Good cause exists if (a) Client fails to pay Attorney's Statement within sixty (60) calendar days of its date, (b) Client fails to comply with other terms of this Agreement, including Client's duty to cooperate with Attorney in protecting Client's interests, (c) Client has failed to disclose material facts to Attorney or (d) any other circumstance exists that requires termination of this engagement under the ethical rules applicable to Attorney. Additionally, to the extent allowed by law, Attorney may decline to provide services on new matters or may terminate the Agreement without cause upon written notice to Client if Attorney is not then providing any legal services to Client.
c. Following Termination. Upon termination by either Party: (i) Client shall promptly pay all unpaid fees and costs for services provided or costs incurred pursuant to this Agreement up to the date of termination; (ii) unless otherwise required by law or agreed to by the Parties, Attorney will provide no legal services following notice of termination; (iii) Client will cooperate with Attorney in facilitating the orderly transfer of any outstanding matters to new counsel, including promptly signing a substitution of counsel form at Attorney's request; and (iv) Client shall, upon request, be provided the Client's file maintained for the Client by Attorney and shall sign acknowledgment of receipt upon delivery of that file. For all Statements received by Client from Attorney prior to the date of termination, Client's failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services as shown in the Statement within thirty (30) calendar days of the date of termination shall be deemed Client's acceptance of and agreement with the Statement. For any billing appearing for the first time on a Statement received by Client from Attorney after the date of termination, failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services within thirty (30) calendar days from receipt of the Statement shall be deemed to signify Client's acceptance of and agreement with the Statement.
IX. MAINTENANCE OF INSURANCE. Attorney agrees that, during the term of this Agreement, Attorney shall maintain liability and errors and omissions insurance.
X. CONSULTANT SERVICES. Attorney works with professional consultants that provide services, including but not limited to investigations, public relations, educational consulting, leadership mentoring and development, financial, budgeting, management auditing, board/superintendent relations, administrator evaluation and best practices, and intergovernmental relations. Attorney does not share its legal fees with such consultants. Attorney may offer these services to Client upon request.

## XI. DISPUTE RESOLUTION.

a. Mediation. Except as otherwise set forth in this section, Client and Attorney agree to make a good faith effort to settle any dispute or claim that arises under this Agreement through discussions and negotiations and in compliance with applicable law. In the event of a claim or dispute, either Party may request, in writing to the other Party, to refer the dispute to mediation. This request shall be made within thirty (30) calendar days of the action giving rise to the dispute. Upon receipt of a request for mediation, both Parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. The mediator's fee shall be shared equally between Client and Attorney. Each Party shall bear its own attorney fees and costs. Whenever possible, any mediator selected shall have expertise in the area of the dispute and any selected mediator must be knowledgeable regarding the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, is non-binding on the Parties. Mediation pursuant to this provision shall be private and confidential. Only the Parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both Parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115 , et seq., and shall sign an agreement to that effect. Completion of mediation shall be a condition precedent to arbitration, unless the other Party refuses to cooperate in the setting of mediation.
b. Dispute Regarding Fees. Any dispute as to attorney fees and/or costs charged under this Agreement shall to the extent required by law be resolved under the California Mandatory Fee Arbitration Act (Bus. \& Prof. Code §§ 6200, et seq.).
c. Binding Arbitration. Except as otherwise set forth in section (b) above, Client and Attorney agree to submit all disputes to final and binding arbitration, either following mediation which fails to resolve all disputes or in lieu of mediation as may be agreed by the Parties in writing. Either Party may make a written request to the other for arbitration. If made in lieu of mediation, the request must be made within sixty (60) calendar days of the action giving rise to the dispute. If the request for arbitration is made following an unsuccessful attempt to mediate the Parties' disputes, the request must be made within ten (10) calendar days of termination of the mediation. The Parties shall
make a good faith attempt to select an arbitrator and complete the arbitration within ninety ( 90 ) calendar days. If there is no agreement on an arbitrator, the Parties shall use the Judicial Arbitration and Mediation Service (JAMS). The arbitrator's qualifications must meet the criteria set forth above for a mediator, except, in addition, the arbitrator shall be an attorney unless otherwise agreed by the Parties. The arbitrator's fee shall be shared equally by both Parties. Each Party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both Parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281, et seq. By signing this Agreement, Client acknowledges that this agreement to arbitrate results in a waiver of Client's right to a court or jury trial for any fee dispute or malpractice claim. This also means that Client is giving up Client's right to discovery and appeal. If Client later refuses to submit to arbitration after agreeing to do so, Client maybe ordered to arbitrate pursuant to the provisions of California law. Client acknowledges that before signing this Agreement and agreeing to binding arbitration, Client is entitled, and has been given a reasonable opportunity, to seek the advice of independent counsel.
d. Effect of Termination. The terms of this section shall survive the termination of the Agreement.
XII. ENTIRE AGREEMENT. This Agreement with its exhibit supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all Parties hereto.
XIII. SEVERABILITY. Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to any Party, then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Party.
XIV. NON-WAIVER. None of the provisions of this Agreement shall be considered waived by either Party unless such waiver is specified in writing.
XV. NO THIRD PARTY RIGHTS. This Agreement shall not create any rights in, or inure to the benefit of, any third party.
XVI. ASSIGNMENT. The terms of this Agreement may not be assigned to any third party. Neither Party may assign any right of recovery under or related to the Agreement to any third party.

## SO AGREED:

| SHANDON JOINT UNIFIED SCHOOL |  |
| :--- | :--- |
| DISTRICT |  |
|  |  |
| Teresa Taylor | Date |
| Superintendent |  |

LOZANO SMITH, LLP


## PROFESSIONAL RATE SCHEDULE FOR SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> (Effective July 1, 2017)

## 1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate*:
Partner** / Senior Counsel / Of Counsel \$260-\$295 per hour
Associate
\$ 200 - \$ 260 per hour
Paralegal / Law Clerk \$ 135-\$ 150 per hour
Consultant
\$ 135-\$ 195 per hour

* Rates for individual attorneys within each category above vary based upon years of experience. Specific rates for each attorney are available upon request.
** Rates for work performed by Senior Partners with 20 years of experience or more may range from \$300-\$350 per hour.


## 2. BILLING PRACTICE

Lozano Smith will provide a monthly, itemized Statement for services rendered. Time billed is broken into $1 / 10(.10)$ hour increments, allowing for maximum efficiency in the use of attorney time. Invoices will clearly indicate the department or individuals for whom services were rendered.

Written responses to audit letter inquiries will be charged to Client on an hourly basis, with the minimum charge for such responses equaling .5 hours. Travel time shall be prorated if the assigned attorney travels for two or more clients on the same trip.

## 3. COSTS AND EXPENSES

| In-office copying/electronic communication printing | $\$ 0.25$ per page |
| :--- | :--- |
| Facsimile | $\$ 0.25$ per page |
| Postage | Actual Usage |
| Mileage | IRS Standard Rate |

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

Regular Meeting of the Board of Trustees
MEETING DATE: September 12, 2017

## AGENDA ITEM TITLE:

Approval of the 2017-18 Emergency Response Plan
PREPARED BY:
Teresa Taylor

## AGENDA SECTION:



## SUMMARY:

Provided for your approval is the District's Emergency Response Plan. Each year we are required to update the plan and present it to the Board for approval.

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017 

AGENDA ITEM TITLE:
Approval of 2017-18 Unaudited Actuals

## PREPARED BY:

Sonia Stuart

## AGENDA SECTION:

__ Reports ___ Consent X__ Action ___ First Reading ___ Information ___ Resolution

## SUMMARY:

In accordance with rules and regulations of the State of California and Generally Accepted Accounting Principles, the 2016-17 Unaudited Actuals Report is presented for the Board's review and approval. The Unaudited Actuals Report reflects the District's financial position as of June 30, 2016.

Following is a summary of data elements contained in the Unaudited Actual data:

- Percent of current cost of education expended for classroom compensation (FORM CEA) must equal or exceed $55 \%$ for Unified school districts. Shandon JUSD percentage came in at $56.25 \%$. This meets minimum requirement.
- Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) has been met. Expenditures per ADA equates to $\$ 13,826.37$.
- The Special Education Maintenance of Effort (SEMA Report) has been met with an unduplicated pupil count of 48 , which equates to $\$ 9,394.50$ per pupil with combined state and local expenditures.
- The CDE approved indirect cost rate for use in 2016-17 is $6.31 \%$.


# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

Teresa Taylor, Superintendent

## 2016-2017 <br> Unaudited Actuals

Period Ending June 30, 2017

## Board Members

Marlene Thomason
Kate Twisselman
Shannon Plaisted
Van Parlet
Jennifer Moe

## UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:
2016-17 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

Signed: $\qquad$ Date of Meeting: Sep 12, 2017
Clerk/Secretary of the Governing Board
(Original signature required)
To the Superintendent of Public Instruction:
2016-17 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed: $\qquad$ Date: $\qquad$
County Superintendent/Designee
(Original signature required)

For additional information on the unaudited actual reports, please contact:

For County Office of Education:
Sheldon Smith
Name
Assistant Superintendent
Title
805-782-7210
Telephone ssmith@slocoe.org
E-mail Address

For School District:
Sonia Stuart
Name
Fiscal Specialist II
Title
805-782-7216
Telephone
sstuart@slocoe.org
E-mail Address

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

| Form | Description | Value |
| :---: | :---: | :---: |
| CEA | Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed $60 \%$ for elementary, $55 \%$ for unified, and $50 \%$ for high school districts or future apportionments may be affected. (EC 41372) | 56.25\% |
|  |  |  |
|  | CEA Deficiency Amount | \$0.00 |
|  | Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details. |  |
| GANN | Adjustments to Appropriations Limit Per Government Code Section 7902.1 <br> If this amount is not zero, it represents an increase to your Appropriations Limit. The Department of Finance must be notified of increases within 45 days of budget adoption. | \$0.00 |
|  |  |  |
|  | Adjusted Appropriations Limit | \$1,993,953.38 |
|  | Appropriations Subject to Limit | \$1,993,953.38 |
|  | These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132. |  |
| ICR | Preliminary Proposed Indirect Cost Rate <br> Fixed-with-carry-forward indirect cost rate for use in 2018-19, subject to CDE approval. | 4.26\% |
|  |  |  |
| NCMOE | No Child Left Behind (NCLB) Maintenance of Effort (MOE) Determination <br> If MOE Not Met, the 2018-19 apportionment may be reduced by the lesser of the following two percentages: <br> MOE Deficiency Percentage - Based on Total Expenditures <br> MOE Deficiency Percentage - Based on Expenditures Per ADA | MOE Met |
|  |  |  |
|  |  |  |

TO: Board of Trustees, Shandon Joint Unified School District
FROM: Sonia Stuart, SLOCOE Fiscal Specialist II
DATE: September 12, 2017
RE: 2016-17 UNAUDITED ACTUALS REPORT NARRATIVE AND OVERVIEW

In accordance with rules and regulations of the State of California and Generally Accepted Accounting Principles, the 2016-17 Unaudited Actuals Report is presented for the Board's review and approval. The Unaudited Actuals Report reflects the District's financial position as of June 30, 2016.

Following is a summary of data elements contained in the Unaudited Actual data:

- Percent of current cost of education expended for classroom compensation (FORM CEA) must equal or exceed $55 \%$ for Unified school districts. Shandon JUSD percentage came in at $56.25 \%$. This meets minimum requirement.
- Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) has been met. Expenditures per ADA equates to $\$ 13,826.37$.
- The Special Education Maintenance of Effort (SEMA Report) has been met with an unduplicated pupil count of 48 , which equates to $\$ 9,394.50$ per pupil with combined state and local expenditures.
- The CDE approved indirect cost rate for use in 2016-17 is $6.31 \%$.


## The General Fund

In the General Fund the educational program of the district is revealed. Revenues are made clear, and our educational priorities are reflected in the programs we provide from those revenues.

The Shandon Joint Unified School District has various accounts within the General Fund. In addition, there are other funds dealing with special programs and facility projects. The State requires that various accounts be divided into unrestricted and restricted accounts. The type of account is very important because the "account type" determines how the money may be spent.

Unrestricted funds must cover all fixed cost increases, including mandatory step and column movement on salary schedules, utilities, classroom supplies, services, insurance, and general operational expenses.

Restricted accounts are funds whose use is restricted by legal requirement or by the donor. Major sources of restricted revenue include Special Education (AB602), Title 1 funds and various Incentive Grants.



## Average Daily Attendance (ADA)

Much of the funding received by public school districts in California is allocated to those districts on the basis of their student attendance. School districts with higher student attendance receive more funds than those of the same size with a lower percentage of attendance. The measure of attendance activity is known as average daily attendance (ADA) and is the actual count of students present.

The ratio between ADA and enrollment is sometimes an indicator of how closely schools monitor student attendance. At Shandon Joint Unified School District, the ADA figure is approximately $95.1 \%$ of CBEDS enrollment. District staff and administration continue to work hard to improve and maintain this enrollment to ADA ratio. Better attendance rates not only improve District revenues; more importantly, they improve a student's well-being and achievement.


## Unrestricted and Restricted Combined Deficits and Ending Balances

The "Total Budget" includes the beginning balance and all anticipated income for the year. The "Ending Balance" is the amount that remains after expenditures are deducted from the total budget amount. The ending balance is also referred to as the District's "Reserves".

The District's projected deficit spending and ending balances as of June 30, 2016 are listed below:

|  | 2013-14 <br> Unaudited <br> Actuals | 2014-15 <br> Unaudited <br> Actuals | 2015-16 <br> Unaudited <br> Actuals | 2016-17 <br> Unaudited <br> Actuals |
| :--- | :---: | :---: | :---: | :---: |
| Beginning Balance | $\$ 411,146$ | $\$ 344,791$ | $\$ 117,158$ | $\$ 559,666$ |
| Change To Fund Balance | $-\$ 66,354$ | $-\$ 227,633$ | $\$ 442,507$ | $\$ 117,747$ |
| Audit Adjustment | $\$ 344,792$ | $\$ 117,158$ | $\$ 559,666$ | $\$ 677,413$ |
| Ending Balance | $\$ 185,224$ | $\$ 201,357$ | $\$ 127,891$ | $\$ 137,376$ |
|  | $\$ 1,000$ | $\$ 1,000$ | $\$ 1,000$ | $\$ 1000$ |
| 3\% Reserve Standard for <br> Economic Uncertainties | $\$ 0$ | $\$ 0$ | $\$ 68,300$ | $\$ 0$ |
|  | $\mathbf{R e v o l v i n g ~ C a s h ~}$ | $\mathbf{\$ 2 8 8 , 2 1 6}$ | $\mathbf{1 1 7 , 1 5 8}$ | $\$ 325,002$ |
| Other Designated | $\$ 677,413$ |  |  |  |
| District's Reserve amount | $\mathbf{2 . 1 0 \%}$ | $7.62 \%$ | $14.07 \%$ |  |
| Reserve Amount |  |  |  |  |

The ending fund balance is broken down into several basic parts for governmental reporting purposes:
Restricted Fund Balance Amounts: The portion of fund balance representing resources subject to externally imposed and legally enforceable constraints imposed either by external resource providers, such as grantors or creditors, or by law through constitutional provisions or enabling legislation.

Non-spendable Fund Balance Amounts: The portion of fund balance reflecting assets not in a spendable form because they will never convert to cash (such as prepaid items, revolving cash, or stores items); or must remain intact pursuant to legal or contractual requirements (such as the principal of a permanent endowment).

Committed Fund Balance Amounts: The portion of fund balance representing resources whose use is constrained by limitations self-imposed by the LEA through formal action of its highest level of decision-making authority.

Assigned Fund Balance Amounts: The portion of fund balance representing resources that are intended to be used for specific purposes but for which the constraints do not meet the criteria to be reported as restricted or committed.

Unassigned Fund Balance Amounts: The portion of fund balance not classified as non-spendable, restricted, committed, or assigned.

- Reserve for Economic Uncertainties: The portion of unassigned fund balance set aside pursuant to a minimum fund balance policy. This amount includes the reserve recommended by the Criteria and Standards for Fiscal Solvency, as well as additional reserve amounts established pursuant to local policy. The District' projected Reserve for Economic Uncertainties meets the state's minimum requirement of $3 \%$ or $\$ 137,376$ for fiscal year 2016-17.
- Unassigned/Unappropriated: The residual fund balance in excess of amounts reported in nonspendable, restricted, committed, or assigned fund balance classifications and net of reserve for economic uncertainties.


## In Summary (Fund 01)

The District maintains a positive cash flow and is able to meet all district obligations in the current budget and two subsequent fiscal years.

## Other Funds

## Cafeteria (13)

The Cafeteria Fund is used to account separately for Federal, State, and Local revenues to operate the Cafeteria Program only. The Ending Fund Balance for 2016-17 is $\$ 24,745$.

## Building Fund (21)

This fund was established in June of 2017 with revenues of $\$ 3,150,000$. It exists primarily to account separately for proceeds from the sale of bonds and my not be used for any purposes other than those for which the bonds were issued. The Ending Fund Balance for 2016-17 is $\$ 3,144,983$.

## Developer Fee Funds (25)

This fund was established in January of 1987, when new legislation mandated the collection of developer fees. The monies in this fund may be used at the District's discretion for the administration and construction of new facilities, improvements to facilities and the acquisition of other fixed assets. The budget revenue for Developer fees remain the same at $\$ 3.20$ per sq ft for residential, and $\$ 0.51$ per sq ft for commercial. The Ending Fund Balance for 2016-17 is $\$ 27,556$.

## Special Reserve Funds (40)

The Special Reserve Funds were established for the construction of capital outlay projects. This fund exists primarily to provide for the accumulation of general moneys for capital outlay purposes. Other authorized resources that may be transferred to the Special Reserve Fund for Capital Outlay Projects are proceeds from the sale or lease with option to purchase of real property, and rentals and leases of real property specifically authorized for deposit to the fund by the governing board. The Ending Fund Balance for 2016-17 is \$1,269.

## Debt Service Fund (51)

Bond Interest and Redemption Fund 51 is used for the repayment of bonds issued by the District along with the associated bond interest payments. This fund is administered, controlled, and operated by SLO County Auditor/Treasurer's Office.

## Education Protection Account (EPA Prop 30)

The EPA Prop 30 was approved by voters in 2012 to temporarily increase the State's sales tax rate and the personal income tax rate. As required by law, school districts must report revenue and expenditures and it will be a part of the district annual financial audit. The EPA revenues received were $\$ 301,650$ and were spent on Certificated Instructional Salaries.

## Conclusion

The 2016-17 Unaudited Actuals Report is a detailed and accurate representation of revenues and expenditures at this time. The Unaudited Actuals Report is presented in the state required format and record.

## Recommendation:

It is recommended that the Board of Trustees approve the 2016-17 Unaudited Actuals Report for submittal to the San Luis Obispo County Office of Education for financial review and approval.

## Fiscal Impact:

Positive Certification

## SHANDON JOINT UNIFIED SCHOOL DISTRICT UNAUDITED ACTUALS 2016-17



Local Control Funding Formula (LCFF) Funding Snapshot summarizes the main LCFF funding components but does not contain all funding details. Complete funding data should be obtained from the certified funding exhibits on the Principal Apportionment Web page.

| LOCAL EDUCATIONAL AGENCY (LEA) DATA |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Grade Span | K-3 | 4-6 | 7-8 | 9-12 | Total |
| Funded Average Daily Attendance (ADA) | 122.62 67 | 67.23 | 37.16 | 80.58 | 307.59 |
| Unduplicated Pupil Percentage (UPP) |  |  |  |  |  |
| LCFF TARGET ENTITLEMENT |  | LCFF TRANSITION ENTITLEMENT |  |  |  |
| Funding calculation based on the LCFF funding model at full implementation. During transition most LEAs will not receive this level of funding. |  | Calculation of the LEA's funding entitlement during the transition period until full implementation of LCFF. This table will either have an amount shown under the Target or the Floor, whichever is lower. |  |  |  |
| Components | Amount | Components |  |  | Amount |
| Base Grant Funding | \$ 1,623,635 | LCFF Target Entitlement |  |  | \$0 |
| Supplemental Grant Funding | 386,734 | Floor Entitlement, Including Prior Year (PY) Gap |  |  | 3,360,287 |
| Concentration Grant Funding | 299,550 | Current Year (CY) Gap Funding |  |  | 181,756 |
| Necessary Small Schools (NSS) Allowance | 1,214,365 | Economic Recovery Target |  |  | 0 |
| Add-On Funding | 160,122 | Additional LCFF State Aid to Meet the Minimum Guarantee (Additional SA for MSA) |  |  | 0 |
| Total LCFF Target Entitlement | \$ 3,684,406 |  |  |  |  |
|  |  | Total Transition Entitlement Adjusted for Additional SA for MSA* |  |  | \$ 3,542,043 |

## LCFF TARGET vs. LCFF FLOOR

A comparison of the LEA's Target and Floor Entitlements to determine current year Remaining LCFF Need. Some LEAs are funded at the Target and do not have a Remaining LCFF Need.

| Components | Amount |
| :--- | ---: |
| LCFF Target Entitlement | $\$ 3,684,406$ |
| Less Floor Entitlement, Including PY Gap | $(3,360,287)$ |
| Less CY Gap Funding | $(181,756)$ |
| Remaining LCFF Need | $\$ 142,363$ |

LCFF Target vs. LCFF Floor


LCFF FUNDING SOURCES (ACTUAL FUNDING)
The actual amount of current year LCFF funding by source.

| Components | Amount |
| :--- | ---: |
| Local Revenue | $\$ 1,834,192$ |
| Education Protection Account (EPA) State Aid | 295,438 |
| LCFF State Aid Before MSA | $1,412,413$ |
| Additional SA for MSA | 0 |
| Total Funding** | $\$ 3,542,043$ |

LCFF Funding Sources


Local Revenue

State Aid

* LCFF Transition Entitlement components may not sum to Total Transition Entitlement Adjusted for MSA due to miscellaneous adjustments.
** Total LCFF Funding sources (Actual Funding) may be greater than Total Transition Entitlement Adjusted for MSA due to an LEA's EPA State Aid and/or because local revenue exceeds the LEA's Transition Entitlement.

Note: Some amounts may not display on the pie charts due to their relative size compared to other components.

| Shandon Joint Unilied San Luis Obispo County | ```Unaudited Aciuals General Fund Unrestricted and Restricted Expenditures by Object``` |  |  |  |  |  | 40688330000000Form 01 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | 2016-17 Unaudlied Actuals |  |  | 2017-18 Budget |  |  |  |
| Descriplion Resource Codes | Object Codes | Unresirlcted <br> (A) | $\begin{aligned} & \text { Restricted } \\ & \text { (B) } \end{aligned}$ | Total Fund col. A + B (C) | Unrestricted (D) | Restricled (E) | Total Fund col. D + E (F) | \% Dift Column C \& F |
| A. REVENUES |  |  |  |  |  |  |  |  |
| 1) LCFF Sources | 8010-8099 | 3,533,710,85 | 88,868.00 | 3,622,578,85 | 3,569,800.00 | 94,571.00 | 3,664,371.00 | 1.2\% |
| 2) Federal Revenue | 8100-8299 | 22800 | 171,230.00 | 171,458.00 | 0.00 | 160,781.00 | 160,781.00 | -6.2\% |
| 3) Other Stale Revenue | 8300-8599 | 118,195.05 | 306,929.61 | 425,124,66 | 54,322.00 | 209,181.00 | 263,503.00 | -38.0\% |
| 4) Other Local Revenue | 8600-8799 | 130,859,00 | 357,939.44 | 488,798,44 | 29,350,00 | 244,586,00 | 273,936.00 | -44,0\% |
| 5) TOTAL, REVENUES |  | 3,782,992.90 | 924,967,05 | 4,707.959,95 | 3,653,472.00 | 709,119,00 | 4,362,591,00 | -7.3\% |
| B. EXPENDITURES |  |  |  |  |  |  |  |  |
| 1) Certilicated Salaries | 1000-1999 | 1,313,488.40 | 273,139.09 | 1,586,627,49 | 1,404,518,00 | 271,830.00 | 1,676,348,00 | 5.7\% |
| 2) Classiiled Salaries | 2000-2999 | 554,269.74 | 118,671.84 | 672,941.58 | 561,422.00 | 97,002.00 | 658,424.00 | -2.2\% |
| 3) Employee Benelits | 3000-3999 | 646,317.04 | 259,818.22 | 906,195,26 | 743,351,00 | 233,874,00 | 977,225.00 | 7.8\% |
| 4) Books and Supplies | 4000-4999 | 169,563.43 | 201,412.38 | 370,975.81 | 149,066.00 | 161,098.00 | 310,164,00 | -16.4\% |
| 5) Services and Other Operating Expendilures | 5000-5999 | 339,098 26 | 254,766,47 | $599,864.73$ | 355,381,00 | 157,415,00 | 512,796.00 | -13.7\% |
| 6) Capital Outlay | 6000-6999 | 58,284,60 | 41,920,25 | 100,204.85 | 0.00 | 0.00 | 0.00 | -100.0\% |
| 7) Other Oulgo (excluding Translers of Indirect Costs) | $\begin{aligned} & 7100-7299 \\ & 7400-7499 \end{aligned}$ | 0.00 | 348,439.63 | 346,439.63 | 0.00 | 347,413.00 | 347,413.00 | -0.3\% |
| 8) Olher Oulgo - Translers ol Indirect Costs | 7300-7399 | $(25,223.03)$ | 25,223.03 | 0.00 | (24,458.00) | 24,458.00 | 0.00 | 0.0\% |
| 9) TOTAL, EXPENDITURES |  | 3,055,798.44 | 1,523,390.91 | 4,579,189,35 | 3,189,280,00 | 1,293,090.00 | 4,482,370,00 | -2.1\% |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-日9) |  | 727,194.46 | (598,423.86) | 128,770.60 | 464,192,00 | (583,971.00) | (119,779.00) | -193.0\% |
| D. OTHER FINANCING SOURCES/USES |  |  |  |  |  |  |  |  |
| 1) Interfund Transters <br> a) Transters In | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| b) Transfers Out | 7600-7629 | 11,023.69 | 0.00 | 11,023.69 | 0.00 | 0.00 | 0.00 | -100.0\% |
| 2) Other Sources/Uses <br> a) Sources | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| b) Uses | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 0.0\% |
| 3) Contributions | 8980-8999 | (465,338.45) | 465,338,45 | 0.00 | (595,774.00) | 595,774.00 | 0.00 | 0.0\% |
| 4) TOTAL, OTHER FINANGING SOURCES/USES |  | (476,362.14) | 465,338.45 | (11,023.69) | $(595,774,00)$ | 595,774,00 | 0.00 | -100.0\% |



| Description Aesource Codes | Oblect Codes | 2016-17 Unaudited Actuals |  |  | 2017-18 Budget |  |  | \% Diff Column C\&F |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Unrestricled (A) | $\begin{aligned} & \text { Restricled } \\ & \text { (B) } \end{aligned}$ | Total Fund col. A + B <br> (C) | Unrestricted (D) | $\begin{aligned} & \text { Restricted } \\ & \text { (E) } \end{aligned}$ | Total Fund col. D + E <br> (F) |  |
| G. ASSETS |  |  |  |  |  |  |  |  |
| 1) Cash |  |  |  |  |  |  |  |  |
| 1) Fair Value Adjustment to Cash in County Treasury | 9111 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| b) in Banks | 9120 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| c) in Revolving Fund | 9130 | 1,000.00 | 0.00 | 1,000.00 |  |  |  |  |
| d) with Fiscal Agent | 9135 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| e) colleclions awaiting deposit | 9140 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| 2) Invesiments | 9150 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| э) Accounts Receivable | 9200 | 38,214.48 | 138,04651 | 176.260 .99 |  |  |  |  |
| 4) Due Irom Grantor Government | 9290 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| 5) Due from Other Funds | 9310 | 13,147.25 | 0.00 | 13,147,25 |  |  |  |  |
| 6) Stores | 9320 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| 7) Prepaid Expendilures | 9330 | 0.00 | 2,037.88 | 2,037.88 |  |  |  |  |
| 8) Other Current Assats | 9340 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| g) TOTAL, ASSETS |  | $817,672.82$ | 45,074.90 | $862,747.72$ |  |  |  |  |
| H. DEFERRED OUTFLOWS OF RESOURCES |  |  |  |  |  |  |  |  |
| 1) Delerred Oulllows of Resources | 9490 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| 2) TOTAL, DEFERRED OUTFLOWS |  | 0.00 | 0.00 | 0.00 |  |  |  |  |
| 1. LIAEILITIES |  |  |  |  |  |  |  |  |
| 1) Accounts Payable | 9500 | 172,538,25 | 11,606.13 | 184, 144,38 |  |  |  |  |
| 2) Due to Grantor Governments | 9590 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| 3) Due 10 Other Funds | 9610 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| 4) Current Loans | 9640 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| 5) Unearned Revenue | 9650 | 0.00 | 1,190.68 | 1,190.68 |  |  |  |  |
| 6) TOTAL, LIABILITIES |  | 172,538.25 | 12.796.81 | 185,335.06 |  |  |  |  |
| J. DEFERRED INFLOWS OF RESOURCES |  |  |  |  |  |  |  |  |
| 1) Deferred Inillows of Resources | 9690 | 0.00 | 0.00 | 0.00 |  |  |  |  |
| 2) TOTAL, DEFERAED INFLOWS |  | 0.00 | 0.00 | 0.00 |  |  |  |  |
| IK. FUND EQUITY |  |  |  |  |  |  |  |  |
| Ending Fund Balance, June 30 (mugt agree with line F2) $(\mathrm{GB}+\mathrm{H} 2)-(16+\mathrm{J} 2)$ |  | 645,134,57 | 32,278.09 | 677,412.66 |  |  |  |  |



| Description | Resource Codes | Objecl Codes | 2016-17 Unaudited Actuals |  |  | 2017-18 Budgei |  |  | \% Diff Column C\&F |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Unresirlcted <br> (A) | Resirlcted (B) | Tolal Fund col. A + B <br> (C) | Unrestricted (D) | Restrlcted (E) | Tolal Fund col. D + E <br> (F) |  |
| Title III, Parl A, Engllsh Leamer Program | 4203 | 8290 |  | 13,081,00 | 13,081,00 |  | 12,35300 | 12,353,00 | -5.6\% |
| Title V, Part B, Public Charter <br> Schools Grant Program (PCSGP) (NCLE) | 4610 | 8290 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| Other NCLB / Every Student Succeeds Act | $\begin{gathered} 3012-3020,3030- \\ 3199,4036-4126, \\ 5510 \end{gathered}$ | 8290 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| Career and Technlcal Education | 3500-3599 | 8290 |  | 2,46200 | 2,462,00 |  | 2,786.00 | 2,786.00 | 13.2\% |
| All Other Federal Revenue | All Oiher | 8290 | 228.00 | 21,155.00 | 21,383,00 | 0.00 | 21,369.00 | 21.369 .00 | -0.1\% |
| TOTAL, FEDERAL REVENUE |  |  | 228.00 | 171,230.00 | 171,458.00 | 0.00 | 160,781.00 | 160,781.00 | -6.2\% |
| OTHER STATE REVENUE |  |  |  |  |  |  |  |  |  |
| Other Slate Apportionments |  |  |  |  |  |  |  |  |  |
| ROC/P Entillement Prior Years | 6360 | 8319 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| Speclal Educalion Master Plan Gurrent Year | 6500 | 8311 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| Prlor Years | 6500 | 8319 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| All Other State Apportlonments - Current Year | All Olher | 8311 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| All Olher Stale Apportonments - Prior Years | All Olher | 8319 | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 0.0\% |
| Child Nutriton Programs |  | 8520 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Mandated Costs Relmbursements |  | 8550 | 72,910.00 | 0.00 | 72,910,00 | 9,826.00 | 0.00 | 9,82600 | -86.5\% |
| Lottery - Unrestricled and instructional Materials |  | 8560 | 45,139,85 | 15,678.35 | 60,818.20 | 44,496.00 | 13,905.00 | 58,401,00 | -4.0\% |
| Tax Rellel Subventlons Restrlated Levies - Other |  |  |  |  |  |  |  |  |  |
| Homeowners' Exempllons |  | 8575 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Olher Subventions/ln-Lieu Taxes |  | 8576 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 0.0\% |
| Pass-Through Revenues from Stale Sources |  | 8587 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Afier School Educatlon and Salety (ASES) | 6010 | 8590 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| Charter School Facility Grant | 6030 | 8590 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| Drug/AlcoholTobacco Funds | 6650,6690 | 8590 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| California Clean Energy Jobs Act | 6230 | 8590 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| Career Technical Education Incentlve Grant Program | 6387 | 8590 |  | 70,996.83 | 70,996.83 |  | 77,50100 | 77.501.00 | 9,2\% |
| Amerlcan Indian Early Childhood Education | 7210 | 8590 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| Spaclalized Secondary | 7370 | 8590 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| Qually Education Investment Act | 7400 | 8590 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 00\% |
| Common Core State Standards Implementation | 7405 | 8590 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| All Other State Revenue | All Other | 8580 | 145.20 | 220,254.43 | 220,399.63 | 0.00 | 117.775.00 | 117.775 .00 | -46.6\% |
| TOTAL. OTHER STATE REVENUE |  |  | 118,195.05 | 306,929.61 | 425.124.66 | 54,322 00 | 209,181.00 | 263,503.00 | -38.0\% |



| Shandon Joint Unilied San Luis Obispo Counly |  | Unaudiled Actuals General Fund Unrestricted and Restricled Expenditures by Objecl |  |  |  |  | 40688330000000Form 01 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | 2016-17 Unaudited Actuals |  |  | 2017-18 Budget |  |  |  |
| Descripilon Resource Codes | Object Codes | Unrestricted (A) | $\underset{(B)}{\substack{\text { Restricted } \\ \hline}}$ | Total Fund col. A + B <br> (C) | Unrestricled (D) | Resirlcted (E) | Total Fund col. D + E (F) | \% Diff Column C\&F |
| CERTIFICATED SALARIES |  |  |  |  |  |  |  |  |
| Cerilicated Teachers' Salaries | 1100 | 1,064,673.11 | 212,653,67 | 1,277,326.78 | 1,158,887.00 | 243,975,00 | 1,402,862.00 | 9,8\% |
| Cerilicated Pupil Support Salaries | 1200 | 64,019,37 | 36,585,38 | 100,604.75 | 34,044,00 | 27,855.00 | 61,899.00 | -38.5\% |
| Certificated Supervisors' and Adminisisalors' Salaries | 1300 | 184,795.92 | 23,900.04 | 208,695.96 | 211,587.00 | 0.00 | 211.587 .00 | 1.4\% |
| Other Cerrilicated Salaries | 1900 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| TOTAL, CERTIFIGATED SALARIES |  | 1,313.488.40 | 273,139.09 | 1,586,627,49 | 1,404,518.00 | 271,830.00 | 1,676,348.00 | 5.7\% |
| CLASSIFIED Salaries |  |  |  |  |  |  |  |  |
| Classilied Instructional Salaries | 2100 | 69,168,62 | 107,279.94 | 176,448.56 | 54,888.00 | 97,002.00 | 151,890.00 | -13.9\% |
| Classilied Supporl Salaries | 2200 | 289,972.39 | 0,00 | 289,972.39 | 314,874.00 | 0.00 | 314,874,00 | 8.6\% |
| Classilied Supervisors' and Administrators' Salaries | 2300 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Clerical, Technical and Ollice Salaries | 2400 | 155,241.17 | 5,546,66 | 150,787.83 | 171,060.00 | 0.00 | 171,060.00 | 6.4\% |
| Other Classilied Salaries | 2900 | 39,887.56 | 5,845.24 | 45,732.80 | 20,600.00 | 0.00 | 20,600.00 | 55.0\% |
| TOTAL, CLASSIFIED SALARIES |  | 554,269.74 | 118.671.84 | 672,941.58 | 561,422.00 | 97,002.00 | 658,424,00 | -2.2\% |
| employee benefits |  |  |  |  |  |  |  |  |
| STRS | 3101-3102 | 151,545.57 | 162,224.94 | 313,770.51 | 193,446.00 | 117,223.00 | 310,669.00 | -1.0\% |
| PERS | 3201-3202 | 70,714.13 | 15,046,75 | 85,760.88 | 94,480.00 | 18,661,00 | 113,141.00 | 31.9\% |
| OASDIMMedicare/Alternalive | 3301-3302 | 59,397,59 | 11.853.85 | 71,251.44 | 63,588.00 | 11,692.00 | 75,280.00 | 5.7\% |
| Health and Wellare Benelils | 3401-3402 | 307,810.99 | 61,474.07 | 369,285.06 | 343,059,00 | 78,252,00 | 421,311.00 | 14.1\% |
| Unemployment Insurance | 3501-3502 | 1,51997 | 179.01 | 1,698,98 | 957.00 | 159.00 | 1,116.00 | -34.3\% |
| Workers' Compensalion | 3601-3602 | 43,596.79 | 9,039.60 | 52,636.39 | 47,821.00 | 7,887.00 | 55,708.00 | 5.8\% |
| OPEB, Allocated | 3701-3702 | 11,732.00 | 0.00 | 11,732.00 | 0.00 | 0.00 | 0.00 | -100.0\% |
| OPEB, Aclive Employees | 3751-3752 | 0.00 | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.0\% |
| Other Employee Eenefits | 3901-3902 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| TOTAL, EMPLOYEE BENEFITS |  | 646,317.04 | 259,818.22 | 906,135.26 | 743,351,00 | 233,874.00 | 977,225.00 | 7,8\% |
| BOOKS AND SUPPLIES |  |  |  |  |  |  |  |  |
| Approved Texibooks and Core Curricula Malerials | 4100 | 35,608,42 | 28.728 .53 | 64,336.95 | 42,000.00 | 27,117.00 | 69,117.00 | 7.4\% |
| Books and Other Relerence Materials | 4200 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Materials and Supplies | 4300 | 116,086.01 | 61,986.50 | 178,072.51 | 107.066.00 | 111,535.00 | 218,601,00 | 22.8\% |
| Noncapitalized Equipment | 4400 | 17,869.00 | 110,697.35 | 128,566.35 | 0,00 | 22.446.00 | 22,446.00 | -82.5\% |
| Food | 4700 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| TOTAL, BOOKS AND SUPPLIES |  | 169,563.43 | 201,412.38 | 370,975.81 | 149,066.00 | 161,098.00 | 310,164.00 | -16.4\% |
| SERVICES AND OTHER OPERATING EXPENDITURES |  |  |  |  |  |  |  |  |
| Subagreements for Services | 5100 | 0.00 | 64,388.75 | 64,388.75 | 0.00 | 96,795.00 | 96,795:00 | 50,3\% |
| Travel and Conferences | 5200 | 14,444.21 | 19,700.00 | 34,144,21 | 18,029,00 | 14,706.00 | 32.735 .00 | -4.1\% |
| Dues and Memberships | 5300 | 8,262.00 | 0.00 | 8,262.00 | 9,693.00 | 0.00 | 9,693.00 | 17.3\% |
| Insurance | 5400-5450 | 22,768.46 | 1,535.00 | 24,303,46 | 24,248.00 | 1,635.00 | 25,883.00 | 6.5\% |
| Operations and Housekeeping Services | 5500 | 89,664.31 | 0.00 | 89,664.31 | 92,329.00 | 0.00 | 92,329,00 | 3.0\% |
| Rentals, Leases, Repairs, and Noncapitalized Improvemenls | 5600 | 12,132.12 | 0.00 | 12.132.12 | 19,800,00 | 0.00 | 19,800,00 | 63.2\% |
| Translers of Direct Costs | 5710 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Translers of Direct Costs - Interlund | 5750 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| ProfessionalConsulting Services and Operating Expendilures | 5800 | 182,417.18 | 169,142.72 | 351,559.90 | 176,832.00 | 44,279,00 | 221,111.00 | -37.1\% |
| Communicalions | 5900 | 9,409.98 | 0.00 | 9,409.98 | 14,450.00 | 0.00 | 14,450,00 | 53.6\% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES |  | 339,098.26 | 254,766.47 | 593,86473 | 355,381,00 | 157,415.00 | 512.796 .00 | -13.7\% |


|  |  | 2016-17 Unaudiled Actuals |  |  | 2017-18 Budget |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Description Resource Codes | Object Codes | Unrestricted (A) | $\begin{aligned} & \text { Restricted } \\ & \text { (B) } \end{aligned}$ | Total Fund col. A + B <br> (C) | Unrestricted (D) | Restricled (E) | Total Fund col. D + E <br> (F) | \% Dilf Column $C \& F$ |
| CAPITAL OUTLAY |  |  |  |  |  |  |  |  |
| Land | 6100 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Land Improvernents | 6170 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Buildings and Improvements of Buildings | 6200 | 2,275.00 | 34,900,00 | $37,175.00$ | 0.00 | 0.00 | 0.00 | -100.0\% |
| Books and Media for New School Libraries or Major Expansion of School Libraries | 6300 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Equipment | 6400 | 56,009.60 | 7.02025 | 63,02985 | 0.00 | 0.00 | 0.00 | -100.0\% |
| Equipment Replacement | 6500 | 0,00 | 000 | 0.00 | 0.00 | 0,00 | 0.00 | 0.0\% |
| TOTAL, CAPITAL OUTLAY |  | 58,284,60 | 41,920,25 | 100,204.85 | 0.00 | 0.00 | 0.00 | -100.0\% |
| OTHER OUTGO (excluding Transfers of Indirect Cosis) |  |  |  |  |  |  |  |  |
| Tuilion <br> Tuition for Instruclion Under Interdistrict |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Stale Special Sehools | 7130 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Tuition, Excess Cosis, and/or Delicit Payments Payments to Districls of Charter Schools | 7141 | 0.00 | 156,221,98 | 156,221.98 | 0.00 | 155,811.00 | 155,811.00 | -0,3\% |
| Payments to Counly Olfices | 7142 | 0.00 | 192,217,65 | 192,217.65 | 0.00 | 191,602,00 | 191,602.00 | -0.3\% |
| Payments to JPAs | 7143 | 0.00 | 0,00 | 0,00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Translers of Pass-Through Revenues To Districts or Charter Schools | 7211 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| To Counly Olfices | 7212 | 0.00 | 0,00 | 0.00 | 0.00 | 0.00 | 0,00 | 0.0\% |
| ToJPAs | 7213 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Special Education SELPA Transfers of Apporlionments <br> To Districts or Charter Schools | 7221 |  | 0.00 | 000 |  | 0.00 | 0.00 | 0.0\% |
| To Counly Ollices 6500 | 7222 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| To JPAs 6500 | 7223 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| ROC/P Transiers of Apportionments <br> To Districts or Charler Schools | 7221 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0,0\% |
| To Counly Ollices 6360 | 7222 |  | 0.00 | 0,00 |  | 0.00 | 0.00 | 0.0\% |
| To JPAs 6360 | 7223 |  | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.0\% |
| Other Translers ol Apporlionments All Other | 7221-7223 | 0.00 | 0,00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.0\% |
| All Other Translers | 7281-7283 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| All Other Transters Out to All Others | 7299 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Debl Service Debl Service - Interest | 7438 | 0.00 | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.0\% |
| Other Debt Service - Principal | 7439 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 0.0\% |
| TOTAL, OTHER OUTGO (excluding Translers of Indirect Cosis) |  | 0.00 | $348,439.63$ | 348,439,63 | 0.00 | $347,413.00$ | 347,413,00 | -0,3\% |
| OTHER OUTGO - TRANSFERS OF INDIRECT COSTS |  |  |  |  |  |  |  |  |
| Translers of Indirect Cosis | 7310 | (25,223,03) | 25,223.03 | 0.00 | (24,458.00) | 24.458.00 | 0,00 | 0.0\% |
| Translers of Indirect Cosis - Interlund | 7350 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| TOTAL. OTHER OUTGO - TRANSFERS OF INDIRECT COSTS |  | (25,223.03) | 25,223,03 | 0.00 | $(24,458,00)$ | 24,458.00 | 0.00 | 00\% |
| TOTAL, EXPENDITURES |  | 3,055,798,44 | 1,523,390,91 | 4,579,189 35 | 3,189,280,00 | 1,293,090,00 | 4,482,970.00 | -2.1\% |




| Description Function Codes | Object Codes | 2016-17 Unaudited Actuals |  |  | 2017-18 Budget |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Unrestricted <br> (A) | Restricted (B) | Total Fund col. A + B <br> (C) | UnresIrlcted (D) | Restricted (E) | Total Fund col. D + E <br> (F) | \% Dilr Column C \& F |
| E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) |  | 250,832.32 | (133,085,41) | 117,746.91 | (131,582.00) | 11.803 .00 | (119,779.00) | -201.7\% |
| F. FUND BALANCE, RESERVES |  |  |  |  |  |  |  |  |
| 1) Beginning Fund Balance <br> a) As of July 1 - Unaudlied | 9791 | 394,302.25 | 165,363.50 | 559,665.75 | 645,134.57 | 32,278.09 | 677,412,66 | 21.0\% |
| b) Audil Adjusiments | 9793 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| c) As of July 1 - Audited (F1a + F1b) |  | 394,302.25 | 165,363.50 | 559,665.75 | 645,134.57 | 32,278.09 | 677.412 .66 | 21.0\% |
|  | 9795 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| e) AdJusled Beginning Balance (F1c + F1d) |  | 394,302,25 | 165.363.50 | 559,665.75 | 645,134,57 | 32,278.09 | 677,412,66 | 21.0\% |
| 2) Ending Ealance, June 30 ( $\mathrm{E}+\mathrm{F} 1 \mathrm{e}$ ) |  | 645,134.57 | 32.278 .09 | 677.412 .66 | 513,552.57 | 44,081.09 | 557,633.66 | -17.7\% |
| Components of Ending Fund Balance a) Nonspendable |  | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | -100.0\% |
| Stores | 9712 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Prepaid Expenditures | 9713 | 0.00 | 2,037.88 | 2,037,88 | 0.00 | 0.00 | 0.00 | -100.0\% |
| All Others | 9719 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| b) Restricted | 9740 | 0.00 | 32,278.09 | 32.278 .09 | 0.00 | 44,081.09 | 44.081.09 | 36.6\% |
| c) Commilled <br> Stabilizalion Arrangemenls | 9750 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Other Commilments (by Resource/Objecl) | 9760 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| d) Assigned |  |  |  |  |  |  |  |  |
| Other Asslgnments (by Resource/Objecl) | 9780 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| e) Unassigned/unapproprlated |  |  |  |  |  |  |  |  |
| Reserve for Economic Uncerialniles | 9789 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0\% |
| Unasslgned/Unapproprlated Amount | 9790 | 644.134.57 | (2,037.88) | 642,096.69 | 513.552.57 | 0.00 | 513,552.57 | -20.0\% |


| Shandon Joint Unified San Luis Obispo County |  | Unaudited Actuals General Fund Exhibit: Restricted Balance Detail |  | 406883300 |
| :---: | :---: | :---: | :---: | :---: |
| Resource | Description |  | 2016-17 <br> Unaudited Actuals | 2017-18 <br> Budget |
| 7338 | College Readiness Block Grant |  | 9,306.26 | 9,306.26 |
| 7810 | Other Restricted State |  | 0.00 | 11,803.00 |
| 9010 | Other Restricted Local |  | 22,971.83 | 22,971.83 |
| Total, Restric | d Balance |  | 32,278.09 | 44,081.09 |


| Shandon Joint Unified San Luis Obispo County | AVERAGE | Y ATTEND |  |  |  | 688330000000 Form A |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Description | 2016-17 Unaudited Actuals |  |  | 2017-18 Budget |  |  |
|  | P-2 ADA | Annual ADA | Funded ADA | $\begin{gathered} \text { Estimated P-2 } \\ \text { ADA } \end{gathered}$ | Estimated Annual ADA | Estimated Funded ADA |
| A. DISTRICT |  |  |  |  |  |  |
| 1. Total District Regular ADA Includes Opportunity Classes, Home \& Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA) | 301.54 | 301.23 | 301.54 | 304.95 | 304.95 | 304.95 |
| 2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home \& Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above) |  |  |  |  |  |  |
| 3. Total Basic Aid Open Enrollment Regular ADA <br>  <br> Hospital, Special Day Class, Continuation <br> Education, Special Education NPS/LCI <br> and Extended Year, and Community Day <br> School (ADA not included in Line A1 above) |  |  |  |  |  |  |
| 4. Total, District Regular ADA (Sum of Lines A1 through A3) | 301.54 | 301.23 | 301.54 | 304.95 | 304.95 | 304.95 |
| 5. District Funded County Program ADA <br> a. County Community Schools |  |  |  |  |  |  |
| a. County Community Schools <br> b. Special Education-Special Day Class |  |  |  |  |  |  |
| c. Special Education-NPS/LCI |  |  |  |  |  |  |
| d. Special Education Extended Year |  |  |  |  |  |  |
| e. Other County Operated Programs: <br> Opportunity Schools and Full Day <br> Opportunity Classes, Specialized Secondary <br> Schools, Technical, Agricultural, and Natural <br> Resource Conservation Schools |  |  |  |  |  |  |
| f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380] |  |  |  |  |  |  |
| g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g) | 301.54 | 301.23 | 301.54 | 304.95 | 304.95 | 304.95 |
| 7. Adults in Correctional Facilities |  |  |  |  |  |  |
| 8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA) |  |  |  |  |  |  |

[^1]| 2016-17 Unaudited Actuals |  |  | 2017-18 Budget |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Estimated P-2 | Estimated <br> P-2 ADA | Annual ADA | Funded ADA | ADA |
| :---: |

B. COUNTY OFFICE OF EDUCATION

1. County Program Alternative Education ADA
a. County Group Home and Institution Pupils
b. Juvenile Halls, Homes, and Camps
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)
2. District Funded County Program ADA
a. County Community Schools
b. Special Education-Special Day Class
c. Special Education-NPS/LCl
d. Special Education Extended Year
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)
3. TOTAL COUNTY OFFICE ADA
(Sum of Lines B1d and B2g)
4. Adults in Correctional Facilities
5. County Operations Grant ADA
6. Charter School ADA
(Enter Charter School ADA using
Tab C. Charter School ADA)

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| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |



|  | Unaudited Balance July 1 | Audit Adjustments/ Restatements | Audited Balance July 1 | Increases | Decreases | Ending Balance June 30 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Governmental Activities: <br> Capital assets not being deprecialed: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Land | 15,422.00 |  | 15,422.00 |  |  | 15,422,00 |
| Work in Progress | 34,395.00 | 1,225,00 | 35,620,00 |  |  | 35,620.00 |
| Capità assets being depreciated: <br> Land Improvements <br> 0.00 <br> 0.00 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Buildings | 3,805,124.00 |  | 3,805,124.00 | 37,175.00 |  | 3,842,299.00 |
| Equipment | 566,115.00 | (115,268.00) | 450,847,00 | 103,520.85 |  | 554,367,85 |
| Total capital assets being depreciated | 4,371,239,00 | (115,268.00) | 4,255,971.00 | 140,695,85 | 0.00 | 4,396,666.85 |
| Accumulated Depreciation for: Land Improvements | (2,102,300.00) | $(112,857.00)$ | $(2,215,157,00)$ |  |  | $(2,215,157.00)$ |
| Buildings | $(23,355.00)$ |  | (23,355.00) |  |  | $(23,355.00)$ |
| Equipment | $(494,487,00)$ | 103,630.00 | $(390,857.00)$ |  |  | $(390,857.00)$ |
| Total accumulated depreciation | [2,620,142.00) | $(9,227.00)$ | $(2,629,369.00)$ | 0.00 | 0.00 | $(2,629,369.00)$ |
| Total capltal assets being depreciated, net | 1,751,097.00 | (124,495.00) | 1,626,602.00 | 140,695.85 | 0.00 | 1,767,297.85 |
| Governmental activily capital assets, net | 1,800,914,00 | $(123,270,00)$ | 1,677,644.00 | 140,695,85 | 0.00 | 1,818,339,85 |
| Business-Type Actlvities: |  |  |  |  |  |  |
| Capilal assets not being depreclated: |  |  |  |  |  |  |
| Work in Progress |  |  | 0.00 |  |  | 0.00 |
| Total capital assets nol being depreciated | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Capital assets being depreciated: |  |  | 0.00 |  |  | 0.00 |
| Buildings |  |  | 0.00 |  |  | 0.00 |
| Equipment |  |  | 0.00 |  |  | 0.00 |
| Total capital assets being depreciated | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Accumulated Depreciation for: <br> Land Improvements |  |  | 0.00 |  |  | 0.00 |
| Buildings |  |  | 0.00 |  |  | 0.00 |
| Equiprnent |  |  | 0.00 |  |  | 0.00 |
| Tolal accumulated depreciation | 0.00 | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 |
| Tolal capital assets being deprecialed, net | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Business-type activity canital assels, net | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

SHANDON JUSD
REVENUES, AND EXP - ALL FUNDS
UNEARNED REVENUES
CAT FORM

|  | FEDERAL AWARDS |  |  |  |  |  |  |  | STATE AWARDS |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Program Name | Title 1 | Sp Ed Basic Grant Entitlement | Sp EdPreschool | Sp Ed - <br> Local Assistance | Carl <br> Perkins | Title II Teacher Quality | $\begin{gathered} \text { Title III - } \\ \text { LEP } \\ \hline \end{gathered}$ | Small Rural Schl <br> Achievemt Program REAP | CTE Incentive Grant |
| Resource Code | 3010 | 3310 | 3315 | 3320 | 3550 | 4035 | 4203 | 5810 | 6387 |
| Revenue Object | 8290 | 8181 | 8182 | 8182 | 8290 | 8290 | 8290 | 8290 | 8590 |
| Award |  |  |  |  |  |  |  |  |  |
| 1. Prior Year Carryover | 0 | 0 | 0 | 0 |  |  |  | 0 | 0 |
| 2. a. Current Year Award | 61,601 | 46,977 | 3,037 | 8,915 | 2,462 | 14,002 | 13,081 | 21,155 | 72,188 |
| b. Transferability (NCLB) | 0 | 0 | 0 | 0 |  | 0 | 0 | 0 | 0 |
| c. Adj Current Yr Award (2a+2b) | 61,601 | 46,977 | 3,037 | 8,915 | 2,462 | 14,002 | 13,081 | 21,155 | 72,188 |
| 3. Required Matching Funds / Other |  |  |  |  |  | 0 |  |  |  |
| 4. Total Available Award (1+2c+3) | 61,601 | 46,977 | 3,037 | 8,915 | 2,462 | 14,002 | 13,081 | 21,155 | 72,188 |
|  |  |  |  |  |  |  |  |  |  |
| 5. Revenue Deferred Prior Year | 365 | 0 |  | 0 |  | 0 |  |  |  |
| 6. Cash Received in Current Year | 61,236 | 23,223 | 2,857 | 5,691 | 2,462 | 14,002 | 13,078 | 0 | 72,188 |
| 7. Contributed Matching Funds | 0 | 0 | 0 | 0 |  | 0 |  |  |  |
| 8. Total Available (5+6+7) | 61,601 | 23,223 | 2,857 | 5,691 | 2,46̄2 | 14,0002 | 13,078 | 0 | 72,188 |
| Expenditures |  |  |  |  |  |  |  |  |  |
| 9. Donor-Authorized Expenditures | 61,601 | 46,977 | 3,037 | 8,915 | 2,462 | 14,002 | 13,081 | 21,155 | 70,997 |
| 10. Non Donor-Authorized Expenditures |  |  |  |  |  | 0 |  |  |  |
| 11. Total Expenditures ( $9+10$ ) | 61,601 | 46,977 | 3,0̂37 | 8,915 | 2,462 | 14,002 | 13,081 | 21,155 | 70,997 |
| 12. Amounts Included in Line 6 |  | 0 | 0 | 0 | 0 | 0 | 0 |  |  |
| above for Prior Year Adjustments |  |  |  |  |  |  |  |  |  |
| 13. Calculation of Deferred Revenue |  | $(23,754)$ | (180) | $(3,224)$ | 0 | 0 | (3) | $(21,155)$ | 1,191 |
|  |  |  |  |  |  |  |  |  |  |
| a. Deferred Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,191 |
| b. Accounts Payable | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Accounts Receivable | 0 | 23,754 | 180 | 3,224 | 0 | 0 | 3 | 21,155 | 0 |
| 14. Unused Grant Award Calculation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,191 |
| (4-9) |  |  |  |  |  |  |  |  |  |
| 15. If Carryover is allowed, enter line | 0 | $\overline{0}$ | 0 | 0 | 0 | 0 | 0 | 0 | 1,191 |
| 14 amount here |  |  |  |  |  |  |  |  |  |
| 16. Reconciliation of Revenue | 61,601 | 46,977 | 3,037 | 8,915 | 2,462 | 14,002 | 13,081 | 21,155 | 70,997 |
| $(5+6-13 a-13 b+13 c)$ |  |  |  |  |  |  |  |  |  |
|  | X | X | X | X | X | X | X | $x$ | X |

SHANDON JUSD
REVENUES, AND EXP - ALL FUNDS
RESTRICTED ENDING BALANCES
CAT FORM
STATE AWARDS

| Program Name | Lottery | EPA | California Clean Energy Jobs Act | Educator Effectiveness | Lottery Instructional Materials | Special Education Total | Sepcial Education Mental Health | Ag Voc Grant | College Readiness Block Grant |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Resource Code | 1100 | 1400 | 6230 | 6264 | 6300 | 6500 | 6512 | 7010 | 7338 |
| Revenue Object | 8560 | 8012 | 8590 | 8590 | 8560 | 8311 | 8590 | 8590 | 8590 |
| Award |  |  |  |  |  |  |  |  |  |
| 1. Prior Year Restricted Ending Balance | 6,254 | 1,544 | 128,147 | 12,362 | 0 |  |  | 0 |  |
| 2. Current Year Award | 45,140 | 300,106 | 696 | 0 | 15,678 | 292,372 | 1,330 | 13,706 | 75,000 |
| 3. Required Matching Funds/Other CFU |  |  |  |  |  |  | 0 | 13,706 | 0 |
| 4. Total Available Award ( $1+2+3$ ) | 51,394 | 301,650 | 128,843 | 12,362 | 15,678 | 292,372 | 1,330 | 27,412 | 75,000 |
| Revenues |  |  |  |  |  |  |  |  |  |
| 5. Cash Received in Current Year | 38,523 | 294,817 | 696 | 0 | 8,715 | 255,238 | 1,330 | 13,706 | 75,000 |
| 6. Amounts Included in Line 5 for |  | 0 |  |  |  |  |  |  |  |
| Prior Year Adjustments |  | 0 |  |  |  |  |  |  |  |
| 7. a. Accounts Receivable (2-5-6) | 6,617 | 5,289 | 0 | 0 | 6,963 | 37.134 | (0) | 0 | 0 |
| b. Non-Current Accounts Receivable |  |  |  |  |  |  |  |  |  |
| c. Current Accounts Receivable | 6,617 | 5,289 | 0 | 0 | 6,963 | 37,134 | (0) | 0 | 0 |
| (7a-7b) |  |  |  |  |  |  |  |  |  |
| 8. Contributed Matching Funds |  | 0 |  |  |  | 427,062 | 0 | 0 |  |
| 9. Total Available ( $5+7 \mathrm{c}+8$ ) | 45,140 | 300,106 | 696 | 0 | 15,678 | 719,434 | 1,330 | 13,706 | 75,000 |
| Expenditures |  |  |  |  |  |  |  |  |  |
| 10. Donor-Authorized Expenditures | 32,032 | 301,650 | 128,843 | 12,362 | 15,678 | 719,434 | 1,330 | 27,412 | 65,694 |
| 11. Non-Donor Authorized Expenditures |  |  |  |  |  |  |  |  |  |
| 12. Total Expenditures ( $10+11$ ) | 32,032 | 301,650 | 128,843 | 12,362 | 15,678 | 719,434 | 1,330 | 27,412 | 65,694 |
| Restricted Ending Balance |  |  |  |  |  |  |  |  |  |
| 13. Current Year (4-10) | 19,362 | 0 | (0) | 0 | (0) | 0 | 0 | 0 | 9,306 |

## CAT FORM

LOCAL AWARDS

| Program Name | Ag <br> Donations | SIPE- <br> Safety | FFA <br> Donations | Greenhouse Donation | So.CountyR AEC Career Pathways | Career Pathways SLOPE | Cuesta CCPT |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Resource Code | 9010 | 9055 | 9069 | 9580 | 9630 | 9638 | 9639 |
| Revenue Object | 8699 | 8677 | 8699 | 8699 | 8677 | 8677 | 8677 |
| Award |  |  |  |  |  |  |  |
| 1. Prior Year Restricted Ending Balance | 6,189 | 464 | 13,675 | 4,526 | 0 | 0 | 0 |
| 2. Current Year Award |  | 5,945 | 1,150 | 1,822 | 0 | 117.400 | 48,621 |
| 3. Required Matching Funds/Other CFU | 0 |  |  |  |  |  |  |
| 4. Total Available Award ( $1+2+3$ ) | 6,189 | 6,409 | 14,825 | 6,348 | 0 | 117,400 | 48,621 |
| Revenues |  |  |  |  |  |  |  |
| 5. Cash Received in Current Year | 0 | 5,945 | 1,150 | 1,822 | 0 | 117.400 | 48,621 |
| 6. Amounts Included in Line 5 for |  |  |  |  |  |  |  |
| Prior Year Adjustments |  |  |  |  |  |  |  |
| 7.a. Accounts Receivable (2-5-6) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| b. Non-Current Accounts Receivable |  |  |  |  |  |  |  |
| c. Current Accounts Receivable | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| (7a-7b) |  |  |  |  |  |  |  |
| 8. Contributed Matching Funds |  |  |  |  |  |  |  |
| 9. Totai Ãvailable ( $5+7 \mathrm{c}+\overline{8}$ ) | 0 | 5,945 | 1,150 | 1,822 | 0 | 117,400 | 48,621 |
| Expenditures |  |  |  | 0 |  |  |  |
| 10. Donor-Authorized Expenditures | 4,900 | 4,586 | 1,235 | 79 | 0 | 117,400 | 48,621 |
| 11. Non-Donor Authorized Expenditures |  |  |  |  |  |  |  |
| 12. Total Expenditures (10+11) | 4,900 | 4,586 | 1,235 | 79 | 0 | 117,400 | 48,621 |
| Restricted Ending Balance |  |  |  |  |  |  |  |
| 13. Current Year (4-10) | 1,289 | 1,823 | 13,590 | 6,270 | 0 | 0 | 0 |
|  | X | X | X | x | X | x | X |


| PARTI - CURRENT <br> EXPENSE FORMULA | Total Expense for Year <br> (1) | $\begin{aligned} & \text { EDP } \\ & \text { No. } \end{aligned}$ | Reductions (See Note 1) (2) | $\begin{aligned} & \text { EDP } \\ & \text { No. } \end{aligned}$ | Current Expense of Education (Col 1-Col 2) <br> (3) | $\begin{aligned} & \text { EDP } \\ & \text { No. } \end{aligned}$ | Reductions (Extracted) (See Note 2) (4a) | Reductions (Overrides)* (See Note 2) (4b) | $\begin{aligned} & \text { EDP } \\ & \text { No. } \\ & \hline \end{aligned}$ | Current ExpensePart II (Col 3-Col 4) (5) | $\begin{aligned} & \text { EDP } \\ & \text { No. } \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1000 - Certificated Salaries | 1,586,627.49 | 301 | 64,310.69 | 303 | 1,522,316.80 | 305 | 0.00 |  | 307 | 1,522,316.80 | 309 |
| 2000-Classified Salaries | 672,941.58 | 311 | 5,546.66 | 313 | 667,394.92 | 315 | 77,934.33 |  | 317 | 589,460.59 | 319 |
| 3000 - Employee Benelits | 906,135.26 | 321 | 37,111.64 | 323 | 869,023.62 | 325 | 38,786.17 |  | 327 | 830,237.45 | 329 |
| 4000 - Books, Supplies Equip Replace. (6500) | 370,975.81 | 331341 | 74,718.29 | 333 | 296,257.52 | 335 | 95,851.68 |  | 337 | 200,405.84 | 339 |
|  <br> 7300 - Indirect Costs | 593,864.73 |  | 1,358.19 |  | 592,506.54 | 345 | 254,222.41 |  | 347 | 338,284.13 | 349 |
|  |  |  |  | OTAL | 3,947,499.40 | 365 |  |  | OTAL | 3,480,704.81 | 369 |

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition \& Construction (Function 8500).

Note 2 - In Column 4, report expenditures Ior: Transportation (Function 3600), Lottery Expenditures (Resource 1100). Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column $4 b$ or in Line $13 b$, the form uses only the values in Column $4 b$ and Line $13 b$ rather than the values in Column 4a and Line 13a.

| PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999) | Object |  | $\begin{aligned} & \text { EDP } \\ & \mathrm{No.} \end{aligned}$ |
| :---: | :---: | :---: | :---: |
| 1. Teacher Salaries as Per EC 41011. | 1100 | 1,276,326.78 | 375 |
| 2. Salaries of Instructional Aides Per EC 41011. | 2100 | 152,586.96 | 380 |
| 3. STRS. | 3101 \& 3102 | 250,216.75 | 382 |
| 4. PERS. | 3201 \& 3202 | 28,814.09 | 383 |
| 5. OASD - Regular, Medicare and Alternative. | 3301 \& 3302 | $32,456.23$ | 384 |
| 6. Health \& Welfare Benefits (EC 41372) |  |  |  |
| (Include Health, Dental, Vision, Pharmaceutical, and |  |  |  |
| Annuity Plans). . . . | 3401 \& 3402 | 209,088.54 | 385 |
| 7. Unemployment Insurance. | 3501 \& 3502 | 1,324.01 | 390 |
| 8. Workers' Compensation Insurance, | 3601 \& 3602 | 33,815.31 | 392 |
| 9. OPEB, Active Employees (EC 41372). | 3751 \& 3752 | 0.00 |  |
| 10. Other Benefits (EC 22310). | 3901 \& 3902 | 0.00 | 393 |
| 11. SUBTOTAL Salaries and Benelits (Sum Lines 1-10). |  | 1,984,628.67 | 395 |
| 12. Less: Teacher and Instructional Aide Salaries and |  |  |  |
| Benefits deducted in Column 2. |  | 26,674.15 |  |
| 13a. Less: Teacher and Instructional Aide Salaries and |  |  |  |
| Benefits (other than Lottery) deducted in Column 4a (Extracted). |  | 0.00 | 396 |
| b. Less: Teacher and Instructional Aide Salaries and |  |  |  |
| Benefits (other than Lottery) deducted in Column 4b (Overrides)**. |  |  | 396 |
| 14. TOTAL SALARIES AND BENEFITS. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . |  | 1,957,954.52 | 397 |
| 15. Percent of Current Cost of Education Expended for Classroom |  |  |  |
| Compensation (EDP 397 divided by EDP 369) Line 15 must |  |  |  |
|  |  |  |  |
| for high school districts to avoid penalty under provisions of EC 41372. |  | 56.25\% |  |
| 16. District is exempt from EC 41372 because it meets the provisions |  |  |  |

## PART III: DEFICIENCY AMOUNT

A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the
provisions of EC 41374.

1. Minimum percentage required ( $60 \%$ elementary, $55 \%$ unified, $50 \%$ high ).
2. Percentage spent by this district (Part II, Line 15) .


| $55.00 \%$ |
| ---: | ---: |
| $56.25 \%$ |
| $0.00 \%$ |
| $3.480,704.81$ |
| 0.00 |

4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369).
5. Deficiency Amount (Part III, Line 3 times Line 4)

PART IV: Explanation for adjustments entered in Part I, Column 4b (required)

|  | Unaudited Balance July 1 | Audit <br> Adjustments/ <br> Rostatements | Audlted Balance July 1 | Increases | Decreases | EndIng Balance June 30 | Amounis Due Withln One Year |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Governmental Activitles: |  |  |  |  |  |  |  |
| General Obligation Bonds Payable |  |  | 0.00 | $3,150,000.00$ |  | 3,150,000.00 |  |
| State School Building Loans Payable |  |  | 0.00 |  |  | 0.00 |  |
| Certificates ol Participation Payable |  |  | 0.00 |  |  | 0.00 |  |
| Capital Leases Payable |  |  | 0.00 |  |  | 0.00 |  |
| Lease Revenue Bonds Payable |  |  | 0.00 |  |  | 0.00 |  |
| Other General Long-Term Debt |  |  | 0.00 |  |  | 0.00 |  |
| Net Pension Llability | 2,384,639.00 | 724,148.00 | 3,108,787,00 |  |  | 3,108,787,00 |  |
| Net OPEB Obligation | 220,935.00 | $(72,377.00)$ | 148,558.00 |  |  | 148,558.00 |  |
| Compensated Absences Payable | 4,538.06 |  | 4,538.06 | 918.12 |  | 5,456,18 |  |
| Governmental activities long-term liabilities | 2,610,112.06 | $651,771.00$ | 3,261,883.06 | 3,150,918.12 | 0.00 | 6,412,801.18 | 0.00 |
| Business-Type Aclivitles: |  |  |  |  |  |  |  |
| General Obligation Bonds Payable |  |  | 0.00 |  |  | 0.00 |  |
| State School Building Loans Payable |  |  | 0.00 |  |  | 0.00 |  |
| Certificates ol Parlicipation Payable |  |  | 0.00 |  |  | 0.00 |  |
| Capital Leases Payable |  |  | 0.00 |  |  | 0.00 |  |
| Lease Revenue Bonds Payable |  |  | 0.00 |  |  | 0.00 |  |
| Other General Long-Term Debt |  |  | 0.00 |  |  | 0.00 |  |
| Net Pension Liability |  |  | 0.00 |  |  | 0.00 |  |
| Net OPEB Obligation |  |  | 0.00 |  |  | 0.00 |  |
| Compensated Absences Payable |  |  | 0.00 |  |  | 0.00 |  |
| Business-type activities lang-term liabilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |


| A. PRIOR YEAR DATA |
| :--- |
| (2015-16 Actual Appropriations Limit and Gann ADA |
| are from district's prior year Gann data reported to the CDE) |

1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)

ADJUSTMENTS TO PRIOR YEAR LIMIT
3. District Lapses, Reorganizations and Other Transfers
4. Temporary Voter Approved Increases
5. Less; Lapses of Voter Approved Increases
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT
(Lines A3 plus A4 minus A5)
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)
B. CURRENT YEAR GANN ADA
(2016-17 data should tie to Principal Apportionment
Software Attendance reports and include ADA for charter schools reporting with the district)

1. Total K-12 ADA (Form A, Line A6)
2. Total Charter Schools ADA (Form A, Line C9)
3. TOTAL. CURRENT YEAR P2 ADA (Line B1 plus B2)
C. LOCAL PROCEEDS OF TAXESISTATE AID RECEIVED

TAXES AND SUBVENTIONS (Funds 01, 09, and 62)

1. Homeowners' Exemption (Object 8021)
2. Timber Yield Tax (Object 8022)
3. Other Subventions/In-Lieu Taxes (Object 8029)
4. Secured Roll Taxes (Object 8041)
5. Unsecured Roll Taxes (Object 8042)
6. Prior Years' Taxes (Object 8043)
7. Supplemental Taxes (Object 8044)
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)
9. Penalties and Int. from Delinquent Taxes (Object 8048)
10. Other In-Lieu Taxes (Object 8082)
11. Comm. Redevelopment Funds (objects 8047 \& 8625)
12. Parcel Taxes (Object 8621)
13. Other Non-Ad Vaiorem Taxes (Object 8622) (Taxes only)
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)

OTHER LOCAL. REVENUES (Funds 01, 09, and 62)
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)




## 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 )
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
3. 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)

## 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)

## Part II - Adjustments for Employment Separation Costs

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

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

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

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

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

## 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)
2. Centralized Data Processing, less portion charged to restricted resources or specific goals
(Function 7700, objects 1000-5999, minus Line B10)
179,589.79
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)
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)
0.00
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)
7. Adjustment for Employment Separation Costs
a. Plus: Normal Separation Costs (Part II, Line A)
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)
9. Carry-Forward Adjustment (Part IV, Line F)
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)

| $179,589.79$ |
| ---: |
| $35,346.61$ |
| 0.00 |
| 0.00 |
| $15,904.52$ |
| 0.00 |
| 0.00 |
| 0.00 |
| $230,840.92$ |
| $155,468.68)$ |
| $175,372.24$ |


| $2,395,743.43$ |
| ---: |
| $448,163.30$ |
| $304,375.02$ |
| $44,295.16$ |
| 50.25 |
| 0.00 |

$143,572.04$
External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)
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)

9,178.24
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)
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)
0.00
2. Facilities Rents and Leases (all except portion relating to general administrative offices)
(Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)
13. Adjustment for Employment Separation Costs
a. Less: Normal Separation Costs (Part II, Line A)
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)

5,700.00

| $5,700.00$ |
| ---: |


| $9,178.24$ |
| ---: |
| 0.00 |
| $484,237.76$ |
| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| $281,165.84$ |
| 0.00 |
| $4,116,481.04$ |

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)
$5.61 \%$
D. Preliminary Proposed Indirect Cost Rate
(For final approved fixed-with-carry-forward rate for use in 2018-19 see www.cde.ca.gov/fg/ac/ic)
(Line A10 divided by Line B18)
4.26\%

40688330000000

## Part IV - Carry-forward Adjustment

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

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.
A. Indirect costs incurred in the current year (Part III, Line A8)

230,840.92
B. Carry-forward adjustment from prior year(s)

1. Carry-forward adjustment from the second prior year
$(17,541.82)$
2. Carry-forward adjustment amount deferred from prior year(s), if any
$(67,368.03)$
C. Carry-forward adjustment for under- or over-recovery in the current year
3. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (6.31\%) times Part III, Line B18); zero if negative
4. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (6.31\%) times Part III, Line B18) or (the highest rate used to recover costs from any program (6.24\%) times Part III, Line B18); zero if positive
$\qquad$
ן107,000.0)
D. Preliminary carry-forward adjustment (Line C1 or C2)
(110,937.35)

## E. Optional allocation of negative carry-forward adjustment over more than one year

Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.

Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation: $\qquad$
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment ( $\$-55,468.68$ ) is applied to the current year calculation and the remainder ( $\$-55,468.67$ ) is deferred to one or more future years:

Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment ( $\$-36,979.12$ ) is applied to the current year calculation and the remainder ( $\$-73,958.23$ ) is deferred to one or more future years:
4.71\%

LEA request for Option 1, Option 2, or Option 3
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)
$(55,468.68)$

| Shandon Joint Unified San Luis Obispo County |  |  |  | 4068833000000 Form IC |
| :---: | :---: | :---: | :---: | :---: |
|  |  |  | Approved indirect cost rate: st rate used in any program: | $\frac{6.31 \%}{6.24 \%}$ |
| Fund | Resource | Eligible Expenditures (Objects 1000-5999 except Object 5100) | Indirect Costs Charged (Objects 7310 and 7350) | Rate Used |
| 01 | 3010 | 57,981.00 | 3,620.00 | 6.24\% |
| 01 | 3310 | 44,281.97 | 2,695.03 | 6.09\% |
| 01 | 6500 | 303,021.78 | 18,908.00 | 6.24\% |


| Shandon Joint Unified San Luis Obispo County | 2016- <br> Reven Ending | naudited Actuals 7 Unaudited Actuals TERY REPORT es, Expenditures and Balances - All Funds |  |  | 4068833000000 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Description | Object Codes | Lottery: Unrestricted (Resource 1100) | Transferred to Other Resources for Expenditure | Lottery: Instructional Materials (Resource 6300)* | Totals |
| A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR |  |  |  |  |  |
| 1. Adjusted Beginning Fund Balance | 9791-9795 | 6,253.67 |  | 0.00 | 6,253.67 |
| 2. State Lottery Revenue | 8560 | 45,139.85 |  | 15,678.35 | 60,818.20 |
| 3. Other Local Revenue | 8600-8799 | 0.00 |  | 0.00 | 0.00 |
| 4. Transfers from Funds of Lapsed/Reorganized Districts | 8965 | 0.00 |  | 0.00 | 0.00 |
| 5. Contributions from Unrestricted Resources (Total must be zero) | $8980$ | 0.00 |  |  | 0.00 |
| 6. Total Available (Sum Lines A1 through A5) |  | 51,393.52 | 0.00 | 15,678.35 | 67,071.87 |
| B. EXPENDITURES AND OTHER FINANCING USES |  |  |  |  |  |
| 1. Certificated Salaries | 1000-1999 | 0.00 |  |  | 0.00 |
| 2. Classified Salaries | 2000-2999 | 0.00 |  |  | 0.00 |
| 3. Employee Benefits | 3000-3999 | 0.00 |  |  | 0.00 |
| 4. Books and Supplies | 4000-4999 | 29,706.45 |  | 15,678.35 | 45,384.80 |
| 5. a. Services and Other Operating Expenditures (Resource 1100) | $5000-5999$ | 2,325.47 |  |  | 2,325.47 |
| b. Services and Other Operating Expenditures (Resource 6300) | 5000-5999, except $5100,5710,5800$ |  |  |  |  |
| c. Duplicating Costs for Instructional Materials (Resource 6300) | 00,5710,5800 |  |  |  |  |
| 6. Capital Outlay | 6000-6999 | 0.00 |  |  | 0.00 |
| 7. Tuition | 7100-7199 | 0.00 |  |  | 0.00 |
| 8. Interagency Transfers Out <br> a. To Other Districts, County Offices, and Charter Schools | 7211,7212,7221, 7222,7281,7282 | 0.00 |  |  | 0.00 |
|  | 7283,7299 | 0.00 |  |  | 0.00 |
| 9. Transters of Indirect Costs | 7300-7399 |  |  |  |  |
| 10. Debt Service | 7400-7499 | 0.00 |  |  | 0.00 |
| 11. All Other Financing Uses | 7630-7699 | 0.00 |  |  | 0.00 |
| 12. Total Expenditures and Other Finan (Sum Lines B1 through B11) |  | 32,031.92 | 0.00 | 15,678.35 | 47,710.27 |
| C. ENDING BALANCE |  |  |  |  | 19,361.60 |
| D. COMMENTS: |  |  |  |  |  |

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.
*Pursuant to Government Code Section $8880.4(a)(2)(B)$ and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

| Shandon Joint Unified | Unaudited Actuals | $2016-17$ |
| :--- | :---: | ---: |
| San Luis Obispo County | General Fund and Charter Schools Funds |  |
| Program Cost Report |  |  |


|  |  | ......................- Direct Costs - .a.t.................... |  |  | Central Admin <br> Costs <br> col. $3 \times$ Sch. CAC line E <br> Column 4 | Other Costs (Schedule OC) Column 5 | Total Costs by <br> Program <br> (col. $3+4+5$ ) <br> Colurnn 6 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Goal | Program/Activity | Direct Charged (Schedule DCC) Column 1 | Allocated (Schedule AC) Column 2 | Subtotal (col. $1+2$ ) Column 3 |  |  |  |
| Instructional |  |  |  |  |  |  |  |
| Goals |  |  |  |  |  |  |  |
| 0001 | Pre-Kindergarten | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 1110 | Regular Education, K-12 | 2,032,401.57 | 991,858.73 | 3,024,260.30 | 248,638.43 |  | 3,272,898.73 |
| 3100 | Alternative Schools | 0.00 | 0.00 | 0.00 | 0,00 |  | 0.00 |
| 3200 | Continuation Schools | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 3300 | Independent Study Centers | 3,859.18 | 0.00 | 3,859.18 | 317.28 |  | 4,176.46 |
| 3400 | Opportunity Schools | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 3550 | Community Day Schools | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 3700 | Specialized Secondary Programs | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 3800 | Career Technical Education | 36,096.83 | 0.00 | 36,096.83 | 2,967,69 |  | 39,064.52 |
| 4110 | Regular Education, Adult | 0,00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 4610 | Adult Independent Study Centers | 0.00 | 0.00 | 0.00 | 0.00 |  | 0,00 |
| 4620 | Adult Correctional Education | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 4630 | Adult Career 'Technical Education | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 4760 | Bilingual | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 4850 | Migrant Education | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 5000-5999 | Special Education | 425,101.93 | 96,862.79 | 521,964.72 | 42,913.13 |  | 564.877 .85 |
| 6000 | Regional Occupational $\mathrm{Ctr} / \mathrm{Prg}$ (ROC/P) | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| Other Goals |  |  |  |  |  |  |  |
| 7110 | Nonagency - Educational | 122.692 .67 | 77,946.08 | 200,638.75 | 16,495.44 |  | 217,134.19 |
| 7150 | Nonagency - Other | 48,620,80 | 0.00 | 48,620.80 | 3,997.34 |  | 52,618.14 |
| 8100 | Community Services | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 8500 | Child Care and Development Services | 50.25 | 0.00 | 50.25 | 4.13 |  | 54.38 |
| Other Costs |  |  |  |  |  |  |  |
| -.. | Food Services |  |  |  |  | 0.00 | 0.00 |
| $\cdots$ | Enterprise |  |  |  |  | 0.00 | 0.00 |
| $\cdots$ | Facilities Acquisition \& Construction |  |  |  |  | 37.175.00 | 37,175,00 |
| --- | Other Outgo |  |  |  |  | 359,463.32 | 359,463.32 |
| Other Funds +8+e | Adult Education, Child Development, Cafeteria, Foundation ([Column $3+$ CAC, line C5] times CAC, line E) |  | 18.142.89 | 18,142.89 | $24,607.56$ |  | 42.750.45 |
| $\cdots$ | Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350) |  |  |  | 0.00 |  | 0.00 |
| -... | Total General Fund and Charter Schools Funds Expenditures | 2,668,823,23 | 1.184.810.49 | 3,853.633.72 | 339,941.00 | 396,638.32 | 4,590,213,04 |

[^2]

| $\qquad$Unaudited Actuals <br> $2016-17$ | 40688330000000 |
| :---: | ---: |
| General Fund and Charter Schools Funds | Form PCR |
| Program Cost Report |  |
| Schedule of Allocated Support Costs (AC) |  |


| Goal | Type of Program | Allocated Support Costs (Based on factors input on Form PCRAF) |  |  | Total |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Full-Time Equivalents | Classroom Units | Pupils Transported |  |
| Instructional Goals |  |  |  |  |  |
| 0001 | Pre-Kindergarten | 0.00 | 0.00 | 0.00 | 0.00 |
| 1110 | Regular Education, K-12 | 399,951.81 | 390,072.23 | 201,834.69 | 991,858.73 |
| 3100 | Alternative Schools | 0.00 | 0.00 | 0.00 | 0.00 |
| 3200 | Continuation Schools | 0.00 | 0.00 | 0.00 | 0.00 |
| 3300 | Independent Study Centers | 0.00 | 0.00 | 0.00 | 0.00 |
| 3400 | Opportunity Schools | 0.00 | 0.00 | 0.00 | 0.00 |
| 3550 | Community Day Schools | 0.00 | 0.00 | 0.00 | 0.00 |
| 3700 | Specialized Secondary Programs | 0.00 | 0.00 | 0.00 | 0.00 |
| 3800 | Career Technical Education | 0.00 | 0.00 | 0.00 | 0.00 |
| 4110 | Regular Education, Adult | 0.00 | 0.00 | 0.00 | 0.00 |
| 4610 | Adult Independent Study Centers | 0.00 | 0.00 | 0.00 | 0.00 |
| 4620 | Adult Correctional Education | 0.00 | 0.00 | 0.00 | 0.00 |
| 4630 | Adult Career Technical Education | 0.00 | 0.00 | 0.00 | 0.00 |
| 4760 | Bilingual | 0.00 | 0.00 | 0.00 | 0.00 |
| 4850 | Migrant Education | 0.00 | 0.00 | 0.00 | 0.00 |
| 5000-5999 | Special Education (allocated to 5001) | 51,505.55 | 45,357.24 | 0.00 | 96.862.79 |
| 6000 | ROC/P | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Goals |  |  |  |  |  |
| 7110 | Nonagency - Educational | 5,374.50 | 72,571.58 | 0.00 | 77,946.08 |
| 7150 | Nonagency - Other | 0.00 | 0.00 | 0.00 | 0.00 |
| 8100 | Community Services | 0.00 | 0.00 | 0.00 | 0.00 |
| 8500 | Child Care and Development Sves. | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Funds |  |  |  |  |  |
| - | Adult Education (Fund 11) |  | 0.00 |  | 0.00 |
| .- | Child Development (Fund 12) | 0.00 | 0.00 | 0.00 | 0.00 |
| .- | Cafeteria (Funds 13 and 61) |  | 18,142.89 |  | 18,142.89 |
| Total Allocated Support Costs |  | 456,831.86 | 526,143.94 | 201,834.69 | 1,184,810.49 |

Shandon Joint Unified San Luis Obispo County

Unaudited Actuals
2016-17
Program Cost Report
40688330000000
Schedule of Central Administration Costs (CAC)

| A. Central Administration Costs in General Fund and Charter Schools Funds Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and <br> 1 9000, Objects 1000-7999) | 110,126.36 |
| :---: | :---: |
| External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and <br> 2 9000, Objects 1000-7999) | 5,700.00 |
| Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 30000 , Objects 1000-7999) | 188,768.03 |
| Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000- <br> 4 7999) | 35,346.61 |
| 5 Total Central Administration Costs in General Fund and Charter Schools Funds | 339,941,00 |
| B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds <br> 1 Total Direct Charged Costs (from Form PCR, Column 1, Total) | 2,668,823.23 |
| 2 Total Allocated Costs (from Form PCR, Column 2, Total) | 1,184,810.49 |
| 3 Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds | 3,853,633.72 |
| C. Direct Charged Costs in Other Funds <br> 1 Adult Education (Fund 11, Objects 1000-5999, except 5100) | 0.00 |
| 2 Child Development (Fund 12, Objects 1000-5999, except 5100) | 0.00 |
| 3 Cafeteria (Funds 13 \& 61, Objects 1000-5999, except 5100) | 281,165.84 |
| 4 Foundation (Funds 19 \& 57, Objects 1000-5999, except 5100) | 0.00 |
| 5 Total Direct Charged Costs in Other Funds | 281,165.84 |
| D. Total Direct Charged and Allocated Costs (B3 + C5) | 4,134,799.56 |
| E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D) | 8.22\% |


| Type of Activity | Food Services <br> (Function 3700) | Enterprise <br> (Function 6000) | Facilities Acquisition \& Construction <br> (Function 8500) | Other Outgo <br> (Functions 9000-9999) | Total |
| :---: | :---: | :---: | :---: | :---: | :---: |
| \|Food Services <br> (Objects 1000-5999, 6400, and 6500) | 0.00 |  |  |  | 0.00 |
| $\begin{aligned} & \text { Enterprise } \\ & \text { (Objects } 1000-5999,6400 \text {, and } 6500 \text { ) } \end{aligned}$ |  | 0.00 |  |  | 0.00 |
| \|Facilities Acquisition \& Construction (Objects 1000-6500) |  |  | 37.175.00 |  | 37,175,00 |
| Other Outgo <br> (Objects 1000-7999) |  |  |  | 359,463.32 | 359,463.32 |
| Total Other Costs | 0.00 | 0.00 | 37,175.00 | 359,463.32 | 396,638.32 |


| Shandon Joint Unified San Luis Obispo Counly | Unaudited Actuals$2016-17$General Fund and Charler Schools FundsProgram Cosi ReporlSchedule of Alocation Factors (AF) for Supporl Costs |  |  |  |  |  | $\begin{aligned} & 4068833 \\ & \text { Form } \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | . . . . . . . . . . . . . . . . Teweher Full-Time Equlvalenls . . . . . . . . . . . . . . . . . . . |  |  |  | ......... Classroonn Unils ......... |  | Puplls Transported |
|  | Instructional Supervision and Administration (Functions $2100-2200$ ) | Library, Media, Technology and Other Insiructiona! Resources (Funclions 2420-2495) | School Administration (Function 2700) | Pupil Supporr Services (Functions 3100-3199 \& 3900) | Plast Maintenunce and Оретаиімия (Functious 8100-8400) | Facilities Rents and Leases (Function 8700) | Pupil Transporation (Function 3600) |
| A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors Inpul) | 000 | 3.535,67 | 369,727.91 | 8356828 | 526.14394 | 000 | 201,834,69 |
| 1. Enter Allocallon Factor(s) by Goal: <br> (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.) <br> Insiructional Goals Deseription <br> 0001 Pre-Kindergarten | FTE Faclor(s) | FTE Factor(s) | FTE Factors) | FTE Factor(s) | CU Factor(s) | CU Factors) | PT Factors) |
| 1110 Regular Estucation. K-12 |  | 17.86 | 17.86 | 17.86 | 2150 |  | 71.00 |
| 3100 Allemalive Schools |  |  |  |  |  |  |  |
| 3200 Continuation Schools |  |  |  |  |  |  |  |
| 3300 Independent Siudy Centers |  |  |  |  |  |  |  |
| 3400 Opporlunity Schonls |  |  |  |  |  |  |  |
| 3550 Communily Day Schonls |  |  |  |  |  |  |  |
| 3700 Specialined Secondary Progrnm |  |  |  |  |  |  |  |
| 3800 Career Technical Education |  |  |  |  |  |  |  |
| 4110 Regular Educalion, Adult |  |  |  |  |  |  |  |
| 4650 Adult Independent Sludy Centers |  |  |  |  |  |  |  |
| 4620 Aduli Correctiomil Educ口tion |  |  |  |  |  |  |  |
| 4630 Aduli Career Technical Education |  |  |  |  |  |  |  |
| 4760 Bilinpual |  |  |  |  |  |  |  |
| 4850 Migrani Education |  |  |  |  |  |  |  |
| 5000-5999 Special Education (alliceated to 5005) |  | 2.30 | 230 | 230 | 250 |  |  |
| $6000 \mathrm{ROC/P}$ |  |  |  |  |  |  |  |
| Other Goals Descriplion <br> 7110 Nonagency - Educational |  | 0.24 | 024 | 0.24 | 4.00 |  |  |
| 3150 Nonagency - Olher |  |  |  |  |  |  |  |
| 8100 Community Services |  |  |  |  |  |  |  |
| 8500 Child Care and Development Services |  |  |  |  |  |  |  |
| Other Funds Descripllon |  |  |  |  |  |  |  |
| .. Adult Education (Fund II) |  |  |  |  |  |  |  |
| .. Child Developmen (Fund 12) |  |  |  |  |  |  |  |
| .. Cnfelerin (Fimds 13 \& 61) |  |  |  |  | 100 |  |  |
| C. Total Alleciation Eactory | 000 | 20.40 | 20.40 | 2040 | 29.00 | 000 | 71.00 |


|  Unaudiled Acluals <br> Shandon Joinl Unilied Special Education Mainlenance of Ellorl <br> San Luis Obispo Counly $201 \overline{-17}$ Actual $\mathbf{x L}$ 2015-16 Actual Comparison <br>  $2016 \cdot 17$ Expencitures by LEA (LE.CY) |  |  |  |  |  |  |  |  | 40688330000000 Reporl SEMA |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Object Code Description | Special Education, Unspecifled (Goal 5001) | Reglonalized Services (Goal 5050) | Reglonalized <br> Program <br> Speclalist <br> (Goal 5060) | Speciai Educalion, Infants (Gogl 5710) | Special Educatlon, Preschool Studenis (Goal 5730) | Spec. Education, Ages 5-22 Severely Disabled (Goal 5750) | Spec. Education, Ages 5-22 Nonseverely Dlsabled (Goal 5770) | Adjustments* | Total |
| UNDUPLICATED PUPIL COUNT |  |  |  |  |  |  |  |  | 48 |
| TOTAL EXPENDITURES (Funds 01, 09, \& 62; resources 0000-9999) | 000 | 0.00 | 000 | 0.00 | 0,00 | 0.00 | 124,183.00 |  | 124,18300 |
| 2000-2999 Classilied Salaries | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 98,303,36 |  | 98,303.36 |
| 3000-3999 Employee Benetils | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 93,975,70 |  | 93,975.70 |
| $4000-4999$ Books and Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 1,10939 |  | 1,109 39 |
| 5000-5999 Services and Ohher Operaling Expendilures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 107,530.48 |  | 107,530.48 |
| 6000-6999 Capilal Oullay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 7130 Stale Special Schools | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.01 |  | 0.00 |
| 7430-7439 Debl Service | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 0,00 | 0,00 |  | 0.00 |
| Tolal Direcı Cosis | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 425.101 .93 | 000 | 425,101,93 |
| Transters ol Indirecl Cosis <br> Transters ol Indirect Cosis - Interfund Program Cost Report Allocations Total Indirect Cosis and PCR Allocations TOTAL COSTS | 21,603.03 | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 |  | 21,603,03 |
|  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
|  | 96,862.77 |  |  |  |  |  |  |  | 96,862.77 |
|  | 118.465 .80 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 0.00 | 0.00 | 118,465 80 |
|  | 118,465,80 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 425,101,93 | 0.00 | 543,567.73 |
| FEDERAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, excepl 3385) |  |  |  |  |  |  | 000 |  | 000 |
| 1000-1999 Cerlificated Salaries | $\begin{array}{r} 0.00 \\ 0.00 \end{array}$ | 0.00 0.00 | 0.00 | 0.00 0.00 | 0.000 | 0.00 | 20,729.77 |  | 30,729.77 |
| 2000-2999 Classilied Salaries | 0.00 | 0.00 | 0.00 | 0.00 | 0,00 | 0,00 | 13.552.20 |  | 13.55020 |
| 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 Operaling Expendilures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 6000-6999 Capilal Oullay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 |  | 0.00 |
| 7130 Stale Special Schools | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 0.00 |  | 0.00 |
| 7430-7439 Debl Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 000 |  | 0.00 |
| Tolal Direct Cosis | 0.00 | 0.00 | 0.00 | 000 | 0.00 | 0.00 | 44,261.97 | 0.00 | 44.281.97 |
| 7310 Translers of Indirect Cosis | 2,69503 | 000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  | 2.695.03 |
| 7350 Translers of Indirect Cosis - Interfund | 0,00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| Tolal Indirect Cosls | 2,695.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.695,03 |
| TOTAL BEFORE OBJECT 8980 | 2.695 .03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 44.281 .97 | 0.00 | 46.977.00 |
| 8980 Less: Contribulions Irom Unrestricled Revenues to Federal Resources (Resources 3310-3400, excepl 3385 , all goals; resources $3000-3178$ \& 3410-5810, goals 5000-5999) |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | 0.00 |
| TOTAL COSTS |  |  |  |  |  |  |  |  | 46,977.00 |



- Allach an addilional sheet wilh explanalions of any amounts
in the Adjustments column.


## 2015-16 Expenditures

1. Enter Total Costs amounts from the 2015-16 Report SEMA, 2015-16 Expenditures by LEA (LE-CY) worksheet, Total Column, for the State and Local Expenditures section and the Local Expenditures section
2. Enter audit adjustments of 2015-16 special education expenditures from SACS2017ALL data, not included in Line 1 (explain below) (Funds 01, 09, and 62; resources 0000-2999 \& 6000-9999; Object 9793)
$\qquad$
$\qquad$
$\qquad$
3. Enter restatements of 2016-17 special education beginning fund balances from SACS2017ALL data, not included in Line 1 (explain below)
(Funds 01, 09, and 62; resources 0000-2999 \& 6000-9999; Object 9795)
$\qquad$
$\qquad$
$\qquad$
4. Enter any other adjustments, not included in Line 1 (explain below)
$\qquad$
$\qquad$
5. 2015-16 Expenditures, Adjusted for 2016-17 MOE Calculation (Sum lines 1 through 4)

| A. State and Local | B. Local Only |
| ---: | ---: |
| $522,276.16$ |  |
|  |  |
|  |  |
| $5269,705.01$ |  |
|  |  |

## C. Unduplicated Pupil Count

1. Enter the unduplicated pupil count reported in 2015-16 Report SEMA, 2015-16 Expenditures by LEA (LE-CY) worksheet 40.00
2. Enter any adjustments not included in Line C1 (explain below)
$\qquad$
$\qquad$
$\qquad$
3. 2015-16 Unduplicated Pupil Count, Adjusted for 2016-17 MOE Calculation (Line C1 plus Line C2)

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. If a member of a SELPA, submit this form together with the 2016-17 Expenditures by LEA (LE-CY) and the 2015-16 Expenditures by LEA (LE-PY) to the SELPA AU. If a single-LEA SELPA, submit the forms to the CDE.

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-A 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 2016-17 expenditures to the most recent fiscal year the LEA met MOE using that method, which is the comparison year. To ensure the LEA is comparing 2016-17 expenditures to the appropriate comparison year, the LEA is required to complete the Subsequent Years Tracking (SYT) worksheet with their LMC-A worksheet. The SYT worksheet tracks the result for each of the four methods back to FY 2011 12 , which is the baseline year for LEA MOE calcutations established by the Office of Special Education Programs. The SYT worksheet is available at: http://www.cde.ca.gov/sp/se/as/documents/subseqyrtrckwrksht.xls.

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. These results are necessary both for historical purposes and for the possibility that the LEA may want, or need, to switch methods in future years.

## 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. If the LEA meets one of the conditions below, the LEA must complete and include the IDEA MOE Exemption Worksheet available at: http://www.cde.ca.gov/sp/se/as/documents/leamoeexempwrksht.xls

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: State and Local
1

$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
Total exempt reductions
$\qquad$
$\qquad$
$\qquad$
$\begin{array}{r}81,038.35 \\ \hline\end{array}$ $\qquad$

SELPA: San Luis Obispo County (AJ)

## 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].

|  |  | State and Local | Local Only |
| :---: | :---: | :---: | :---: |
| Current year funding (IDEA Section 611 Local |  |  |  |
| Assistance Grant Awards - Resources 3310 and |  |  |  |
| 3320) | 55,892.00 |  |  |
| Less: Prior year's funding (IDEA Section 611 Local |  |  |  |
| Assistance Grant Awards - Resources 3310 and |  |  |  |
| 3320) | 51,481.00 |  |  |
| Increase in funding (if difference is positive) | 4.411 .00 |  |  |
| Maximum available for MOE reduction ( $50 \%$ of increase in funding) | 2,205.50 (a) |  |  |
| Current year funding (IDEA Section 619 - Resource |  |  |  |
| 3315) | 3,037.00 |  |  |
| Maximum available for early intervening services (EIS) ( $15 \%$ of current year funding - Resources |  |  |  |
| 3310,3315 , and 3320) | 8,839.35 (b) |  |  |
| If (b) is greater than (a). |  |  |  |
| Enter portion to set aside for EIS (cannot exceed |  |  |  |
| line (b), Maximum available for EIS) | 8,839.35 (c) |  |  |
| Available for MOE reduction. (line (a) minus line (c), zero if negative) | 0.00 (d) |  |  |
| Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction). |  |  |  |

THIS SECTION IS NOT APPLICABLE!
If (b) is less than (a).
Enter portion used to reduce MOE requirement
(first column cannot exceed line (a), Maximum
available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement). $\qquad$ (e) $\qquad$

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

8,839.35 (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:

California Dept of Education
SACS Financial Reporting Software - 2017.2.0
File: sema (Rev 05/24/2017)
a. Total special education expenditures
b. Less: Expenditures paid from federal sources
c. Expenditures paid from state and local sources Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation

Less: Exempt reduction(s) for SECTION1
Less: $50 \%$ reduction from SECTION 2
Net expenditures paid from state and local sources


543,567.73
$46,977.00$

Column B
Actual Expendltures Comparison Year 14-15

| $596,137.17$ |
| ---: |
| 0.00 |

$596,137.17$

| $81,038.35$ |
| ---: |
| 0.00 |
| $515,098.82$ |

Column C

Difference
(A-B)


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

|  | Actual FY 2016-17 | Comparison Year $14-15$ | 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 state and local expenditures. |  |  |  |
| a. Total special educatlon expenditures | 543,567.73 |  |  |
| b. Less: Expenditures paid from federal sources | 46,977.00 |  |  |
| c. Expenditures paid from state and local sources | 496,590.73 | 596,137.17 |  |
| Add/Less: Adjustments required for MOE calculation |  | 0.00 |  |
| Comparison year's expenditures, adjusted for MOE calculation |  | 596,137.17 |  |
| Less: Exempt reduction(s) from SECTION 1 |  | $81,038.35$ |  |
| Less: 50\% reduction from SECTION 2 |  | 0.00 |  |
| Net expenditures paid from state and local sources | 496,590.73 | 515,098.82 | $(18,508.09)$ |
| d. Special education unduplicated pupil count | 48 | 33 |  |
| e. Per capita state and local expenditures (A2c/A2d) | 10,345.64 | 15,609.06 | (5,263.42) |

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

## B. LOCAL EXPENDITURES ONLY METHOD

|  | Actual FY 2016-17 | Comparison Year 14-15 | 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 | 450,936.19 | 324,861.46 |  |
| Add/Less: Adjustments required for MOE calculation |  | 0.00 |  |
| Comparison year's expenditures, adjusted for MOE calculation |  | 324,861.46 |  |
| Less: Exempt reduction(s) from SECTION 1 |  | 0.00 |  |
| Less: 50\% reduction from SECTION 2 |  | 0.00 |  |
| Net expenditures paid from local sources | 450,936.19 | 324,861.46 | 126,074.73 |

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

|  | Actual FY 2016-17 | Comparison Year $14-15$ | 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 | 450,936.19 | 324,861.46 |  |
| Add/Less: Adjustments required for MOE calculation |  | 0.00 |  |
| Comparison year's expenditures, adjusted for MOE |  | 324,861.46 |  |
| Less: Exempt reduction(s) from SECTION 1 |  | 0.00 |  |
| Less: 50\% reduction from SECTION 2 |  | 0.00 |  |
| Net expenditures paid from local sources | 450,936.19 | 324,861.46 | 126,074.73 |
| b. Special education unduplicated pupil count | 48 | 33 |  |
| c. Per capita local expenditures (B2a/B2b) | 9,394.50 | 9,844.29 | (449.79) |

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

Sonia Stuart
Contact Name

Fiscal Specialist II
Title

805-782-7216
Telephone Number
sstuart@slocoe.org
E-mail Address

|  |  |  |  |  |  |  |  |  |  | 406883300 Reporl <br> Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Objoct Code | Descrlption | Special Educatlon, Unspecified (Goal 5001) | Regionallzed Services (Goal 5050) | Regionallzed Program Speclallst (Goal 5060) | Speclal Education, Infants (Gool 5710) | Speclal Education, Preschool Students (Goal 5730) | $\begin{gathered} \text { Spec. Education, } \\ \text { Ages 5-22 } \\ \text { Severely Dlsabled } \\ \text { (Goal } 5750 \text { ) } \\ \hline \end{gathered}$ | Spec. Education Ages 5-22 Nonseverely Disabled (Goal 5770) | Adusiments* |  |
|  | UNDUPLICATED PUPIL COUNT |  |  |  |  |  |  |  |  | 48 |
| TOTAL BUDGET (Funds 01, 09, \& 62; resources 0000-9999) |  | 0.00 | 0.00 | 000 | 0.00 | 0.00 | 0.00 | 20252000 |  | 202,520,00 |
| 2000-2999 | Classitied Salaries | 0.00 | 0.00 | 000 | 0.00 | 0.00 | 0.00 | 90,478.00 |  | 90,478.00 |
| 3000-3999 | Employee Benelils | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 125,174,00 |  | 125,174.00 |
| 4000-4999 | Books and Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |  | 1,000,00 |
| 5000-5999 | Servies and Oiher Operaling Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 0.00 | 142,415.00 |  | 14241500 |
| 6000-6999 | Capilal Oullay | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 0.00 | 0.00 |  | 0.00 |
| 7430-7439 | Slale Special Schools | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  | 000 |
|  | Debl Service | 0.00 | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 |  | 000 |
|  | Tolal Direct Costs | 0.00 | 0.00 | 0.00 | 0,00 | 000 | 0.00 | 561.587.00 | 0.00 | 561,587.00 |
| $\begin{aligned} & 7310 \\ & 7350 \end{aligned}$ | Translers ol Indirect Costs | 22,025,00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 000 |  | 22,025.00 |
|  | Translers ol Indirect Cosis - Inlerlund | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 0.00 |  | 000 |
|  | Total Indirect Costs | 22,025.00 | 0.00 | 0.00 | 000 | 0.00 | 0.00 | 000 | 0.00 | 22,025,00 |
|  | TOTAL COSTS | 22,025.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 561,567,00 | 000 | 583,612.00 |
| STATE AND LOCAL BUDGET (Funds 01, 09, 8162; resources 0000-2999, 3385, \& 8000-9999) |  |  |  |  |  |  |  |  |  |  |
| 1000-1999 | Certilicaled Salaries | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 202,520,00 |  | 202520.00 |
| 2000-2999 | Classified Salaries | 0.00 | 000 | 0,00 | 0.00 | 0.00 | 0.00 | 59,953.00 |  | 59,953,00 |
| 3000.3999 | Employee Benelits | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 107,916,00 |  | 107,916.00 |
| 4000-4999 | Books and Supplies | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 0.00 | 1,000.00 |  | 1,000 00 |
| 5000-5999 | Services and Olher Operaling Expendilures | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 0.00 | 141,530.00 |  | 141,630,00 |
| 6000-6999 | Capilal Oullay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 7130 | State Special Schools | 0.00 | 0.00 | 000 | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
| 7430-7439 | Debl Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  | 0,00 |
|  | Total Direct Cosis | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 513,019,00 | 0.00 | $513,019.00$ |
| 73107350 | Translers of Indirect Costs | 20,000,00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  | 20,000.00 |
|  | Translers of Indireci Cosis - Interfund | 0,00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  | 0.00 |
|  | Tolal Indirect Cosis | 20,000,00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20,000,00 |
|  | TOTAL EEFORE OBJECT 8980 | 20,000,00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 513,019,00 | 0.00 | 583,019,00 |
| A980 | Contribulions from Unreslricted Revenues to Federal Resources (Resources 3310-3400, excepl 3385, all goals; resources 3000-3178 \& 3410-5810, goals 5000-5999) |  |  |  |  | 1 | 8 |  | 1ヵ | 0.00 |
|  | TOTAL COSTS |  |  |  |  |  |  |  |  | 533.019,00 |



- Allach an additional sheel with explanallons ol any amounts

In the Adjusiments column.



## SELPA:

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. If a member of a SELPA, submit this form together with the 2017-18 Budget by LEA (LB-B) and the 2016-17 Expenditures by LEA (LE-B) to the SELPA AU. If a single-LEA SELPA, submit the forms to the CDE.

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 eligibility standard. To meet the requirement of the Subsequent Years Rule, the LMC-B 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 budgeted expenditures to the most recent fiscal year the LEA met MOE using that method, which is the comparison year. To ensure the LEA is comparing 2017-18 budgeted expenditures to the appropriate comparison year, the LEA is required to complete the Subsequent Years Tracking (SYT) worksheet with their LMC-B worksheet. The SYT worksheet tracks the result for each of the four methods back to FY 2011-12, which is the baseline year for LEA MOE calculations established by the Office of Special Education Programs. The SYT worksheet is available at: http://www.cde.ca.gov/sp/se/as/documents/subseqyrtrckwrksht.xls.

There are four methods that the LEA can use to demonstrate the eligibility 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. These results are necessary both for historical purposes and for the possibility that the LEA may want, or need, to switch methods in future years.

## 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. If the LEA meets one of the conditions below, the LEA must complete and include the IDEA MOE Exemption Worksheet available at: http://www.cde.ca.gov/sp/se/as/documents/leamoeexempwrksht.xls.

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;
State and Local
Local Only
1 $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
Total exempt reductions
$\qquad$

Tome

$$
81,038.35
$$

$\qquad$

## SELPA:

## 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 (34CFR 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].

|  |  | State and Local | Local Only |
| :---: | :---: | :---: | :---: |
| Current year funding (IDEA Section 611 Local |  |  |  |
| Assistance Grant Awards - Resources 3310 and |  |  |  |
| 3320) | 54,773.00 |  |  |
| Less: Prior year's funding (IDEA Section 611 Local |  |  |  |
| Assistance Grant Awards - Resources 3310 and |  |  |  |
| 3320) | 55,892.00 |  |  |
| Increase in funding (if difference is positive) | 0.00 |  |  |
| Maximum available for MOE reduction (50\% of increase in funding) | 0.00 (a) |  |  |
| Current year funding (IDEA Section 619-Resource |  |  |  |
| 3315) | 1,423.00 |  |  |
|  |  |  |  |
| 3310,3315 , and 3320) | 8,429.40 (b) |  |  |
| If (b) is greater than (a). |  |  |  |
| Enter portion to set aside for EIS (cannot exceed |  |  |  |
| line (b), Maximum available for EIS) | 8,429.40 (c) |  |  |
| Available for MOE reduction. (line (a) minus line (c), zero if negative) | 0.00 (d) |  |  |
| Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction). |  |  |  |

## THIS SECTION IS NOT APPLICABLE!

## If (b) is less than (a).

Enter portion used to reduce MOE requirement
(first column cannot exceed line (a), Maximum
available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement).
(e) $\qquad$

Available to set aside for EIS
(line (b) minus line (e), zero if negative)
$8,429.40$ (f)

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

Shandon Joint Unified
San Luis Obispo County

Special Education Maintenance of Effort 2017-18 Budget vs. Comparison Year's Actual LEA Maintenance of Effort Calculation (LMC-B)

## SELPA:


Column B
Actual Expenditures
Comparison Year 14/15


596,137.17
$596,137.17$

$\qquad$


## A. COMbined state and local expenditures method

1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.
a. Total special education expenditures
b. Less: Expenditures paid from federal sources
c. Expenditures paid from state and local sources Add/Less: Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation

Less: Exempt reduction(s) from SECTION 1 Less: $50 \%$ reduction from SECTION 2 Net expenditures paid from state and local sources

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.


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:

## B. LOCAL EXPENDITURES ONLY METHOD



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 only.

|  | Budget <br> FY 2017-18 | Comparlson Year $14 / 15$ | Difference |
| :---: | :---: | :---: | :---: |
| 2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on per capita local expenditures |  |  |  |
| a. Expenditures paid from local sources | 582,068.00 | 324,861.46 |  |
| Add/Less: Adjustments required for MOE calculation |  | 0.00 |  |
| Comparison year's expenditures, adjusted for MOE calculation |  | 324,861.46 |  |
| Less: Exempt reduction(s) from SECTION 1 |  | 0.00 |  |
| Less: 50\% reduction from SECTION 2 |  | 0.00 |  |
| Net expenditures paid from local sources | 582,068.00 | 324,861.46 | 257,206.54 |
| b. Special education unduplicated pupil count | 48 | 33 |  |
| c. Per capita local expenditures (B2a/B2b) | 12,126.42 | 9,844.29 | 2,282.13 |

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 caplta local expenditures anly.

## Sonia Stuart

Contact Name

Fiscal Specialist II
Title

## 805-782-7216

Telephone Number
sstuart@slocoe.org
E-mail Address

| Description | Resource Codes | Object Codes | 2016-17 Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A. REVENUES |  |  |  |  |  |
| 1) LCFF Sources |  | 8010-8099 | 0.00 | 0.00 | 0.0\% |
| 2) Federal Revenue |  | 8100-8299 | 197,823.53 | 213,062.00 | 7.7\% |
| 3) Other State Revenue |  | 8300-8599 | $39,152.81$ | 16,289.00 | -58.4\% |
| 4) Other Local Revenue |  | 8600-8799 | 15,662.07 | 22,455.00 | 43.4\% |
| 5) TOTAL, REVENUES |  |  | 252,638.41 | 251,806.00 | -0.3\% |
| B. EXPENDITURES |  |  |  |  |  |
| 1) Certificated Salaries |  | 1000-1999 | 0.00 | 0.00 | 0.0\% |
| 2) Classified Salaries |  | 2000-2999 | 93,679.77 | 103,783.00 | 10.8\% |
| 3) Employee Benefits |  | 3000-3999 | 45,097.98 | 61,223.00 | 35.8\% |
| 4) Books and Supplies |  | 4000-4999 | 115,975.09 | $86,000.00$ | -25.8\% |
| 5) Services and Other Operating Expenditures |  | 5000-5999 | 26,413.00 | 800.00 | -97.0\% |
| 6) Capital Outlay |  | 6000-6999 | 0.00 | 0.00 | 0.0\% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) |  | $\begin{aligned} & 7100-7299, \\ & 7400-7499 \end{aligned}$ | 0.00 | 0.00 | 0.0\% |
| 8) Other Outgo - Transfers of Indirect Costs |  | 7300-7399 | 0.00 | 0.00 | 0.0\% |
| 9) TOTAL, EXPENDITURES |  |  | 281,165,84 | 251,806.00 | -10.4\% |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9) |  |  | $(28,527.43)$ | 0.00 | -100.0\% |
| D. OTHER FINANCING SOURCES/USES |  |  |  |  |  |
| 1) Interfund Transfers <br> a) Transiers In |  | 8900-8929 | 11,023.69 | 0.00 | -100.0\% |
| b) Transiers Out |  | 7600-7629 | 0.00 | 0.00 | 0.0\% |
| 2) Other Sources/Uses <br> a) Sources |  | 8930-8979 | 0.00 | 0.00 | 0.0\% |
| b) Uses |  | 7630-7699 | 0.00 | 0.00 | 0.0\% |
| 3) Contributions |  | 8980-8999 | 0.00 | 0.00 | 0.0\% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES |  |  | 11,023.69 | 0.00 | -100.0\% |

Unaudited Actuals

| Description | Resource Codes | Object Codes | 2016-17 Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| E. NET INCREASE (DECREASE) IN FUND <br> BALANCE (C + D4) |  |  | $(17,503,74)$ | 0.00 | -100.0\% |
| F. FUND BALANCE, RESERVES |  |  |  |  |  |
| 1) Beginning Fund Balance <br> a) As of July 1 - Unaudited <br> 9791 <br> $42,248.78$ <br> $24,745,04$ <br> $-41.4 \%$ |  |  |  |  |  |
| b) Audit Adjustments |  | 9793 | 0.00 | 0.00 | 0.0\% |
| c) As of July 1 - Audited (F1a + F1b) |  |  | 42,248.78 | 24,745.04 | -41.4\% |
| d) Other Restatements |  | 9795 | 0.00 | 0.00 | 0.0\% |
| e) Adjusted Beginning Balance (F1c + F1d) |  |  | 42,248.78 | 24,745.04 | -41.4\% |
| 2) Ending Balance, June 30 ( $\mathrm{E}+\mathrm{F} 1 \mathrm{e}$ ) <br> Components of Ending Fund Balance <br> a) Nonspendable |  |  |  |  |  |
|  |  |  |  |  |  |
| Stores |  | 9712 | 0.00 | 0.00 | 0.0\% |
| Prepaid Expenditures |  | 9713 | 0.00 | 0.00 | 0.0\% |
| All Others |  | 9719 | 0.00 | 0.00 | 0.0\% |
| b) Restricted |  | 9740 | 24,745.04 | 24,745.04 | 0.0\% |
| c) Committed |  | 9750 | 0.00 | 0.00 | 0.0\% |
| Other Commitments |  | 9760 | 0.00 | 0.00 | 0.0\% |
| d) Assigned Other Assignments |  | 9780 | 0.00 | 0.00 | 0.0\% |
| e) Unassigned/Unappropriated Reserve for Economic Uncertainties |  | 9789 | 0.00 | 0.00 | 0.0\% |
| Unassigned/Unappropriated Amount |  | 9790 | 0.00 | 0.00 | 0.0\% |

Unaudited Actuals
Shandon Joint Unified
Cafeteria Special Revenue Fund
40688330000000 San Luis Obispo County

Expenditures by Object


| Description Resource Codes | Object Codes | 2016-17 <br> Unaudited Actuals | 2017-18 Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: |
| FEDERAL REVENUE |  |  |  |  |
| Child Nutrition Programs | 8220 | 197,823.53 | 213,062.00 | 7.7\% |
| Donated Food Commodities | 8221 | 0.00 | 0.00 | 0.0\% |
| All Other Federal Revenue | 8290 | 0.00 | 0.00 | 0.0\% |
| TOTAL, FEDERAL REVENUE |  | 197,823.53 | 213,062.00 | 7.7\% |
| Other state revenue |  |  |  |  |
| Child Nutrition Programs | 8520 | 39,152.81 | 16,289.00 | 58.4\% |
| All Other State Revenue | 8590 | 0.00 | 0.00 | 0.0\% |
| TOTAL, OTHER STATE REVENUE |  | 39,152.81 | 16,289,00 | -58.4\% |
| OTHER LOCAL REVENUE |  |  |  |  |
| Other Local Revenue |  |  |  |  |
| Sales Sale of Equipment/Supplies | 8631 | 0.00 | 0.00 | 0.0\% |
| Food Service Sales | 8634 | 19,275.78 | 18,129.00 | -5.9\% |
| Leases and Rentals | 8650 | 0.00 | 0.00 | 0.0\% |
| Interest | 8660 | 134.43 | 0.00 | -100.0\% |
| Net Increase (Decrease) in the Fair Value of Investments | 8662 | 0.00 | 0.00 | 0.0\% |
| Fees and Contracts |  |  |  |  |
| Interagency Services | 8677 | 0.00 | 0.00 | 0.0\% |
| Other Local Revenue |  |  |  |  |
| All Other Local Revenue | 8699 | (3,748.14) | 4,326.00 | -215.4\% |
| TOTAL, OTHER LOCAL REVENUE |  | 15,662.07 | 22,455.00 | 43.4\% |
| TOTAL, REVENUES |  | 252,638,41 | 251,806.00 | -0.3\% |

Unaudited Actuals
Shandon Joint Unified
Cafeteria Special Revenue Fund
40688330000000
San Luis Obispo County
Expenditures by Object
Form 13

| Description | Resource Codes | Object Codes | $\begin{gathered} \text { 2016-17 } \\ \text { Unaudited Actuals } \end{gathered}$ | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| CERTIFICATED SALARIES |  |  |  |  |  |
| Certiticated Supervisors' and Administrators' Salaries |  | 1300 | 0.00 | 0.00 | 0.0\% |
| Other Certificated Salaries |  | 1900 | 0.00 | 0.00 | 0.0\% |
| TOTAL, CERTIFICATED SALARIES |  |  | 0.00 | 0.00 | 0.0\% |
| CLASSIFIED SALARIES |  |  |  |  |  |
| Classified Support Salaries |  | 2200 | 13,644.28 | 61,283.00 | 349.1\% |
| Classified Supervisors' and Administrators' Salaries |  | 2300 | 37,518.43 | 42,500.00 | 13.3\% |
| Clerical, Technical and Office Salaries |  | 2400 | 0.00 | 0.00 | 0.0\% |
| Other Classified Salaries |  | 2900 | 42,517.06 | 0.00 | -100.0\% |
| TOTAL, CLASSIFIED SALARIES |  |  | 93,679.77 | 103,783.00 | 10.8\% |
| EMPLOYEE BENEFITS |  |  |  |  |  |
| STRS |  | 3101-3102 | 0.00 | 0.00 | 0.0\% |
| PERS |  | 3201-3202 | 11,531.60 | 17,227.00 | 49.4\% |
| OASDI/Medicare/Alternative |  | 3301-3302 | $6,480.45$ | 7,938.00 | 22.5\% |
| Health and Welfare Benefits |  | 3401-3402 | 24,917.50 | 33,444.00 | 34.2\% |
| Unemployment Insurance |  | 3501-3502 | 42.28 | 51.00 | 20.6\% |
| Workers' Compensation |  | 3601-3602 | 2,126.15 | 2,563.00 | 20.5\% |
| OPEB, Allocated |  | 3701-3702 | 0.00 | 0.00 | 0.0\% |
| OPEB, Active Employees |  | 3751-3752 | 0.00 | 0.00 | 0.0\% |
| Other Employee Benefits |  | 3901-3902 | 0.00 | 0.00 | 0.0\% |
| TOTAL, EMPLOYEE BENEFITS |  |  | 45,097.98 | 61,223.00 | 35.8\% |
| BOOKS AND SUPPLIES |  |  |  |  |  |
| Books and Other Relerence Materials |  | 4200 | 0.00 | 0.00 | 0.0\% |
| Materials and Supplies |  | 4300 | 7,102.31 | 6,000.00 | -15.5\% |
| Noncapitalized Equipment |  | 4400 | 24,448.00 | 0.00 | -100.0\% |
| Food |  | 4700 | 84,424.78 | 80,000.00 | -5.2\% |
| TOTAL, BOOKS AND SUPPLIES |  |  | 115,975.09 | $86,000.00$ | -25.8\% |


|  |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- |

Shandon Joint Unified San Luis Obispo County

Cafeteria Special Revenue Fund
Expenditures by Object
40688330000000

| Description | Resource Codes | Object Codes | 2016-17 Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| INTERFUND TRANSFERS |  |  |  |  |  |
| INTERFUND TRANSFERS IN |  |  |  |  |  |
| From: General Fund |  | 8916 | 11,023.69 | 0.00 | -100.0\% |
| Other Authorized Interfund Transfers In |  | 8919 | 0.00 | 0.00 | 0.0\% |
| (a) TOTAL, INTERFUND TRANSFERS $\mathbb{I N}$ |  |  | 11,023.69 | 0.00 | -100.0\% |
| INTERFUND TRANSFERS OUT |  |  |  |  |  |
| Other Authorized Interfund Transiers Out | , | 7619 | 0.00 | 0.00 | 0.0\% |
| (b) TOTAL, INTERFUND TRANSFERS OUT |  |  | 0.00 | 0.00 | 0.0\% |
| OTHER SOURCES/USES |  |  |  |  |  |
| SOURCES |  |  |  |  |  |
| Other Sources |  |  |  |  |  |
| Transfers from Funds of Lapsed/Reorganized LEAs |  | 8965 | 0.00 | 0.00 | 0.0\% |
| Long-Term Debt Proceeds |  |  |  |  |  |
| Proceeds from Capital Leases |  | 8972 | 0.00 | 0.00 | 0.0\% |
| All Other Financing Sources |  | 8979 | 0.00 | 0.00 | 0.0\% |
| (c) TOTAL, SOURCES |  |  | 0.00 | 0.00 | 0.0\% |
| USES |  |  |  |  |  |
| Transfers of Funds from Lapsed/Reorganized LEAs |  | 7651 | 0.00 | 0.00 | 0.0\% |
| All Other Financing Uses |  | 7699 | 0.00 | 0.00 | 0.0\% |
| (d) TOTAL, USES |  |  | 0.00 | 0.00 | 0.0\% |
| CONTRIBUTIONS |  |  |  |  |  |
| Contributions from Unrestricted Revenues |  | 8980 | 0.00 | 0.00 | 0.0\% |
| Contributions from Restricted Revenues |  | 8990 | 0.00 | 0.00 | 0.0\% |
| (e) TOTAL, CONTRIBUTIONS |  |  | 0.00 | 0.00 | 0.0\% |
| TOTAL, OTHER FINANCING SOURCES/USES $(a-b+c-d+e)$ |  |  | 11,023.69 | 0.00 | -100.0\% |


| Descriptlon | Function Codes | Oblect Codes | $\begin{gathered} \text { 2016-17 } \\ \text { Unaudlted Actuals } \end{gathered}$ | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A. REVENUES |  |  |  |  |  |
| 1) LCFF Sources |  | 8010-8099 | 0.00 | 0.00 | 0.0\% |
| 2) Federal Revenue |  | 8100-8299 | 197,823.53 | 213,062.00 | 7.7\% |
| 3) Other State Revenue |  | 8300-8599 | 39,152.81 | 16,289,00 | -58.4\% |
| 4) Other Local Revenue |  | 8600-8799 | 15,662.07 | 22,455.00 | 43.4\% |
| 5) TOTAL, REVENUES |  |  | 252,638.41 | 251,806.00 | -0.3\% |
| B. EXPENDITURES (Oblects 1000-7999) |  |  |  |  |  |
| 1) Instruction | 1000-1999 |  | 0.00 | 0.00 | 0.0\% |
| 2) Instruction - Related Services | 2000-2999 |  | 0.00 | 0.00 | 0.0\% |
| 3) Pupil Services | 3000-3999 |  | 273,593.13 | 243,031.00 | -11.2\% |
| 4) Ancillary Services | 4000-4999 |  | 0.00 | 0.00 | 0.0\% |
| 5) Community Services | 5000-5999 |  | 0.00 | 0.00 | 0.0\% |
| 6) Enterprise | 6000-6999 |  | 0.00 | 0.00 | 0.0\% |
| 7) General Administration | 7000-7999 |  | 0.00 | 0.00 | 0.0\% |
| 8) Plant Services | 8000-8999 |  | 7,572.71 | 8,775.00 | 15.9\% |
| 9) Other Outgo | 9000-9999 | 7600-7699 | 0.00 | 0.00 | 0.0\% |
| 10) TOTAL, EXPENDITURES |  |  | 281,165.84 | 251,806.00 | -10.4\% |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B10) |  |  | (28,527,43) | 0.00 | -100.0\% |
| D. OTHER FINANCING SOURCES/USES |  |  |  |  |  |
| 1) Interfund Transfers <br> a) Transfers In |  | 8900-8929 | 11,023.69 | 0.00 | -100.0\% |
| b) Transfers Out |  | 7600-7629 | 0.00 | 0.00 | 0.0\% |
| 2) Other Sources/Uses <br> a) Sources |  | 8930-8979 | 0.00 | 0.00 | 0.0\% |
| b) Uses |  | 7630-7699 | 0.00 | 0.00 | 0.0\% |
| 3) Contributions |  | 8980-8999 | 0.00 | 0.00 | 0.0\% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES |  |  | 11,023.69 | 0.00 | -100.0\% |

Unaudited Actuals
Shandon Joint Unified
Cafeteria Special Revenue Fund 40688330000000
San Luis Obispo County
Expenditures by Function
Form 13

| Descriptlon | Function Codes | Oblect Codes | $\begin{gathered} \text { 2016-17 } \\ \text { Unaudlied Actuals } \end{gathered}$ | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| E. NET INCREASE (DECREASE) IN FUND <br> BALANCE (C + D4) |  |  | (17,503.74) | 0.00 | -100.0\% |
| F. FUND BALANCE, RESERVES |  |  |  |  |  |
| 1) Beginning Fund Balance |  |  |  |  |  |
| a) As of July 1 - Unaudited |  | 9791 | 42,248.78 | 24,745.04 | -41.4\% |
| b) Audit Adjustments |  | 9793 | 0.00 | 0.00 | 0.0\% |
| c) As of July 1 - Audited (F1a + F1b) |  |  | 42,248.78 | 24,745.04 | -41.4\% |
| d) Other Restatements |  | 9795 | 0.00 | 0.00 | 0.0\% |
| e) Adjusted Beginning Balance (F1c + F1d) |  |  | 42,248.78 | 24,745.04 | -41.4\% |
| 2) Ending Balance, June 30 ( $\mathrm{E}+\mathrm{F} 1$ e) |  |  | 24,745.04 | 24,745.04 | 0.0\% |
| Components of Ending Fund Balance <br> a) Nonspendable <br> Revolving Cash <br> 9711 |  |  |  |  |  |
|  |  |  |  |  |  |
| Stores |  | 9712 | 0.00 | 0.00 | 0.0\% |
| Prepaid Expenditures |  | 9713 | 0.00 | 0.00 | 0.0\% |
| All Others |  | 9719 | 0.00 | 0.00 | 0.0\% |
| b) Restricled |  | 9740 | 24,745.04 | 24,745.04 | 0.0\% |
| c) Committed |  |  |  |  |  |
| Stabilization Arrangements |  | 9750 | 0.00 | 0.00 | 0.0\% |
| Other Commitments (by Resource/Object) |  | 9760 | 0.00 | 0.00 | 0.0\% |
| d) Assigned Other Assignments (by Resource/Object) |  | 9780 | 0.00 | 0.00 | 0.0\% |
| e) Unassigned/Unappropriated Reserve for Economic Uncertainties |  | 9789 | 0.00 | 0.00 | 0.0\% |
| Unassigned/Unappropriated Amount |  | 9790 | 0.00 | 0.00 | 0.0\% |

Unaudited Actuals
Shandon Joint Unified
San Luls Obispo County

Cafeteria Special Revenue Fund Exhibit: Restricted Balance Detail

40688330000000 Form 13

| Resource | Description | 2016-17 <br> Unaudited Actuals | 2017-18 <br> Budget |
| :---: | :---: | :---: | :---: |
| 5310 | Child Nutrition: School Programs (e.g., School Lunch, School \| | 24,745.04 | 24,745.04 |
| Total, Rest | ed Balance | 24,745.04 | 24,745.04 |


| Description | Resource Codes | Object Codes | 2016-17 Unaudited Actuals | 2017-18 Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A. REVENUES |  |  |  |  |  |
| 1) LCFF Sources |  | 8010-8099 | 0.00 | 0.00 | 0.0\% |
| 2) Federal Revenue |  | 8100-8299 | 0.00 | 0.00 | 0.0\% |
| 3) Other State Flevenue |  | 8300-8599 | 0.00 | 0.00 | 0.0\% |
| 4) Other Local Revenue |  | 8600-8799 | 4,540.29 | 0.00 | -100.0\% |
| 5) TOTAL, REVENUES |  |  | 4,540.29 | 0.00 | -100.0\% |
| B. EXPENDITURES |  |  |  |  |  |
| 1) Certificated Salaries |  | 1000-1999 | 0.00 | 0.00 | 0.0\% |
| 2) Classified Salaries |  | 2000-2999 | 2,904.52 | 0.00 | -100.0\% |
| 3) Employee Benelits |  | 3000-3999 | 441.12 | 0.00 | -100.0\% |
| 4) Books and Supplies |  | 4000-4999 | 3,184.00 | 0.00 | -100.0\% |
| 5) Services and Other Operating Expenditures |  | 5000-5999 | 2,027.88 | 0.00 | -100.0\% |
| 6) Capital Outlay |  | 6000-6999 | 1,000.00 | 0.00 | -100.0\% |
| 7) Other Outgo (excluding Transiers of Indirect Costs) |  | $\begin{aligned} & 7100-7299, \\ & 7400-7499 \end{aligned}$ | 0.00 | 0.00 | 0.0\% |
| 8) Other Outgo - Transfers of Indirect Costs |  | 7300-7399 | 0.00 | 0.00 | 0.0\% |
| 9) TOTAL, EXPENDITURES |  |  | 9,557.52 | 0.00 | -100.0\% |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9) |  |  | (5,017.23) | 0.00 | -100.0\% |
| D. OTHER FINANCING SOURCES/USES |  |  |  |  |  |
| 1) Interfiund Transfers <br> a) Transfers In |  | 8900-8929 | 0.00 | 0.00 | 0.0\% |
| b) Transiers Out |  | 7600-7629 | 0.00 | 0.00 | 0.0\% |
| 2) Other Sources/Uses <br> a) Sources |  | 8930-8979 | 3,150,000.00 | 0.00 | -100.0\% |
| b) Uses |  | 7630-7699 | 0.00 | 0.00 | 0.0\% |
| 3) Contributions |  | 8980-8999 | 0.00 | 0.00 | 0.0\% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES |  |  | 3,150,000.00 | 0.00 | -100.0\% |


Shandon Joint Unified
San Luis Obispo County

Unaudited Actuals
Building Fund 40688330000000 San Luis Obispo County Expenditures by Object

| Descriptlon Resource Codes | Object Codes | 2016-17 <br> Unaudlted Actuals | 2017-18 Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: |
| G. ASSETS |  |  |  |  |
| 1) Cash <br> a) in County Treasury | 9110 | 3,148,853,41 |  |  |
| 1) Fair Value Adjustment to Cash in County Treasury | 9111 | 0.00 |  |  |
| b) in Banks | 9120 | 0.00 |  |  |
| c) in Revolving Fund | 9130 | 0.00 |  |  |
| d) with Fiscal Agent | 9135 | 0.00 |  |  |
| e) collections awaiting deposit | 9140 | 0.00 |  |  |
| 2) Investments | 9150 | 0.00 |  |  |
| 3) Accounts Receivable | 9200 | 0.00 |  |  |
| 4) Due from Grantor Government | 9290 | 0.00 |  |  |
| 5) Due from Other Funds | 9310 | 0.00 |  |  |
| 6) Stores | 9320 | 0.00 |  |  |
| 7) Prepaid Expenditures | 9330 | 0.00 |  |  |
| 8) Other Current Assets | 9340 | 0.00 |  |  |
| 9) TOTAL, ASSETS |  | 3,148,853.41 |  |  |
| H. DEFERRED OUTFLOWS OF RESOURCES |  |  |  |  |
| 1) Deferred Outlows of Resources | 9490 | 0.00 |  |  |
| 2) TOTAL, DEFERRED OUTFLOWS |  | 0.00 |  |  |
| I. LIABILITIES |  |  |  |  |
| 1) Accounts Payable | 9500 | 3,870.64 |  |  |
| 2) Due to Grantor Governments | 9590 | 0.00 |  |  |
| 3) Due to Other Funds | 9610 | 0.00 |  |  |
| 4) Current Loans | 9640 | 0.00 |  |  |
| 5) Unearned Revenue | 9650 | 0.00 |  |  |
| 6) TOTAL, LIABILITIES |  | 3,870.64 |  |  |
| d. DEFERRED INFLOWS OF RESOURCES |  |  |  |  |
| 1) Deferred Inflows of Resources | 9690 | 0.00 |  |  |
| 2) TOTAL, DEFERRED INFLOWS |  | 0.00 |  |  |
| K. FUND EQUITY |  |  |  |  |
| Ending Fund Balance, June 30 <br> (must aaree with line F2) $(\mathrm{G} 9+\mathrm{H} 2)-(\mathrm{I} 6+\mathrm{J} 2)$ |  | 3,144,982.77 |  |  |


| \begin{tabular}{ll}
\hline
\end{tabular} |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |


|  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |



| Description | Resource Codes | Object Codes | 2016-17 <br> Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| INTERFUND TRANSFERS |  |  |  |  |  |
| INTERFUND TRANSFERS IN |  |  |  |  |  |
| Other Authorized Interfund Transfers In |  | 8919 | 0.00 | 0.00 | 0.0\% |
| (a) TOTAL, INTERFUND TRANSFERS $\mathbb{I N}$ |  |  | 0.00 | 0.00 | 0.0\% |
| INTERFUND TRANSFERS OUT |  |  |  |  |  |
| To: State School Building Fund/ County School Facilities Fund |  | 7613 | 0.00 | 0.00 | 0.0\% |
| Other Authorized Interfund Transfers Oul |  | 7619 | 0.00 | 0.00 | 0.0\% |
| (b) TOTAL, INTERFUND TRANSFERS OUT |  |  | 0.00 | 0.00 | 0,0\% |


|  Unaudited Actuals 40688330000 <br> Shandon Joint Unified Building Fund 40 <br> San Luis Obispo County Expenditures by Object Form |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Description | Resource Codes | Object Codes | 2016-17 <br> Unaudlted Actuals | 2017-18 Budget | Percent Difference |
| OTHER SOURCES/USES |  |  |  |  |  |
| SOURCES |  |  |  |  |  |
| Proceeds Proceeds from Sale of Bonds |  | 8951 | $3,150,000.00$ | 0.00 | -100.0\% |
| Proceeds from Sale/LeasePurchase of Land/Buildings |  | $8953$ | 0.00 | 0.00 | 0.0\% |
| Other Sources County School Bldg Aid |  | 8961 | 0.00 | 0.00 | 0.0\% |
| Transfers from Funds of Lapsed/Reorganized LEAs |  | 8965 | 0.00 | 0.00 | 0.0\% |
| Long-Term Debt Proceeds |  |  |  |  |  |
| Proceeds from Certificates of Participation |  | 8971 | 0.00 | 0.00 | 0.0\% |
| Proceeds from Capital Leases |  | 8972 | 0.00 | 0.00 | 0.0\% |
| Proceeds from Lease Revenue Bonds |  | 8973 | 0.00 | 0.00 | 0.0\% |
| All Other Financing Sources |  | 8979 | 0.00 | 0.00 | 0.0\% |
| (c) TOTAL, SOURCES |  |  | $3,150,000.00$ | 0.00 | -100.0\% |
| USES |  |  |  |  |  |
| Transfers of Funds from Lapsed/Reorganized LEAs |  | 7651 | 0.00 | 0.00 | 0.0\% |
| All Other Financing Uses |  | 7699 | 0.00 | 0.00 | 0.0\% |
| (d) TOTAL, USES |  |  | 0.00 | 0.00 | 0.0\% |
| CONTRIBUTIONS |  |  |  |  |  |
| Contributions from Unrestricted Revenues |  | 8980 | 0.00 | 0.00 | 0.0\% |
| Contributions from Restricted Revenues |  | 8990 | 0.00 | 0.00 | 0.0\% |
| (e) TOTAL, CONTRIBUTIONS |  |  | 0.00 | 0.00 | 0.0\% |
| TOTAL, OTHER FINANCING SOURCES/USES $(a-b+c-d+e)$ |  |  | 3,150,000.00 | 0.00 | -100.0\% |

C

| Description | Functlon Codes | Object Codes | 2016-17 Unaudited Actuals | 2017-18 <br> Budget | Percent Dlfference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A. REVENUES |  |  |  |  |  |
| 1) LCFF Sources |  | 8010-8099 | 0.00 | 0.00 | 0.0\% |
| 2) Federal Revenue |  | 8100-8299 | 0.00 | 0.00 | 0.0\% |
| 3) Other State Revenue |  | 8300-8599 | 0.00 | 0.00 | 0.0\% |
| 4) Other Local Revenue |  | 8600-8799 | 4,540.29 | 0.00 | -100.0\% |
| 5) TOTAL, REVENUES |  |  | 4,540.29 | 0.00 | -100.0\% |
| B. EXPENDITURES (Objects 1000-7999) |  |  |  |  |  |
| 1) Instruction | 1000-1999 |  | 0.00 | 0.00 | 0.0\% |
| 2) Instruction - Related Services | 2000-2999 |  | 0.00 | 0.00 | 0.0\% |
| 3) Pupil Services | 3000-3999 |  | 0.00 | 0.00 | 0.0\% |
| 4) Ancillary Services | 4000-4999 |  | 0.00 | 0.00 | 0.0\% |
| 5) Community Services | 5000-5999 |  | 0.00 | 0.00 | 0.0\% |
| 6) Enterprise | 6000-6999 |  | 0.00 | 0.00 | 0.0\% |
| 7) General Administration | 7000-7999 |  | 0.00 | 0.00 | 0.0\% |
| 8) Plant Services | 8000-8999 |  | 9,557.52 | 0.00 | -100.0\% |
| 9) Other Outgo | 9000-9999 | 7600-7699 | 0.00 | 0.00 | 0.0\% |
| 10) TOTAL, EXPENDITURES |  |  | 9,557.52 | 0.00 | -100.0\% |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B10) |  |  | (5,017.23) | 0.00 | -100.0\% |
| D. OTHER FINANCING SOURCES/USES |  |  |  |  |  |
| 1) Interfund Transfers <br> a) Transfers In |  | 8900-8929 | 0.00 | 0.00 | 0.0\% |
| b) Transfers Out |  | 7600-7629 | 0.00 | 0.00 | 0.0\% |
| 2) Other Sources/Uses <br> a) Sources |  | 8930-8979 | 3,150,000.00 | 0.00 | -100.0\% |
| b) Uses |  | 7630-7699 | 0.00 | 0.00 | 0.0\% |
| 3) Contributions |  | 8980-8999 | 0.00 | 0.00 | 0.0\% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES |  |  | 3,150,000.00 | 0.00 | -100.0\% |


| Descriptlon | Functlon Codes | Object Cades | $\begin{gathered} \text { 2016-17 } \\ \text { Unaudlited Actuals } \\ \hline \end{gathered}$ | 2017-18 <br> Budget | Percent Dlfference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) |  |  | 3,144,982.77 | 0.00 | -100.0\% |
| F. FUND BALANCE, RESERVES |  |  |  |  |  |
| 1) Beginning Fund Balance |  |  |  |  |  |
| a) As of July 1 - Unaudited |  | 9791 | 0.00 | 3,144,982.77 | New |
| b) Audit Adjustments |  | 9793 | 0.00 | 0.00 | 0.0\% |
| c) As of July 1 - Audited (F1a + F1b) |  |  | 0.00 | 3,144,982.77 | New |
| d) Other Restatements |  | 9795 | 0.00 | 0.00 | 0.0\% |
| e) Adjusted Beginning Balance (F1c + F1d) |  |  | 0.00 | 3,144,982.77 | New |
| 2) Ending Balance, June 30 ( $\mathrm{E}+\mathrm{F} 1 \mathrm{e}$ ) Components of Ending Fund Balance <br> a) Nonspendable |  |  |  |  |  |
|  |  |  |  |  |  |
| Revolving Cash |  | 9711 | 0.00 | 0.00 | 0.0\% |
| Stores |  | 9712 | 0.00 | 0.00 | 0,0\% |
| Prepaid Expenditures |  | 9713 | 0.00 | 0.00 | 0.0\% |
| All Others |  | 9719 | 0.00 | 0.00 | 0.0\% |
| b) Restricted |  | 9740 | 0.00 | 0.00 | 0.0\% |
| c) Committed |  |  |  |  |  |
| Stabilization Arrangements |  | 9750 | 0.00 | 0.00 | 0.0\% |
| Other Commitments (by Resource/Object) |  | 9760 | 0.00 | 0.00 | 0.0\% |
| d) Assigned |  |  |  |  |  |
| Other Assignments (by Resource/Object) |  | 9780 | 3,144,982.77 | 0.00 | -100.0\% |
| e) Unassigned/Unappropriated |  |  |  |  |  |
| Reserve for Economic Uncertainties |  | 9789 | 0.00 | 0.00 | 0.0\% |
| Unassigned/Unappropriated Amount |  | 9790 | 0.00 | 3,144,982.77 | New |

2016-17 Unaudited Actuals

2017-18
Budget

Total, Restricted Balance

| 0.00 | 0.00 |
| :--- | :--- |


| Description | Resource Codes | Object Codes | 2016-17 Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A. REVENUES |  |  |  |  |  |
| 1) LCFF Sources |  | 8010-8099 | 0.00 | 0.00 | 0.0\% |
| 2) Federal Revenue |  | 8100-8299 | 0.00 | 0.00 | 0.0\% |
| 3) Other State Revenue |  | 8300-8599 | 0.00 | 0.00 | 0.0\% |
| 4) Other Local Revenue |  | 8600-8799 | 12,764.12 | 0.00 | -100.0\% |
| 5) TOTAL, REVENUES |  |  | 12,764.12 | 0.00 | -100.0\% |
| B. EXPENDITURES |  |  |  |  |  |
| 1) Certificated Salaries |  | 1000-1999 | 0.00 | 0.00 | 0.0\% |
| 2) Classified Salaries |  | 2000-2999 | 0.00 | 0.00 | 0.0\% |
| 3) Employee Benefits |  | 3000-3999 | 0.00 | 0.00 | 0.0\% |
| 4) Books and Supplies |  | 4000-4999 | 0.00 | 0.00 | 0.0\% |
| 5) Services and Other Operating Expenditures |  | 5000-5999 | 0.00 | 0.00 | 0.0\% |
| 6) Capital Outlay |  | 6000-6999 | 0.00 | 0.00 | 0.0\% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) |  | $\begin{aligned} & 7100-7299, \\ & 7400-7499 \end{aligned}$ | 0.00 | 0.00 | 0.0\% |
| 8) Other Outgo - Transfers of Indirect Costs |  | 7300-7399 | 0.00 | 0.00 | 0.0\% |
| 9) TOTAL, EXPENDITURES |  |  | 0.00 | 0.00 | 0.0\% |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANGING SOURCES AND USES (A5 - B9) |  |  | 12,764.12 | 0.00 | -100.0\% |
| ID. OTHER FINANCING SOURCES/USES |  |  |  |  |  |
| 1) Interfund Transfers <br> a) Transfers In |  | 8900-8929 | 0.00 | 0.00 | 0.0\% |
| b) Transfers Out |  | 7600-7629 | 0.00 | 0.00 | 0.0\% |
| 2) Other Sources/Uses <br> a) Sources |  | 8930-8979 | 0.00 | 0.00 | 0.0\% |
| b) Uses |  | 7630-7699 | 0.00 | 0.00 | 0.0\% |
| 3) Contributions |  | 8980-8999 | 0.00 | 0.00 | 0.0\% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES |  |  | 0.00 | 0.00 | 0.0\% |


| Description | Resource Codes | Object Codes | 2016-17 <br> Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) |  |  | 12,764,12 | 0.00 | -100.0\% |
| F. FUND BALANCE, RESERVES |  |  |  |  |  |
| 1) Beginning Fund Balance <br> a) As of July 1 - Unaudited <br> 9791 <br> 14,792.19 <br> 27.556 .31 <br> $86.3 \%$ |  |  |  |  |  |
| b) Audit Adjustments |  | 9793 | 0.00 | 0.00 | 0.0\% |
| c) As of July 1 - Audited (F1a + F1b) |  |  | 14,792.19 | 27,556.31 | 86.3\% |
| d) Other Restatements |  | 9795 | 0.00 | 0.00 | 0.0\% |
| e) Adjusted Beginning Balance (F1c + F1d) |  |  | 14,792.19 | 27,556,31 | 86.3\% |
| 2) Ending Balance, June 30 ( $E+F 1 e)$ <br> Components of Ending Fund Balance <br> a) Nonspendable |  |  |  |  |  |
|  |  |  |  |  |  |
| Revolving Cash |  | 9711 | 0.00 | 0.00 | 0.0\% |
| Stores |  | 9712 | 0.00 | 0.00 | 0.0\% |
| Prepaid Expenditures |  | 9713 | 0.00 | 0.00 | 0.0\% |
| All Others |  | 9719 | 0.00 | 0.00 | 0.0\% |
| b) Restricted |  | 9740 | 0.00 | 0.00 | 0.0\% |
| c) Committed |  |  |  |  |  |
| Stabilization Arrangements |  | 9750 | 0.00 | 0.00 | 0.0\% |
| Other Commitments |  | 9760 | 0.00 | 0.00 | 0.0\% |
| d) Assigned |  |  |  |  |  |
| Other Assignments |  | 9780 | 27,556.31 | 0.00 | -100.0\% |
| e) Unassigned/Unappropriated |  |  |  |  |  |
| Reserve for Economic Uncertainties |  | 9789 | 0.00 | 0.00 | 0.0\% |
| Unassigned/Unappropriated Amount |  | 9790 | 0.00 | 27,556.31 | New |


| Description Resource Codes | Object Codes | 2016-17 Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: |
| G. ASSETS |  |  |  |  |
| 1) Cash |  |  |  |  |
| a) in County Treasury | 9110 | 27,556.31 |  |  |
| 1) Fair Value Adjustment to Cash in County Treasury | 9111 | 0.00 |  |  |
| b) in Banks | 9120 | 0.00 |  |  |
| c) in Revolving Fund | 9130 | 0.00 |  |  |
| d) with Fiscal Agent | 9135 | 0.00 |  |  |
| e) collections awaiting deposit | 9140 | 0.00 |  |  |
| 2) Investments | 9150 | 0.00 |  |  |
| 3) Accounts Receivable | 9200 | 0.00 |  |  |
| 4) Due from Grantor Government | 9290 | 0.00 |  |  |
| 5) Due from Other Funds | 9310 | 0.00 |  |  |
| 6) Stores | 9320 | 0.00 |  |  |
| 7) Prepaid Expenditures | 9330 | 0.00 |  |  |
| 8) Other Current Assets | 9340 | 0.00 |  |  |
| 9) TOTAL, ASSETS |  | 27,556.31 |  |  |
| H. DEFERRED OUTFLOWS OF RESOURCES |  |  |  |  |
| 1) Deferred Outflows of Resources | 9490 | 0.00 |  |  |
| 2) TOTAL, DEFERRED OUTFLOWS |  | 0.00 |  |  |
| I. LIABILITIES |  |  |  |  |
| 1) Accounts Payable | 9500 | 0.00 |  |  |
| 2) Due to Grantor Governments | 9590 | 0.00 |  |  |
| 3) Due to Other Funds | 9610 | 0.00 |  |  |
| 4) Current Loans | 9640 | 0.00 |  |  |
| 5) Unearned Revenue | 9650 | 0.00 |  |  |
| 6) TOTAL, LIABILITIES |  | 0.00 |  |  |
| J. DEFERRED INFLOWS OF RESOURCES |  |  |  |  |
| 1) Deferred Inflows of Resources | 9690 | 0.00 |  |  |
| 2) TOTAL, DEFERRED INFLOWS |  | 0.00 |  |  |
| K. FUND EQUITY |  |  |  |  |
| Ending Fund Balance, June 30 (must agree with line F2) $(\mathrm{G} 9+\mathrm{H} 2)-(16+\mathrm{J} 2)$ |  | 27.556.31 |  |  |



Shandon Joint Unified San Luis Obispo County

Unaudited Actuals
Capital Facilities Fund
40688330000000
Expenditures by Object
Form 25

|  |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- |
| Rescription |  |  |  |  |  |


| Description Resource Codes | Object Codes | 2016-17 <br> Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: |
| SERVICES AND OTHER OPERATING EXPENDITURES |  |  |  |  |
| Subagreements for Services | 5100 | 0.00 | 0.00 | 0.0\% |
| Travel and Conferences | 5200 | 0.00 | 0.00 | 0.0\% |
| Insurance | 5400-5450 | 0.00 | 0.00 | 0.0\% |
| Operations and Housekeeping Services | 5500 | 0.00 | 0.00 | 0.0\% |
| Rentals, Leases, Repairs, and Noncapitalized improvements | 5600 | 0.00 | 0.00 | 0.0\% |
| Transfers of Direct Costs | 5710 | 0.00 | 0.00 | 0.0\% |
| Transfers of Direct Costs - Interfund | 5750 | 0.00 | 0.00 | 0.0\% |
| Professional/Consulting Services and Operating Expenditures | 5800 | 0.00 | 0.00 | 0.0\% |
| Communications | 5900 | 0.00 | 0.00 | 0.0\% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES |  | 0.00 | 0.00 | 0.0\% |
| CAPITAL OUTLAY |  |  |  |  |
| Land | 6100 | 0.00 | 0.00 | 0.0\% |
| Land Improvements | 6170 | 0.00 | 0.00 | 0.0\% |
| Buildings and Improvements of Buildings | 6200 | 0.00 | 0.00 | 0.0\% |
| Books and Media for New School Libraries or Major Expansion of School Libraries | 6300 | 0.00 | 0.00 | 0.0\% |
| Equipment | 6400 | 0.00 | 0.00 | 0.0\% |
| Equipment Replacement | 6500 | 0.00 | 0.00 | 0.0\% |
| TOTAL, CAPITAL OUTLAY |  | 0.00 | 0.00 | 0.0\% |
| OTHER OUTGO (excluding Transters of Indirect Costs) Other Transfers Out |  |  |  |  |
| All Other Translers Out to All Others | 7299 | 0.00 | 0.00 | 0.0\% |
| Debt Service |  |  |  |  |
| Debt Service - Interest | 7438 | 0.00 | 0.00 | 0.0\% |
| Other Debt Gervice - Principal | 7439 | 0.00 | 0.00 | 0.0\% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) |  | 0.00 | 0.00 | 0.0\% |
| TOTAL, EXPENDITURES |  | 0.00 | 0.00 | 0.0\% |


| Description | Resource Codes | Object Codes | 2016-17 Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| INTERFUND TRANSFERS |  |  |  |  |  |
| INTERFUND TRANSFERS IN |  |  |  |  |  |
| Other Authorized Interfund Transfers in |  | 8919 | 0.00 | 0.00 | 0.0\% |
| (a) TOTAL, INTERFUND TRANSFERS IN |  |  | 0.00 | 0.00 | 0.0\% |
| INTERFUND TRANSFERS OUT |  |  |  |  |  |
| To: State School Building Fund/ County School Facilities Fund |  | 7613 | 0.00 | 0.00 | 0.0\% |
| Other Authorized Interfund Transfers Out |  | 7619 | 0.00 | 0.00 | 0.0\% |
| (b) TOTAL, INTERFUND TRANSFERS OUT |  |  | 0.00 | 0.00 | 0.0\% |
| OTHER SOURCES/USES |  |  |  |  |  |
| SOURCES |  |  |  |  |  |
| Proceeds |  |  |  |  |  |
| Proceeds from Sale/LeasePurchase of Land/Buildings |  | 8953 | 0.00 | 0.00 | 0.0\% |
| Other Sources |  |  |  |  |  |
| Transiers from Funds of Lapsed/Reorganized LEAs |  | 8965 | 0,00 | 0.00 | 0.0\% |
| Long-Term Debt Proceeds Proceeds from Certificates of Participation |  | 8971 | 0.00 | 0.00 | 0.0\% |
| Proceeds from Capital Leases |  | 8972 | 0.00 | 0.00 | 0.0\% |
| Proceeds from Lease Revenue Bonds |  | 8973 | 0.00 | 0.00 | 0.0\% |
| All Other Financing Sources |  | 8979 | 0.00 | 0.00 | 0.0\% |
| (c) TOTAL, SOURCES |  |  | 0.00 | 0.00 | 0.0\% |
| USES |  |  |  |  |  |
| Transfers of Funds from Lapsed/Reorganized LEAs |  | 7651 | 0.00 | 0.00 | 0.0\% |
| All Other Financing Uses |  | 7699 | 0.00 | 0.00 | 0.0\% |
| (d) TOTAL, USES |  |  | 0.00 | 0.00 | 0,0\% |
| CONTRIBUTIONS |  |  |  |  |  |
| Contributions from Unrestricted Revenues |  | 8980 | 0.00 | 0.00 | 0.0\% |
| Contributions Irom Restricted Revenues |  | 8990 | 0.00 | 0.00 | 0.0\% |
| (e) TOTAL, CONTRIBUTIONS |  |  | 0.00 | 0.00 | 0.0\% |
| TOTAL, OTHER FINANCING SOURCES/USES $(a-b+c-d+e)$ |  |  | 0.00 | 0.00 | 0.0\% |

Shandon Joint Unified San Luis Obispo County

| Description | Function Codes | Object Codes | $\begin{gathered} \text { 2016-17 } \\ \text { Unaudlted Actuals } \end{gathered}$ | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A. REVENUES |  |  |  |  |  |
| 1) LCFF Sources |  | 8010-8099 | 0.00 | 0.00 | 0.0\% |
| 2) Federal Revenue |  | 8100-8299 | 0.00 | 0.00 | 0.0\% |
| 3) Other State Revenue |  | 8300-8599 | 0.00 | 0.00 | 0.0\% |
| 4) Other Local Revenue |  | 8600-8799 | 12,764.12 | 0.00 | -100.0\% |
| 5) TOTAL, REVENUES |  |  | 12,764.12 | 0.00 | -100.0\% |
| B. EXPENDITURES (Objects 1000-7999) |  |  |  |  |  |
| 1) Instruction | 1000-1999 |  | 0.00 | 0.00 | 0.0\% |
| 2) Instruction - Related Services | 2000-2999 |  | 0.00 | 0.00 | 0.0\% |
| 3) Pupil Services | 3000-3999 |  | 0.00 | 0.00 | 0.0\% |
| 4) Ancillary Services | 4000-4999 |  | 0.00 | 0.00 | 0.0\% |
| 5) Community Services | 5000-5999 |  | 0.00 | 0.00 | 0.0\% |
| 6) Enterprise | 6000-6999 |  | 0.00 | 0.00 | 0.0\% |
| 7) General Administration | 7000-7999 |  | 0.00 | 0.00 | 0.0\% |
| 8) Plant Services | 8000-8999 |  | 0.00 | 0.00 | 0.0\% |
| 9) Other Outgo | 9000-9999 | 7600-7699 | 0.00 | 0.00 | 0.0\% |
| 10) TOTAL, EXPENDITURES |  |  | 0.00 | 0.00 | 0.0\% |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B10) |  |  | 12,764.12 | 0.00 | -100.0\% |
| D. OTHER FINANCING SOURCES/USES |  |  |  |  |  |
| 1) Interfund Transfers <br> a) Transfers In |  | 8900-8929 | 0.00 | 0.00 | 0.0\% |
| b) Transfers Out |  | 7600-7629 | 0.00 | 0.00 | 0.0\% |
| 2) Other Eources/Uses <br> a) Sources |  | 8930-8979 | 0.00 | 0.00 | 0.0\% |
| b) Uses |  | 7630-7699 | 0.00 | 0.00 | 0.0\% |
| 3) Contributions |  | 8980-8999 | 0.00 | 0.00 | 0.0\% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES |  |  | 0.00 | 0.00 | 00\% |


|  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |


| Resource | Description | $2016-17$ <br> Unaudited Actuals | Budget |
| :--- | :--- | :---: | :---: |


| 0.00 | 0.00 |
| :--- | :--- |


| Description | Resource Codes | Object Codes | 2016-17 <br> Unaudited Actuals | 2017-18 <br> Budget | Percent Dilference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A. REVENUES |  |  |  |  |  |
| 1) LCFF Sources |  | 8010-8099 | 0.00 | 0.00 | 0.0\% |
| 2) Federal Revenue |  | 8100-8299 | 0.00 | 0.00 | 0.0\% |
| 3) Other State Revenue |  | 8300-8599 | 0.00 | 0.00 | 0.0\% |
| 4) Other Local Revenue |  | 8600-8799 | 8.68 | 0.00 | -100.0\% |
| 5) TOTAL, REVENUES |  |  | 8.68 | 0.00 | -100.0\% |
| B. EXPENDITURES |  |  |  |  |  |
| 1) Certificated Salaries |  | 1000-1999 | 0.00 | 0.00 | 0.0\% |
| 2) Classified Salaries |  | 2000-2999 | 0.00 | 0.00 | 0.0\% |
| 3) Employee Benefits |  | 3000-3999 | 0.00 | 0.00 | 0.0\% |
| 4) Books and Supplies |  | 4000-4999 | 0.00 | 0.00 | 0.0\% |
| 5) Services and Other Operating Expenditures |  | 5000-5999 | 0.00 | 0.00 | 0.0\% |
| 6) Capital Outlay |  | 6000-6999 | 0.00 | 0.00 | 0.0\% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) |  | $\begin{aligned} & 7100-7299, \\ & 7400-7499 \end{aligned}$ | 0.00 | 0.00 | 0.0\% |
| 8) Other Outgo - Transfers of Indirect Costs |  | 7300-7399 | 0.00 | 0.00 | 0.0\% |
| 9) TOTAL, EXPENDITURES |  |  | 0.00 | 0.00 | 0.0\% |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9) |  |  | 8.68 | 0.00 | -100.0\% |
| D. OTHER FINANCING SOURCES/USES |  |  |  |  |  |
| 1) Interfund Transfers <br> a) Transfers In |  | 8900-8929 | 0.00 | 0.00 | 0.0\% |
| b) Transiers Out |  | 7600-7629 | 0.00 | 0.00 | 0.0\% |
| 2) Other Sources/Uses <br> a) Sources |  | 8930-8979 | 0.00 | 0.00 | 0.0\% |
| b) Uses |  | 7630-7699 | 0.00 | 0.00 | 0.0\% |
| 3) Contributions |  | 8980-8999 | 0.00 | 0.00 | 0.0\% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES |  |  | 0.00 | 0.00 | 0.0\% |


| Description | Resource Codes | Object Codes | 2016-17 <br> Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) |  |  | 8.68 | 0.00 | -100.0\% |
| F. FUND BALANCE, RESERVES |  |  |  |  |  |
| 1) Beginning Fund Balance |  |  |  |  |  |
| b) Audit Adjustments |  | 9793 | 0.00 | 0.00 | 0.0\% |
| c) As of July 1 - Audited (F1a + F1b) |  |  | 1,260.19 | 1,268.87 | 0.7\% |
| d) Other Restatements |  | 9795 | 0.00 | 0.00 | 0.0\% |
| e) Adjusted Beginning Balance (F1c + F1d) |  |  | 1,260.19 | 1,268.87 | 0.7\% |
| 2) Ending Balance, June $30(E+F 1 e)$ <br> Components of Ending Fund Balance <br> a) Nonspendable |  |  |  |  |  |
|  |  |  |  |  |  |
| Revolving Cash |  | 9711 | 0.00 | 0.00 | 0.0\% |
| Stores |  | 9712 | 0.00 | 0.00 | 0.0\% |
| Prepaid Expenditures |  | 9713 | 0.00 | 0.00 | 0.0\% |
| All Others |  | 9719 | 0.00 | 0.00 | 0.0\% |
| b) Restricted |  | 9740 | 0.00 | 0.00 | 0.0\% |
| c) Committed |  |  |  |  |  |
| Stabilization Arrangements |  | 9750 | 0.00 | 0.00 | 0.0\% |
| Other Commitments |  | 9760 | 0.00 | 0.00 | 0.0\% |
| d) Assigned |  |  |  |  |  |
| Other Assignments |  | 9780 | 1,268.87 | 0.00 | -100.0\% |
| e) Unassigned/Unappropriated |  |  |  |  |  |
| Reserve for Economic Uncertainties |  | 9789 | 0.00 | 0.00 | 0.0\% |
| Unassigned/Unappropriated Amount |  | 9790 | 0.00 | 1,268.87 | Now |


| Description | Resource Codes | Object Codes | 2016-17 <br> Unaudited Actuals | 2017-18 Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| G. ASSETS |  |  |  |  |  |
| 1) Cash |  |  |  |  |  |
| a) in County Treasury |  | 9110 | 1,268.87 |  |  |
| 1) Fair Value Adjustment to Cash in County Treasury |  | 9111 | 0.00 |  |  |
| b) in Banks |  | 9120 | 0.00 |  |  |
| c) in Revolving Fund |  | 9130 | 0.00 |  |  |
| d) with Fiscal Agent |  | 9135 | 0.00 |  |  |
| e) collections awaiting deposit |  | 9140 | 0.00 |  |  |
| 2) Investments |  | 9150 | 0.00 |  |  |
| 3) Accounts Receivable |  | 9200 | 0.00 |  |  |
| 4) Due from Grantor Government |  | 9290 | 0.00 |  |  |
| 5) Due from Other Funds |  | 9310 | 0.00 |  |  |
| 6) Stores |  | 9320 | 0.00 |  |  |
| 7) Prepaid Expenditures |  | 9330 | 0.00 |  |  |
| 8) Other Current Assets |  | 9340 | 0.00 |  |  |
| 9) TOTAL, ASSETS |  |  | 1,268.87 |  |  |
| H. DEFERRED OUTFLOWS OF RESOURCES |  |  |  |  |  |
| 1) Deferred Outlows of Resources |  | 9490 | 0.00 |  |  |
| 2) TOTAL, DEFERRED OUTFLOWS |  |  | 0.00 |  |  |
| I. LIABILITIES |  |  |  |  |  |
| 1) Accounts Payable |  | 9500 | 0.00 |  |  |
| 2) Due to Grantor Governments |  | 9590 | 0.00 |  |  |
| 3) Due to Other Funds |  | 9610 | 0.00 |  |  |
| 4) Current Loans |  | 9640 | 0.00 |  |  |
| 5) Unearned Revenue |  | 9650 | 0.00 |  |  |
| 6) TOTAL, LIABILITIES |  |  | 0.00 |  |  |
| J. DEFERRED INFLOWS OF RESOURCES |  |  |  |  |  |
| 1) Deferred Inflows of Resources |  | 9690 | 0.00 |  |  |
| 2) TOTAL, DEFERRED INFLOWS |  |  | 0.00 |  |  |
| K. FUND EQUITY |  |  |  |  |  |
| Ending Fund Balance, June 30 (must agree with line F2) $(\mathrm{G} 9+\mathrm{H} 2)-(\mathrm{I} 6+\mathrm{J} 2)$ |  |  | 1,268.87 |  |  |


| Description | Resource Codes | Object Codes | 2016-17 <br> Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| FEDERAL REVENUE |  |  |  |  |  |
| FEMA |  | 8281 | 0.00 | 0.00 | 0.0\% |
| All Other Federal Revenue |  | 8290 | 0.00 | 0.00 | 0.0\% |
| TOTAL, FEDERAL REVENUE |  |  | 0.00 | 0.00 | 0.0\% |
| OTHER STATE REVENUE |  |  |  |  |  |
| Pass-Through Revenues from State Sources |  | 8587 | 0.00 | 0.00 | 0.0\% |
| California Clean Energy Jobs Act | 6230 | 8590 | 0.00 | 0.00 | 0.0\% |
| All Other State Revenue | All Other | 8590 | 0.00 | 0.00 | 0.0\% |
| TOTAL, OTHER STATE REVENUE |  |  | 0.00 | 0.00 | 0.0\% |
| OTHER LOCAL REVENUE |  |  |  |  |  |
| Other Local Revenue |  |  |  |  |  |
| Community Redevelopment Funds Not Subject to LCFF Deduction |  | 8625 | 0.00 | 0.00 | 0.0\% |
| Sales <br> Sale of Equipment/Supplies |  | 8631 | 0.00 | 0.00 | 0.0\% |
| Leases and Rentals |  | 8650 | 0.00 | 0.00 | 0.0\% |
| Interest |  | 8660 | 8.68 | 0.00 | -100.0\% |
| Net Increase (Decrease) in the Fair Value of Investments |  | 8662 | 0.00 | 0.00 | 0.0\% |
| Other Local Revenue |  |  |  |  |  |
| All Other Local Revenue |  | 8699 | 0.00 | 0.00 | 0.0\% |
| All Other Transfers In from All Others |  | 8799 | 0.00 | 0.00 | 0.0\% |
| TOTAL, OTHER LOCAL REVENUE |  |  | 8.68 | 0.00 | -100.0\% |
| TOTAL, REVENUES |  |  | 8.68 | 0.00 | -100.0\% |


| Description | Resource Codes | Object Codes | 2016-17 <br> Unaudited Actuals | 2017-18 Budget | Percent Dlfference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| CLASSIFIED SALARIES |  |  |  |  |  |
| Classified Support Salaries |  | 2200 | 0.00 | 0.00 | 0.0\% |
| Classified Supervisors' and Administrators' Salaries |  | 2300 | 0.00 | 0.00 | 0.0\% |
| Clerical, Technical and Office Salaries |  | 2400 | 0.00 | 0.00 | 0.0\% |
| Other Classified Salaries |  | 2900 | 0.00 | 0.00 | 0.0\% |
| TOTAL, CLASSIFIED SALARIES |  |  | 0.00 | 0.00 | 0.0\% |
| EMPLOYEE BENEFITS |  |  |  |  |  |
| STRS |  | 3101-3102 | 0.00 | 0.00 | 0.0\% |
| PERS |  | 3201-3202 | 0.00 | 0.00 | 0.0\% |
| OASDI/Medicare/Alternative |  | 3301-3302 | 0.00 | 0.00 | 0.0\% |
| Health and Welfare Benefits |  | 3401-3402 | 0.00 | 0.00 | 0.0\% |
| Unemployment Insurance |  | 3501-3502 | 0.00 | 0.00 | 0.0\% |
| Workers' Compensation |  | 3601-3602 | 0.00 | 0.00 | 0.0\% |
| OPEB, Allocated |  | 3701-3702 | 0.00 | 0.00 | 0.0\% |
| OPEB, Active Employees |  | 3751-3752 | 0.00 | 0.00 | 0.0\% |
| Other Employee Benefits |  | 3901-3902 | 0.00 | 0.00 | 0.0\% |
| TOTAL, EMPLOYEE BENEFITS |  |  | 0.00 | 0.00 | 0.0\% |
| BOOKS AND SUPPLIES |  |  |  |  |  |
| Books and Other Reference Materials |  | 4200 | 0.00 | 0.00 | 0.0\% |
| Materials and Supplies |  | 4300 | 0.00 | 0.00 | 0.0\% |
| Noncapitalized Equipment |  | 4400 | 0.00 | 0.00 | 0.0\% |
| TOTAL, BOOKS AND SUPPLIES |  |  | 0.00 | 0.00 | 0.0\% |


|  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |

Unaudited Actuals
Shandon Joint Unified San Luis Obispo County

Special Reserve Fund for Capital Outlay Projects
40688330000000
Expenditures by Object

| Description | Resource Codes | Oblect Codes | 2016-17 <br> Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| INTERFUND TRANSFERS |  |  |  |  |  |
| INTERFUND TRANSFERS IN |  |  |  |  |  |
| From: General Fund/CSSF |  | 8912 | 0.00 | 0.00 | 0.0\% |
| Other Authorized Interfund Translers In |  | 8919 | 0.00 | 0.00 | 0.0\% |
| (a) TOTAL, INTERFUND TRANSFERS IN |  |  | 0.00 | 0.00 | 0.0\% |
| INTERFUND TRANSFERS OUT |  |  |  |  |  |
| To: General Fund/CSSF |  | 7612 | 0.00 | 0.00 | 0.0\% |
| To: State School Building Fund/ County School Facilities Fund |  | 7613 | 0.00 | 0.00 | 0.0\% |
| Other Authorized Interiund Transfers Out |  | 7619 | 0.00 | 0.00 | 0.0\% |
| (b) TOTAL, INTERFUND TRANSFERS OUT |  |  | 0.00 | 0.00 | 0.0\% |


| Description | Resource Codes | Object Codes | $\begin{gathered} 2016-17 \\ \text { Unaudited Actuals } \end{gathered}$ | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| OTHER SOURCES/USES |  |  |  |  |  |
| SOURCES |  |  |  |  |  |
| Proceeds |  |  |  |  |  |
| Proceeds from Sale/LeasePurchase of Land/Buildings |  | 8953 | 0.00 | 0.00 | 0.0\% |
| Other Sources |  |  |  |  |  |
| Transfers from Funds of Lapsed/Reorganized LEAs |  | 8965 | 0.00 | 0.00 | 0.0\% |
| Long-Term Debt Proceeds |  |  |  |  |  |
| Proceeds from Certificates of Participation |  | 8971 | 0.00 | 0.00 | 0.0\% |
| Proceeds from Capital Leases |  | 8972 | 0.00 | 0.00 | 0.0\% |
| Proceeds from Lease Revenue Bonds |  | 8973 | 0.00 | 0.00 | 0.0\% |
| All Other Financing Sources |  | 8979 | 0.00 | 0.00 | 0.0\% |
| (c) TOTAL, SOURCES |  |  | 0.00 | 0.00 | 0.0\% |
| USES |  |  |  |  |  |
| Translers of Funds from Lapsed/Reorganized LEAs |  | 7651 | 0.00 | 0.00 | 0.0\% |
| All Other Financing Uses |  | 7699 | 0.00 | 0.00 | 0.0\% |
| (d) TOTAL, USES |  |  | 0.00 | 0.00 | 0.0\% |
| CONTRIBUTIONS |  |  |  |  |  |
| Contributions from Unrestricted Revenues |  | 8980 | 0.00 | 0.00 | 0.0\% |
| Contributions from Restricted Revenues |  | 8990 | 0.00 | 0.00 | 0.0\% |
| (e) TOTAL, CONTRIBUTIONS |  |  | 0.00 | 0.00 | 0.0\% |
| TOTAL, OTHER FINANCING SOURCES/USES $(a-b+c-d+e)$ |  |  | 0.00 | 0.00 | 0.0\% |

Unaudited Actuals
Shandon Joint Unified San Luis Obispo County

Special Reserve Fund for Capital Outlay Projects
Expenditures by Function
Form 40

| Description | Function Codes | Object Codes | 2016-17 <br> Unaudlted Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A. REVENUES |  |  |  |  |  |
| 1) LCFF Sources |  | 8010-8099 | 0.00 | 0.00 | 0.0\% |
| 2) Federal Revenue |  | 8100-8299 | 0.00 | 0.00 | 0.0\% |
| 3) Other State Revenue |  | 8300-8599 | 0.00 | 0.00 | 0.0\% |
| 4) Other Local Revenue |  | 8600-8799 | 8.68 | 0.00 | -100.0\% |
| 5) TOTAL, REVENUES |  |  | 8.68 | 0.00 | -100.0\% |
| B. EXPENDITURES (Oblects 1000-7999) |  |  |  |  |  |
| 1) Instruction | 1000-1999 |  | 0.00 | 0.00 | 0.0\% |
| 2) Instruction - Related Services | 2000-2999 |  | 0.00 | 0.00 | 0.0\% |
| 3) Pupil Services | 3000-3999 |  | 0.00 | 0.00 | 0.0\% |
| 4) Ancillary Services | 4000-4999 |  | 0.00 | 0.00 | 0.0\% |
| 5) Community Services | 5000-5999 |  | 0.00 | 0.00 | 0.0\% |
| 6) Enterprise | 6000-6999 |  | 0.00 | 0.00 | 0.0\% |
| 7) General Administration | 7000-7999 |  | 0.00 | 0.00 | 0.0\% |
| 8) Plant Services | 8000-8999 |  | 0.00 | 0.00 | 0.0\% |
| 9) Other Outgo | 9000-9999 | 7600-7699 | 0.00 | 0.00 | 0.0\% |
| 10) TOTAL, EXPENDITURES |  |  | 0.00 | 0.00 | 0.0\% |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B10) |  |  | 8.68 | 0.00 | -100.0\% |
| D. OTHER FINANCING SOURCES/USES |  |  |  |  |  |
| 1) Interfund Transfers <br> a) Transfers In |  | 8900-8929 | 0.00 | 0.00 | 0.0\% |
| b) Transfers Out |  | 7600-7629 | 0.00 | 0.00 | 0.0\% |
| 2) Other Sources/Uses <br> a) Sources |  | 8930-8979 | 0.00 | 0.00 | 0.0\% |
| b) Uses |  | 7630-7699 | 0.00 | 0.00 | 0.0\% |
| 3) Contributions |  | 8980-8999 | 0.00 | 0.00 | 0.0\% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES |  |  | 0.00 | 0.00 | 0.0\% |


| Descriptlon | Functlon Codes | Oblect Codes | 2016-17 Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) |  |  | 8.68 | 0.00 | -100.0\% |
| F. FUND BALANCE, RESERVES |  |  |  |  |  |
| 1) Beginning Fund Balance |  |  |  |  |  |
| a) As of July 1 - Unaudited |  | 9791 | 1,260.19 | 1,268.87 | 0.7\% |
| b) Audit Adjustments |  | 9793 | 0.00 | 0.00 | 0.0\% |
| c) As of July 1 - Audited (F1a + F1b) |  |  | 1,260.19 | 1,268.87 | 0.7\% |
| d) Other Restatements |  | 9795 | 0.00 | 0.00 | 0.0\% |
| e) Adjusted Beginning Balance (F1c + F1d) |  |  | 1,260.19 | 1,268.87 | 0.7\% |
| Components of Ending Fund Balance <br> a) Nonspendable |  |  |  |  |  |
|  |  |  |  |  |  |
| Revolving Cash |  | 9711 | 0.00 | 0.00 | 0.0\% |
| Stores |  | 9712 | 0.00 | 0.00 | 0.0\% |
| Prepaid Expenditures |  | 9713 | 0.00 | 0.00 | 0.0\% |
| All Others |  | 9719 | 0.00 | 0.00 | 0.0\% |
| b) Restricted |  | 9740 | 0.00 | 0.00 | 0.0\% |
| c) Committed |  |  |  |  |  |
| Stabilization Arrangements |  | 9750 | 0.00 | 0.00 | 0.0\% |
| Other Commitmenis (by Resource/Object) |  | 9760 | 0.00 | 0.00 | 0.0\% |
| d) Assigned Other Assignments (by Resource/Object) |  | 9780 | 1,268.87 | 0.00 | -100.0\% |
| e) Unassigned/Unappropriated Reserve for Economic Uncertainties |  | 9789 | 0.00 | 0.00 | 0.0\% |
| Unassigned/Unappropriated Amount |  | 9790 | 0.00 | 1,268.87 | New |

2016-17
Unaudited Actuals

2017-18
Resource Description

Total, Restricted Balance

| 0.00 | 0.00 |
| :--- | :--- |


| Description | Resource Codes | Object Codes | 2016-17 Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A. REVENUES |  |  |  |  |  |
| 1) LCFF Sources |  | 8010-8099 | 0.00 | 0.00 | 0.0\% |
| 2) Federal Revenue |  | 8100-8299 | 0.00 | 0.00 | 0.0\% |
| 3) Other State Revenue |  | 8300-8599 | 0.00 | 0.00 | 0.0\% |
| 4) Other Local Revenue |  | 8600-8799 | 75,444.33 | 0.00 | -100.0\% |
| 5) TOTAL, REVENUES |  |  | 75,444.33 | 0.00 | -100.0\% |
| B. EXPENDITURES |  |  |  |  |  |
| 1) Certificated Salaries |  | 1000-1999 | 0.00 | 0.00 | 0.0\% |
| 2) Classified Salaries |  | 2000-2999 | 0.00 | 0.00 | 0.0\% |
| 3) Employee Benefits |  | 3000-3999 | 0.00 | 0.00 | 0.0\% |
| 4) Books and Supplies |  | 4000-4999 | 0.00 | 0.00 | 0.0\% |
| 5) Services and Other Operating Expenditures |  | 5000-5999 | 0.00 | 0.00 | 0.0\% |
| 6) Capital Outlay |  | 6000-6999 | 0.00 | 0.00 | 0.0\% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) |  | $\begin{aligned} & 7100-7299, \\ & 7400-7499 \end{aligned}$ | 0.00 | 0.00 | 0.0\% |
| 8) Other Outgo - Transfers of Indirect Costs |  | 7300-7399 | 0.00 | 0.00 | 0.0\% |
| 9) TOTAL, EXPENDITURES |  |  | 0.00 | 0.00 | 0.0\% |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9) |  |  | 75,444.33 | 0.00 | -100.0\% |
| ID. OTHER FINANCING SOURCES/USES |  |  |  |  |  |
| 1) Interfund Transfers <br> a) Transfers In |  | 8900-8929 | 0.00 | 0.00 | 0.0\% |
| b) Transfers Out |  | 7600-7629 | 0.00 | 0.00 | 0.0\% |
| 2) Other Sources/Uses <br> a) Sources |  | 8930-8979 | 0.00 | 0.00 | 0,0\% |
| b) Uses |  | 7630-7699 | 0.00 | 0.00 | 0.0\% |
| 3) Contributions |  | 8980-8999 | 0.00 | 0.00 | 0.0\% |
| 4) TOTAL OTHER FINANCING SOURCES/USES |  |  | 0.00 | 0.00 | 0.0\% |

Unaudited Actuals
Shandon Joint Unified San Luis Obispo County

Bond Interest and Redemption Fund 40688330000000
Expenditures by Object

| Description | Resource Codes | Object Codes | 2016-17 Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) |  |  | 75,444.33 | 0.00 | -100.0\% |
| F. FUND BALANCE, RESERVES |  |  |  |  |  |
| 1) Beginning Fund Balance |  |  |  |  |  |
|  |  | 9791 | 0.00 | 75,444.33 | New |
| b) Audit Adjustments |  | 9793 | 0.00 | 0.00 | 0.0\% |
| c) As of July 1 - Audited (F1a + F1b) |  |  | 0.00 | 75,444.33 | New |
| d) Other Restatements |  | 9795 | 0.00 | 0.00 | 0.0\% |
| ө) Adjusted Beginning Balance (F1c + F1d) |  |  | 0.00 | 75,444,33 | New |
| 2) Ending Balance, June 30 ( $\mathrm{E}+\mathrm{F} 1 \mathrm{e}$ ) Components of Ending Fund Balance <br> a) Nonspendable |  |  |  |  |  |
|  |  |  |  |  |  |
| Revolving Cash |  | 9711 | 0.00 | 0.00 | 0.0\% |
| Stores |  | 9712 | 0.00 | 0.00 | 0.0\% |
| Prepaid Expenditures |  | 9713 | 0.00 | 0.00 | 0.0\% |
| All Others |  | 9719 | 0.00 | 0.00 | 0.0\% |
| b) Restricted |  | 9740 | 75,444,33 | 75,444.33 | 0.0\% |
| c) Committed |  |  |  |  |  |
| Stabilization Arrangements |  | 9750 | 0.00 | 0.00 | 0.0\% |
| Other Commitments |  | 9760 | 0.00 | 0.00 | 0.0\% |
| d) Assigned |  |  |  |  |  |
| Other Assignments |  | 9780 | 0.00 | 0.00 | 0.0\% |
| e) Unassigned/Unappropriated |  |  |  |  |  |
| Reserve for Economic Uncertainties |  | 9789 | 0.00 | 0.00 | 0.0\% |
| Unassigned/Unappropriated Amount |  | 9790 | 0.00 | 0.00 | 0.0\% |




Unaudited Actuals
Shandon Joint Unified
Bond Interest and Redemption Fund
Expenditures by Object
40688330000000
San Luis Obispo County
Form 51

| Description Resource Codes | Object Codes | 2016-17 <br> Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: |
| OTHER OUTGO (excluding Transfers of Indirect Costs) |  |  |  |  |
| Debt Service |  |  |  |  |
| Bond Redemptions | 7433 | 0.00 | 0.00 | 0.0\% |
| Bond Interest and Other Service |  |  |  |  |
| Charges | 7434 | 0.00 | 0.00 | 0.0\% |
| Debt Service - Interest | 7438 | 0.00 | 0.00 | 0.0\% |
| Other Debt Service - Principal | 7439 | 0.00 | 0.00 | 0.0\% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) |  | 0.00 | 0.00 | 0.0\% |
| TOTAL, EXPENDITURES |  | 0.00 | 0.00 | 0.0\% |


| Description | Resource Codes | Oblect Codes | 2016-17 Unaudited Actuals | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| INTERFUND TRANSFERS |  |  |  |  |  |
| INTERFUND TRANSFERS IN |  |  |  |  |  |
| Other Authorized Interfund Transfers In |  | 8919 | 0.00 | 0.00 | 0,0\% |
| (a) TOTAL, INTERFUND TRANSFERS IN |  |  | 0.00 | 0.00 | 0.0\% |
| INTERFUND TRANSFERS OUT |  |  |  |  |  |
| To: General Fund |  | 7614 | 0.00 | 0.00 | 0.0\% |
| Other Authorized Interfund Transfers Out |  | 7619 | 0.00 | 0.00 | 0.0\% |
| (b) TOTAL, INTERFUND TRANSFERS OUT |  |  | 0.00 | 0.00 | 0.0\% |
| OTHER SOURCES/USES |  |  |  |  |  |
| SOURCES |  |  |  |  |  |
| Other Sources |  |  |  |  |  |
| Transfers from Funds of Lapsed/Reorganized LEAs |  | 8965 | 0.00 | 0.00 | 0.0\% |
| All Other Financing Sources |  | 8979 | 0.00 | 0.00 | 0.0\% |
| (c) TOTAL, SOURCES |  |  | 0.00 | 0.00 | 0.0\% |
| USES |  |  |  |  |  |
| Transfers of Funds from Lapsed/Reorganized LEAs |  | 7651 | 0.00 | 0.00 | 0.0\% |
| All Other Financing Uses |  | 7699 | 0.00 | 0.00 | 0.0\% |
| (d) TOTAL, USES |  |  | 0.00 | 0.00 | 0.0\% |
| CONTRIBUTIONS |  |  |  |  |  |
| Contributions from Unrestricted Revenues |  | 8980 | 0.00 | 0.00 | 0.0\% |
| Contributions from Restricted Revenues |  | 8990 | 0.00 | 0.00 | 0.0\% |
| (e) TOTAL, CONTRIBUTIONS |  |  | 0.00 | 0.00 | 0.0\% |
| TOTAL, OTHER FINANCING SOURCES/USES $(a-b+c-d+e)$ |  |  | 0.00 | 0.00 | 0.0\% |

Unaudited Actuals
Shandon Joint Unified Bond Interest and Redemption Fund

40688330000000
San Luis Obispo County
Expenditures by Function
Form 51

| Description | Functlon Codes | Object Codes | $\begin{gathered} \text { 2016-17 } \\ \text { Unaudlted Actuals } \end{gathered}$ | 2017-18 Budget | Percent Dlfference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A. REVENUES |  |  |  |  |  |
| 1) LCFF Sources |  | 8010-8099 | 0.00 | 0.00 | 0.0\% |
| 2) Federal Revenue |  | 8100-8299 | 0.00 | 0.00 | 0.0\% |
| 3) Other State Revenue |  | 8300-8599 | 0.00 | 0.00 | 0.0\% |
| 4) Other Local Revenue |  | 8600-8799 | 75,444.33 | 0.00 | -100.0\% |
| 5) TOTAL, REVENUES |  |  | 75,444.33 | 0.00 | -100.0\% |
| B. EXPENDITURES (Objects 1000-7999) |  |  |  |  |  |
| 1) Instruction | 1000-1999 |  | 0.00 | 0.00 | 0.0\% |
| 2) Instruction - Related Services | 2000-2999 |  | 0.00 | 0.00 | 0.0\% |
| 3) Pupil Services | 3000-3999 |  | 0.00 | 0.00 | 0.0\% |
| 4) Ancillary Services | 4000-4999 |  | 0.00 | 0.00 | 0.0\% |
| 5) Communily Services | 5000-5999 |  | 0.00 | 0.00 | 0.0\% |
| 6) Enterprise | 6000-6999 |  | 0.00 | 0.00 | 0.0\% |
| 7) General Administration | 7000-7999 |  | 0.00 | 0.00 | 0.0\% |
| 8) Plant Services | 8000-8999 |  | 0.00 | 0.00 | 0.0\% |
| 9) Other Outgo | 9000-9999 | 7600-7699 | 0.00 | 0.00 | 0.0\% |
| 10) TOTAL, EXPENDITURES |  |  | 0.00 | 0.00 | 0.0\% |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B10) |  |  | 75,444.33 | 0.00 | -100.0\% |
| D. OTHER FINANCING SOURCES/USES |  |  |  |  |  |
| 1) Interfund Transfers <br> a) Transiers In |  | 8900-8929 | 0.00 | 0.00 | 0.0\% |
| b) Transfers Out |  | 7600-7629 | 0.00 | 0.00 | 0.0\% |
| 2) Other Sources/Uses <br> a) Sources |  | 8930-8979 | 0.00 | 0.00 | 0.0\% |
| b) Uses |  | 7630-7699 | 0.00 | 0.00 | 0.0\% |
| 3) Contributions |  | 8980-8999 | 0.00 | 0.00 | 0.0\% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES |  |  | 0.00 | 0.00 | 0.0\% |

Unaudited Actuals

| Bond Interest and Redemption Fund | 40688330000000 |
| :---: | ---: |
| Expenditures by Function | Form 51 |


| Description | Function Codes | Oblect Codes | $\begin{gathered} \text { 2016-17 } \\ \text { Unaudited Actuals } \end{gathered}$ | 2017-18 <br> Budget | Percent Difference |
| :---: | :---: | :---: | :---: | :---: | :---: |
| E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) |  |  | 75,444.33 | 0.00 | -100.0\% |
| F. FUND BALANCE, RESERVES |  |  |  |  |  |
| 1) Beginning Fund Balance |  |  |  |  |  |
| a) As of July 1 - Unaudited |  | 9791 | 0.00 | 75,444.33 | New |
| b) Audit Adjustments |  | 9793 | 0.00 | 0.00 | 0.0\% |
| c) As of July 1 - Audited (F1a + F1b) |  |  | 0.00 | 75,444.33 | New |
| d) Other Restatements |  | 9795 | 0.00 | 0.00 | 0.0\% |
| e) Adjusted Beginning Balance (F1c + F1d) |  |  | 0.00 | 75,444.33 | New |
| Componants of Ending Fund Balance <br> Components of Ending Fund Balance <br> a) Nonspendable |  |  |  |  |  |
|  |  |  |  |  |  |
| Revolving Cash |  | 9711 | 0.00 | 0.00 | 0.0\% |
| Stores |  | 9712 | 0.00 | 0.00 | 0.0\% |
| Prepaid Expenditures |  | 9713 | 0.00 | 0.00 | 0.0\% |
| All Others |  | 9719 | 0.00 | 0.00 | 0.0\% |
| b) Restricted |  | 9740 | 75,444.33 | 75,444.33 | 0.0\% |
| c) Committed |  |  |  |  |  |
| Stabilization Arrangements |  | 9750 | 0.00 | 0.00 | 0.0\% |
| Other Commitments (by Resource/Objecl) |  | 9760 | 0.00 | 0.00 | 0.0\% |
| d) Assigned Other Assignments (by Resource/Object) |  | 9780 | 0.00 | 0.00 | 0.0\% |
| e) Unassigned/Unappropriated Reserve for Economic Uncertainties |  | 9789 | 0.00 | 0.00 | 0.0\% |
| Unassigned/Unappropriated Amount |  | 9790 | 0.00 | 0.00 | 0.0\% |

Shandon Joint Unified San Luis Obispo County

Bond Interest and Redemption Fund
Exhibit: Restricted Balance Detail

|  |  | $2016-17$ <br> Resource | $2017-18$ <br> Budget |
| :--- | :--- | :---: | :---: |
|  | Description | Unaudited Actuals |  |
| 10 | Other Restricted Local | $75,444.33$ | $75,444.33$ |
| Total, Restricted Balance | $75,444.33$ | $75,444.33$ |  |

# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

Regular Meeting of the Board of Trustees
MEETING DATE: September 12, 2017

## AGENDA ITEM TITLE:

Approval of Resolution \# 2017-18-1, District Appropriations Limits (commonly called "Gann Limits")

## PREPARED BY:

Sonia Stuart

## AGENDA SECTION:

$\qquad$

## SUMMARY:

This is a routine action item, presented to the Board annually since the passage of Proposition 4 (Gann) in 1979, and is calculated on district Actual Expenditure reports for 2016-17.

In November 1979, the California Electorate passed Proposition 4, commonly referred to as the Gann Amendment to the Constitution. The Gann Amendment requires government agencies and districts to adopt an expenditure limitation based upon their appropriations in 1978/79, adjusted by the annual changes in the consumer price index, and annual changes in population.

# ${ }^{\text {FFISCAL REPORT }}$ 

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Volume 37
For Publication Date: August 25, 2017
No. 17

## It's Time to Calculate Your Gann Limit

The Gann Limit (named for Paul Gann, the author of Proposition 4 which amended the State Constitution to establish this limit) is intended to constrain the growth in state and local government spending by linking year-to-year changes in expenditures to changes in intlation (represented by per capita personal income) and population (represented by average daily attendance [ADA] for schools). Established in 1979 following the enactment of Proposition 13 and subsequently amended by Proposition 111, the Gann Limit has become a largely pro forma calculation that no longer constrains governmental expenditures. This is because the limit has grown significantly faster than appropriations subject to the limit.

Education Code Section 42132 requires that or or before September 15 of each year, the governing board of each school district adopt a resolution to identify the estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. The resolution must be adopted at a regular or special meeting of the governing board

The Gann Limit is calculated by multiplying the prior-year limit by the percentage change in ADA and per capita personal income. There's no need to pull out your calculators, though, as the state's Standardized Account Code Structure (SACS) software does all of the work for you (see SACS Form GANN). The software includes the statewide factor for per capita personal income change of $3.69 \%$, and once you have uploaded the data from your financial software and entered prior-year and current-year estimated ADA in SACS Form $A$, the SACS software will calculate the percentage change in ADA for you and use the combination of these factors to provide you with the change in your district's Gann Limit.

The next step is to determine how much of your district's local resources are subject to that limit. It is important to understand that not all revenue sources count against your district's Gann Limit. Gann Limits only constrain the appropriations from state and local tax sources, and so federal aid is excluded, as well as nontax income, such as revenues from cafeteria sales, adult education fees, and foundations. Once again, the SACS software does the hard work for you as the Form GANN within the SACS software is prepopulated based on the data imported from your financial software.

Let's step back from the calculations for a moment and paint a mental picture of how the Gann Limit works. Envision the dollar amount of your district's Gann Limit as a bucket and this bucket can hold $\$ 50$ million (the calculated Gann Limit). First, put your local property taxes that count toward your Local Control Funding Formula entitlement into this bucket, including appropriate district interest income. Next, pour all of the district's other unrestricted state aid into this bucket. Per Government Code Section (G.C.) 7906, the amount of state aid that fills up the bucket counts toward your district's Gann Limit, while the amount that overflows the bucket counts toward the state's Gann Limit. (Note that all state aid for categorical programs always counts toward the state's Gann Limit.) Through this process, as much state aid as possible counts toward school agency Gann Limits. By reducing the amount of state aid that counts toward the state's Gann Limit in this manner, this process helps the state avoid being over its Gann Limit.

Through this calculation, the revenues of nearly every local educational agency is close to if not exactly at its Gann Limit. Furthermore, if any school agency should, for any reason, find itself over its Crann Limit, that agency may adopt a Governing Board resolution increasing its Gaun Limit by the amount needed and then inform the Director of the Department of Finance, who must then reduce the state's Gann Limit by an equal dollar amount (see G.C. 7902.1).

To sunmarize, school agencies are required to perform Gann Limit calculations by the State Constitution, but it is also important for them to complete these calculations to identify how much state aid counts toward the local agency's Gann Limit, so that the state of California knows how much state aid counts toward its own Gann Limit.
[Note: Current-year software and instructions are available through the SACS2017ALL Software as a supplemental form at www dele, sa, govig/st/f. While the functionality within the SACS software allows for the Form GANN to be prepopulated from the school agency's uploaded data, it is important to review the completed form for accuracy and any necessary board action (i.e., resolution).]

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> BOARD OF TRUSTEES <br> COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA 

## RESOLUTION \#2017-18-1

RESOLUTION FOR ADOPTING THE "GANN" LIMIT
(Normal, no increase to Limit pursuant to G.C. 7902.1)

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2016-17 fiscal year and a projected Gann Limit for the 2017-18 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2016-17 and 2017-18 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2016-17 and 2017-18 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

The foregoing Resolution was passed and adopted at a Regular Board Meeting of the Governing Board on September 12, 2017 by the following vote:

AYES:
NOES:
ABSENT:
Date: September 12, 2017
GOVERNING BOARD OF THE SHANDON JOINT UNIFIED
SCHOOL BOARD
By:
Kate Twisselman, Clerk
Board of Trustees

| A. PRIOR YEAR DATA <br> (2015-16 Aclual Appropriatlons LImil and Gann ADA are from districl's prior year Gann dala reported to the CDE) |  |
| :---: | :---: |
|  | 1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT <br> (Preload/Line D11, PY column) <br> 2. PRIOR YEAR GANN ADA (Preload/Line 日3, PY column) |
|  | ADJUSTMENTS TO PRIOR YEAR LIMIT |
|  | 3. District Lapses, Reorganizatlons and Other Transfers <br> 4. Temporary Voler Approved Increases |
|  | 5. Less: Lapses of Voler Approved Increases |
|  | 6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5) |
|  | 7. ADJUSTMENTS TO PRIOR YEAR ADA <br> (Only for district lapses, reorganlzations and other transfers, and only if adjusiments to the approprlations limit are entered In Line A3 above) |

B. CURRENT YEAR GANN ADA
(2016-17 data should tie to Princlpal Apporlionment Soflware Altendance reports and include ADA for charter schools reporting with the disirict)

1. Tolal K-12 ADA (Form A. Line A6)
2. Total Charter Schools ADA (Form $A$, Line $C$ )
3. TOTAL CURRENT YEAR P2 ADA (Lins B1 plus B2)
C. LOCAL PROCEEDS OF TAXESISTATE AID RECEIVED

TAXES AND SUBVENTIONS (Funds 01, 09, and 62)

1. Homeowners' Exemption (Object 8021)
2. Timber Yield Tax (Objecl 8022)
3. Other Subventions/In-Lisu Taxes (Object 8029)
4. Secured Roll Taxes (Objecl 8041)
5. Unsecured Roll Taxes (Object 8042)
6. Prior Years' Taxes (Objecl B043)
7. Supplemental Taxes (Object 8044)
8. Ed. Rev, Augmentation Fund (ERAF) (Object 8045)
9. Penalties and Int, from Delinquent Taxes (Object B048)
10. Other In-Lieu Taxes (Object 8082)
11. Comm. Redevelopment Funds (objecls 8047 \& 8625)
12. Parcel Taxes (Object 8621)
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)
14. Penailies and Int, from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)
15. Transiers to Charler Schools in Lieu of Properly Taxes (Object B096)
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)

OTHER LOCAL REVENUES (Funds 01, 09, and 62)
17. To General Fund from Bond Interest and Redemption Fund (Excess debl service taxes) (Object 8914)
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)

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| :---: |
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# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017 

## AGENDA ITEM TITLE:

Approval of Resolution 2017-18-2 Authorization of Assigments of Teachers to Teach outside Their Credential Area

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

___ Reports ___ Consent X__ Action ___ First Reading ___ Information ___ Resolution
SUMMARY:
Due to the lack of credentialed teachers in specified areas it is recommended that the Board approve the Authorization of Assigments of Teachers to Teach outside Their Credential Area. We currently have only one teacher teaching outside their credential area.

# SHANDON JOINT UNIFIED SCHOOL DISTRICT COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA RESOLUTION \#2017-18-2 

## AUTHORIZING ASSIGNMENT OF TEACHERS TO TEACH OUTSIDE OF THEIR CREDENTIAL AREA

WHEREAS, due to the lack of credentialed teachers in specified areas, the Board of Trustees of the Shandon Unified School District finds it in the best interest of the district to assign teachers pursuant to Education Code Section 44258.

WHEREAS, it has been recommended by the Committee on Assignments that the following teachers, having met the initial requirements, be authorized by the Board of Trustees to teach outside their credentialed areas for the current school year per Education Code 44258:

| Name | Subject | Education Code |
| :--- | :--- | :--- |
| Robert Voorheis | Art and Physics | 44258 |

BE IT FURTHER RESOLVED, that the Committee on Assignments is hereby authorized to approve assignments for the above teachers pursuant to Education Code Section 44258.

THEREFORE, the foregoing Resolution was passed, adopted and approved at a regularly called meeting of the Governing Board the Shandon Joint Unified School District on this the 12th day of September 2017 on motion of Trustee seconded by Trustee $\qquad$ and by the following roll call vote:

Moe:
Plaisted:
Twisselman:
Thomason:
Parlet:

DATED: September 12, 2017
SHANDON JOINT UNIFIED SCHOOL DISTRICT

Marlene Thomason, President of the Board

Kate Twisselmen, Clerk of the Board

# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

Regular Meeting of the Board of Trustees
MEETING DATE: September 12, 2017

## AGENDA ITEM TITLE:

Approval of Resolution 2017-18-3 AB 923 School Bus Replacement and Retrofit Program Bus Replacement Application

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

$\qquad$
SUMMARY:
Our Facilities Assistant, Karen Sawdey, is recommending that we apply for the SLO County Air Pollution Control District Grant that would provide funds to replace one of our old buses with a new lower emission bus.

## SHANDON JOINT UNIFIED SCHOOL DISTRICT

September 12, 2017
2017-18-3

## SUPPORTING THE BOARD'S AUTHORIZATION FOR PARTICIPATION IN THE LOWEREMISSION SCHOOL BUS PROGRAM EMISSION REDUCTION INCENTIVE PROGRAM

WHEREAS, The San Luis Obispo County Air Pollution Control District administers grant programs to incentivize emission reductions through the retrofit and replacement of public school buses; and

WHEREAS, the provisions of the Lower-Emission School Bus Program include a resolution from the school district governing board authorizing the submittal of the application and identifying the individual authorized to implement the school bus grant project.

NOW, THEREFORE, BE IT RESOLVED that this Board does authorize the submittal of the Lower-Emission School Bus Program application to the San Luis Obispo County Air Pollution Control District;

AND BE IT FURTHER RESOLVED that this Board does identify the individual authorized to implement the school bus grant project as Karen Sawdey, Facilities Assistant.

On motion of Board Member $\qquad$ , seconded by Board Member $\qquad$ , this Resolution 2017-18-3 is PASSED AND ADOPTED by the Board of Education of the Shandon Joint Unified School District on September 12, 2017 , and by the following roll call vote, to wit:

AYES:
NOES:
ABSTENTIONS:
ABSENT:
I HEREBY CERTIFY that the foregoing Resolution was duly introduced, passed, and adopted at a regularly called and conducted meeting held on said date:

Marlene Thomason, President of the Board
CERTIFIED TO BE A TRUE AND CORRECT COPY:

Kate Twisselman, Clerk of the Board

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017 

## AGENDA ITEM TITLE:

Approval of Resolution \#2017-18-04, Sufficiency of Instructional Materials

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

__ Reports __Consent __ Action __ First Reading __Information X__Resolution/Roll Call Vote

## SUMMARY:

Education Code 60119 requires the governing board of each school district to annually certify by adopting a resolution which states whether each pupil in the district has sufficient textbooks and instructional materials.

In addition, Education Code 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, facility conditions, and teacher vacancy or misassignments. Complaints may be filed with the school district or anonymously. Regarding textbooks and instructional materials, the following are the areas where a complaint may be filed:

1. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
2. A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
3. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
4. A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

Following the resolution is a listing of all textbooks and high school science laboratory supplies for the district. Any shortages of books due to an unexpected increase in enrollment were ordered immediately.

## RECOMMENDED ACTION:

# SHANDON JOINT UNIFIED SCHOOL DISTRICT COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA 

## RESOLUTION \#2017-18-4

September 12, 2017

## RESOLUTION REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS

WHEREAS, the governing board of Shandon Joint Unified School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on September 12, 2017 at 7:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place and purpose of the hearing, and;

WHEREAS, the governing board encouraged participation by parents, teachers, members of the community and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Shandon Joint Unified School District, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects: mathematics, science, history-social science and English/language arts, including the English language development component of an adopted program.

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades $9-12$, inclusive and a textbook inventory and list of science laboratory equipment is attached;

NOW, THEREFORE, BE IT RESOLVED, that for the 2017-2018 school year, the Shandon Joint Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED this 12th day of September 2017, by the Board of Trustees of the Shandon Joint Unified School District by the following roll call vote:

Ayes:
Noes:
Absent:

SHANDON JOINT UNIFIED SCHOOL DISTRICT

By
Marlene Thomason, President
By
Kate Twisselman, Clerk

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017 

## AGENDA ITEM TITLE:

Approval of Sale of Surplus Items

## PREPARED BY:

Teresa Taylor
AGENDA SECTION:
__ Reports ___ Consent_ X__ First Reading___ Information ___ Resolution

## SUMMARY:

Provided is a list of items that the district would like to sell. The district has purchased many items with the help of the Measure K Bond. Many items have been replaced in order to modernize the district. Administration requests approval to sell the surplus items. The items listed were either donated or purchased over ten years ago.

130- Student Desk
6- Multiple Computer Tables
100- Chairs
20- Staff Desk
Miscellaneous Science Equipment
20 Overhead Projectors

# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

Regular Meeting of the Board of Trustees
MEETING DATE: September 12, 2017

## AGENDA ITEM TITLE:

Approval of Interdistrict Transfer Student 2017-18-17

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

__ Reports Consent $\quad \mathbf{X}$ Action ___ First Reading ___ Information ___ Resolution

## SUMMARY:

Provided for your consideration is Interdistrict Transfer Student 2017-18-17.

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017 

## AGENDA ITEM TITLE:

Approval of Interdistrict Transfer Student 2017-18-18

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

$\qquad$ Reports $\qquad$ Consent $\qquad$ Action $\qquad$ First Reading $\qquad$ Information $\qquad$ Resolution

## SUMMARY:

Provided for your consideration is Interdistrict Transfer Student 2017-18-18.

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017 

## AGENDA ITEM TITLE:

Approval of Request for a Shortened Day 2017-18-1

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

__ Reports ___ Consent X__ First Reading ___ Information ___ Resolution

## SUMMARY:

Provided for your consideration is a Request for a Shortened Day.

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017 

## AGENDA ITEM TITLE:

Approval of Request for a Shortened Day 2017-18-2

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

__ Reports ___ Consent X__ Action__ First Reading ___ Information ___ Resolution

## SUMMARY:

Provided for your consideration is a Request for a Shortened Day.

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees MEETING DATE: September 12, 2017 

AGENDA ITEM TITLE:
Approval of Measure K Citizens' Oversight Committee

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

__ Reports ___ Consent X__ Action___ First Reading ___ Information ___ Resolution

## SUMMARY:

Provided to the Board was an application for a new member of the Measure K Citizens' Oversight Committee.

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## SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Regular Meeting of the Board of Trustees <br> MEETING DATE: September 12, 2017

AGENDA ITEM TITLE:
Approval of First Reading of Board Policies and Administrative Regulations
PREPARED BY:
Teresa Taylor
AGENDA SECTION:
___ Reports ___ Consent _X_Action ___ First Reading ___ Information ___ Resolution

## SUMMARY:

Provided for your approval are the following Board Policies and Administrative Regulations:
BP 1312.1 Complaints Concerning District Employees
AR 1312.1 Complaints Concerning District Employees
BP 1312.2 Complaints Concerning Instructional Materials
AR 1312.2 Complaints Concerning Instructional Materials
E 1312.2 Complaints Concerning Instructional Materials
BP 1312.3 Uniform Complaint Procedures
AR 1312.3 Uniform Complaint Procedures
AR 1312.4 Williams Uniform Complaint Procedures
E 1312.4 Williams Uniform Complaint Procedures

## SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Administrative Regulation

## BP 1312.1 Community Relations

## Complaints Concerning District Employees

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.
(cf. 1312.2 - Complaints Concerning Instructional Material)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3515.2-Disruptions)
The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.
***Note: Education Code 44811 makes it a misdemeanor for a parent/guardian or other person to materially disrupt classwork or extracurricular activities or cause substantial disorder in a place where a school employee is required to be in the course of his/her duties. This misdemeanor is punishable by a fine, imprisonment or both.***

Legal Reference:
EDUCATION CODE
33308.1 Guidelines on procedure for filing child abuse complaints

35146 Closed sessions
44031 Personnel file contents and inspection
44811 Disruption of public school activities
44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)
48987 Child abuse guidelines
GOVERNMENT CODE
54957 Closed session; complaints re employees
54957.6 Closed session; salaries or fringe benefits

PENAL CODE
273 Cruelty or unjustifiable punishment of child
11164-11174.3 Child Abuse and Neglect Reporting Act
WELFARE AND INSTITUTIONS CODE
300 Minors subject to jurisdiction of juvenile court
Management Resources:
CDE LEGAL ADVISORIES
0910.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO:4-93)

Policy adopted by Shandon Board of Education: December 14, 1999 Revised:

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Administrative Regulation <br> Complaints Concerning District Employees 

## AR 1312.1 <br> Community Relations

***Note: The following optional administrative regulation outlines a process for handling complaints concerning district personnel and may be subject to collective bargaining. This process should not be used for complaints concerning a Governing Board member; such complaints should be filed in writing directly with the Board.***
***Note: The following regulation should be modified to reflect district practice. ${ }^{* * *}$
The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures.
(cf. 1312.2-Complaints Concerning Instructional Materials)
(cf. 1312.3-Uniform Complaint Procedures)
(cf. 4144/4244/4344-Complaints)
In order To promote prompt and fair and construetivemmunication, resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, eomplaints cencorning seheel persennel should be made directly by the complainant should communicate directly to the employee in order to resolve concerns. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. If a complainant is unable or unwilling to resolve the complaint directly with the personemployee involved, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. When a written complaint is received, the employee shall be notified in accordance with collectivebargaining agreements. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Board members or to the Superintendent shall be initially filed in writing with the Board.
4. All complaints related to district personnel other than administrators shall be submitted in writing to the prineipal or immediate superviser. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Cemplaints related to a prineipal or central office administrator
shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board. When a written complaint is received, the employee shall be notified in aceordance within five days or in accordance with collective bargaining agreements.
5. A written complaint shall include:
a. The full name of each employee involved
b. A brief but specific summary of the complaint and the facts surrounding it and
c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter
6. The persen Staff responsible for investigating complaints will-shall attempt to resolve the complaint to the satisfaction of the persen(s) parties involved within 30 days.
7. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
8. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not limited to:
a. The full name of each employee involved
b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the employee(s) parties as to the precise nature of the complaint and to allow the employee(s) parties to prepare a defenseresponse
c. A copy of the signed original complaint
d. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons
9. The Board may uphold the Superintendent's decision without hearing the complaint.
10. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence and allow every oppertunity for explaining and clarifying the issue.
> ***Note: Government Code 54957 authorizes the use of closed session for hearing complaints against employees; for detailed procedures see BB 9321 - Closed Session Purposes and Agendas. ***
11. Before the Beard helds a closed session to hear complaints $r$ charges brought against an employee, theemployee shall receive written notice of hisher right to have the complaints or charges heard in open session-
rather than clesed session. This notice shall be delivered persenally or by mail at least 24 hours before the timeof the session, and the employee may request that the complaints or charges be heard in open session. Complaints concerning Board members shall be heard in open session unless a closed session is warrantedpurstant to Edueation Cod 35146 or 48918 or Government Code 5495754957.6 (Government Code 54957) A closed session may be held to hear the complaint in accordance with law.
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9323 - Meeting Conduct)
12. Any The decision of the Board shall be final.
***Note: Pursuant to the Child Abuse and Neglect Reporting Act (Penal Code 11164-11174.3), allegations of child abuse and neglect against district employees must be reported to and investigated by appropriate local agencies; see BP/AR 5141.4-Child Abuse Prevention and Reporting. ***

## Complaints-Regarding Child Abuse-

When a complaint of child abuse is alleged, the distriet shall provide parents/guardians procedure for filing ehild abuse complaint with the appropriate child pretective agencies. Upen request, sueh procedures shall bewritten in the primary language of the parent/guardian and the Superintendent or designee shall provide an interpreter if needed. (Edueation Code 48987) Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.

Providing the above procedures to parents/guardians does not relieve mandated reporters from their duty torepert suspected child abuse in accordance with the law.
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(12/88 6/94) 3/01
Policy adopted by Shandon Board of Education: December 14, 1999
Revised

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Board Policy <br> Complaints Concerning Instructional Materials 

## BP 1312.2 <br> Community Relations

***Note: The following optional policy and the accompanying administrative regulation should be revised to reflect district practice. ***

The Geverning Beard takes great care in the adoption of the instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians or other distriet residents.

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

The Superintendent or designee shall establish procedures which will net permit proper censideration of any emplaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)
Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The Beard believes the Superintendent and-staff are well qualified to censider complaints cencerning instruetional materials. Complaints are advised to consider and accept the Superintendent or designee's decision as final. However, if the complaint finds the deeision of the Superintendent or designee unsatisfactory, he/shemay request that the matter be placed on the agenda of a regular Beard meeting.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.
(cf. 9322 - Agenda/Meeting Materials)
The Board's decision in any such case will be based on edueational suitability and will not be influenced by adesire to suppress infermation or deny students access to ideas with which the Board disagrees.

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.
(cf. 6144 - Controversial Issues)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
***Note: The following optional paragraph limits reconsideration within a specified time period and should be modified to reflect district practice. ${ }^{* * *}$

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.
***Note: Education Code 35186 details a specific process that districts must use to resolve complaints regarding sufficiency/availability of instructional materials or textbooks. See AR/E 1312.4-Williams Uniform Complaint Procedures. ***

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.
(cf. 1312.1-Complaints Concerning District Employees)
(cf. 1312.3-Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:
EDUCATION CODE
18111 Exclusion of books by governing board
35010 Control of district; prescription and enforcement of rules
35186 Williams Uniform Complaint Procedures
44805 Enforcement of course of studies; use of textbooks, rules and regulations
51501 Subject matter reflecting on race, color, etc.
60000-60005 Instructional materials, legislative intent
60040-60048 Instructional requirements and materials
60119 Public hearing on sufficiency of materials
60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers
60400-60411 High school textbooks
60510-60511 Donation of sale of obsolete instructional materials
Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES
1002.90 Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Curriculum and Instruction: http://www.cde.ca.gov/ci
(9/88 12/90) 3/06

Policy adopted by Shandon Board of Education: December 14, 1999

## SHANDON JOINT UNIFIED SCHOOL DISTRICT

Exhibit
Complaints Concerning Instructional Materials

## E 1312.2

Community Relations

## REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

This form is for use only by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.

Date:

Name of person filing complaint:
Anonymous complaints will not be accepted.
Group represented (if any): $\qquad$
Phone: $\qquad$ E-mail address, if any: $\qquad$
Address: $\qquad$
Material Being Challenged:
Title:
Author:
Publisher: Date of Edition:
Name of school/classroom material was used: $\qquad$

1. Please specifically state the nature of your concern or objection and identify your objection by page, tape sequence, video frame, or words, as appropriate. You may use additional pages if necessary.
2. Did you read/view the entire selection?
3. For what age group would you recommend this material?
4. If not, what percentage did you read/view, or what parts?

## Page 1 of 2

5. What do you feel might be the result if a student reads/views this material?
6. What would you like the school to do about this material?

Do not assign it to my child
Withdraw it from all students
Reconsider it

Signature of complainant

For District Use:
Request received by: Date:
Title:
Action taken: Date:
(12/90) 3/06

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Board Policy <br> Complaints Concerning Instructional Materials 

## BP 1312.2 <br> Community Relations

***Note: The following optional policy and the accompanying administrative regulation should be revised to reflect district practice. ***

The Geverning Board takes great care in the adoption of the instructional materials and is aware that all adepted materials may net be acceptable to all students, their parents/guardians or other district residents.

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

The Superintendent or designee shall establish procedures which will not permit proper consideration of any eomplaints against the use of any instructional materials, ineluding textboeks, supplementary textboeks, library books, and other instructional materials and equipment.
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1-Library Media Centers)
Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The Board believes the Superintendent and staff are well qualified to consider complaints concerning instructional materials. Complaints are advised to consider and accept the Superintendent or designee's decision as final. However, if the complaint finds the decision of the Superintendent or designee unsatisfactory, he/shemay request that the matter be placed on the agenda of a regular Beard meeting.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.
(cf. 9322 - Agenda/Meeting Materials)
The Beard's decision in any such ease will be based on educational suitability and will not be influenced by adesire to suppress infermation or deny stadents aceess to ideas with which the Beard disagrees.

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.
(cf. 6144 - Controversial Issues)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
***Note: The following optional paragraph limits reconsideration within a specified time period and should be modified to reflect district practice. ***

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.
***Note: Education Code 35186 details a specific process that districts must use to resolve complaints regarding sufficiency/availability of instructional materials or textbooks. See AR/E 1312.4-Williams Uniform Complaint Procedures. ***

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.
(cf. 1312.1-Complaints Concerning District Employees)
(cf. 1312.3-Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:
EDUCATION CODE
18111 Exclusion of books by governing board
35010 Control of district; prescription and enforcement of rules
35186 Williams Uniform Complaint Procedures
44805 Enforcement of course of studies; use of textbooks, rules and regulations
51501 Subject matter reflecting on race, color, etc.
60000-60005 Instructional materials, legislative intent
60040-60048 Instructional requirements and materials
60119 Public hearing on sufficiency of materials
60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers
60400-60411 High school textbooks
60510-60511 Donation of sale of obsolete instructional materials
Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES
1002.90 Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Curriculum and Instruction: http://www.cde.ca.gov/ci
(9/88 12/90) $3 / 06$

Policy adopted by Shandon Board of Education: December 14, 1999

## SHANDON UNIFIED SCHOOL DISTRICT

Administrative Regulation

AR 1312.2<br>Community Relations

## Complaints Concerning Instructional Materials

***Note: The following optional regulation should be modified to reflect district practice. For a specific process that districts must use to resolve complaints regarding sufficiency of instructional materials or textbooks pursuant to Education Code 35186, see AR/E 1312.4 Williams Uniform Complaint Procedures. ***

## Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the principal.

Complaints concerning instructional materials will be aecepted only from staff, district residents, or the parents/guardians of children entled in a distriet sehool.

Complaints must be presented in writing to the prineipal. Complaints regarding printed material must name the auther, title and publisher, and identify the objection by page and item numbers. In the ease of nomprinted material, written information specifying the precise nature of the ebjection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.

Individual students may be exeused from using challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit. Use of the materials by a class, sehoel or the district, however, shall not be restricted until so directed by the Superintendent or designee.

## Step 2: Formal Complaint

Upon receiving a complaint, the principal will-shall acknowledge its receipt and answer any questions regarding procedure. The principal will-then shall notify the Superintendent or designee and the teacher(s) involved of the complaint. The Superinternill determine whether the complaint sheuld be considered on-an individual basis or whether a review committee should be convened.

The use of challenged materials by class, seheol or district shall not be restricted until final dispesition has been made by the appropriate review committee.

A review committee may be formed under the direction of the Superintendent or designee. It shall be compesed of the prineipal and five or more staff members selected by the

Superintendent or designee frem relevant administrative and instructional areas.
In deliberating challenged materials, the review cemmittee shall consider the educational philosophy of the district; the professional opinions of other teachers of the subject and of other cempetent autherities; reviews of the materials by reputable bedies; the teacher's stated ebjectives in using the materials; and the objections of the complainant.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

## Step 3: Superintendent Determination

The Superintendent or designee shall determine whether a review committee should be convened to review the complaint.

If the Superintendent or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

Step 4: Review Committee
If the Superintendent or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint community members to serve on the committee.

The review committee shall review the criteria specified in Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.
Within 30 days of being convened, the review committee shall summarize its findings in a written report and submit it to the Superintendent or designee for final aetion. The Superintendent or designee shall notify the complainant of hisher the committee's decision $n \rightarrow$ tater than 60 days after the complaint was flled. within 15 days of receiving the committee's report.
The repert of the review committee together with the Superintendent or designee's recommendation may be breught to the Governing Board for consideration and final decision.

Step 5: Appeal to the Governing Board
If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.

When any challenged instructional material is reviewed by the distriet, it shall not be subject to
any additional recensideration for 12 menths.
(cf. 9322 - Agenda/Meeting Materials)

## COUNTY ORSTATE-ADOPTED MATERIAL

If the challenged material has been adopted by the County Board of Edueation, the Superintendent or designee may forward the cemplaint, without action, to the office of the Geunty Superintendent of Scheols for reevaluation and decision.

If the questioned material has been adepted by the State of California, the Superintendent or designee may forward the complaint, without action, to the California Department of Education for reevaluation and decision.

Policy adopted by Shanden Board of Edueation: December 14, 1999 Revised:
(12/90) 3/06

## SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Exhibit

Complaints Concerning Instructional Materials

## E 1312.2

## Community Relations

## REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

This form is for use only by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.

Date:
Name of person filing complaint:
Anonymous complaints will not be accepted.
Group represented (if any): $\qquad$
Phone: $\qquad$ E-mail address, if any: $\qquad$
Address: $\qquad$
Material Being Challenged:
Title:
Author:
Publisher: Date of Edition:
Name of school/classroom material was used: $\qquad$

1. Please specifically state the nature of your concern or objection and identify your objection by page, tape sequence, video frame, or words, as appropriate. You may use additional pages if necessary.
2. Did you read/view the entire selection?
3. For what age group would you recommend this material?
4. If not, what percentage did you read/view, or what parts?

Page 1 of 2
5. What do you feel might be the result if a student reads/views this material?
6. What would you like the school to do about this material?

Do not assign it to my child
Withdraw it from all students
Reconsider it

Signature of complainant

For District Use:
Request received by: Date:
Title:
Action taken: Date:
(12/90) 3/06

# SHANDON JOINT UNTIFIED SCHOOL DISTRICT 

BP 1312.3<br>Community Relations

## Uniform Complaint Procedures

***Note: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 mandates districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 46004670. Pursuant to 5 CCR 4610, districts are required to adopt a uniform system of procedures that meets specified requirements for investigating and resolving complaints alleging (1) noncompliance with state and federal laws and regulations governing educational programs; (2) noncompliance with state law prohibiting the charging of student fees; or (3) unlawful discrimination (such as discriminatory harassment, intimidation, and bullying). Although some bullying incidents may not fall within the provisions of 5 CCR 4610, BP 5131.2 - Bullying strongly recommends that districts use the UCP to investigate all bullying incidents, regardless of whether there is an allegation of discriminatory bullying, to ensure consistent implementation by district staff. It is not always easy or possible for staff to know prior to an investigation whether a student was bullied because of his/her actual or perceived membership in a legally protected class. After investigation, bullying incidents found to involve unlawful discrimination would then be resolved using the UCP. Districts that are concerned about the capacity of a single district compliance officer to handle a possible increase in the number of UCP complaints, or that prefer to handle certain incidents at the school site level whenever possible, may designate multiple compliance officers in accordance with the accompanying administrative regulation. ${ }^{* * *}$
***Note: Education Code 52075 mandates districts to adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan. For plan requirements, see BP/AR 0460 - Local Control and Accountability Plan. In addition, state law authorizes the use of the UCP to resolve complaints of noncompliance with laws related to accommodations for lactating students; educational rights of foster youth, homeless students, and former juvenile court school students; assignment of students to courses without educational content; and physical education instructional minutes, as specified in items \#3 and \#6-10 below. Finally, a district should adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging retaliation in response to a complaint. ${ }^{* * *}$
***Note: The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1; and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members. ***

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***Note: The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title II of the Americans with Disabilities Act (20 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000e-17), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). OCR has issued guidance describing federal requirements for discrimination complaint procedures. OCR requires such procedures to be "prompt and equitable." The factors OCR examines to evaluate each district's procedures are specified in the accompanying administrative regulation, including whether and how the procedures (1) provide notice of the procedures to the district's students, parents/guardians, and employees; (2) ensure adequate, reliable, and impartial investigation of complaints; (3) contain reasonably prompt timeframes for major stages of the complaint process; (4) provide notice to the complainant of the resolution of the complaint; and (5) provide an assurance that action will be taken to prevent recurrence of any discrimination found and to correct its effects. ***
***Note: CSBA staff received feedback and comments from representatives of CDE and OCR regarding this policy and the accompanying administrative regulation. As a result, the sample policy and regulation have been drafted to go beyond the requirements of California's UCP laws and regulations in an attempt to address issues and concerns raised by CDE and OCR. While CDE and OCR have not approved or signed off on the samples, CSBA believes that the additional details provided herein may help school districts and county offices of education during a compliance check by $C D E$ or in the event that a CDE or OCR investigation occurs. ***

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555-Nutrition Program Compliance)
(cf. 5141.4-Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 5148.2-Before/After School Programs)
(cf. 6159 - Individualized Education Program)

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(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7-Sexual Harassment)
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
(cf. 5146 - Married/Pregnant/Parenting Students)
4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)
***Note: Item \#5 below is mandated pursuant to Education Code 52075. ***
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
(cf. 0460 - Local Control and Accountability Plan)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

## (cf. 6173.1 - Education for Foster Youth)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)
(cf. 6173 - Education for Homeless Children)
***Note: Item \#8 below is for districts maintaining high schools. Education Code 51225.151225.2, as amended by AB 2306 (Ch. 464, Statutes of 2016), provide that complaints of noncompliance with specified requirements related to the educational rights of former juvenile court school students, as defined, may be filed in accordance with the UCP. ***
8. Any complaint, by or on behalf of a former juvenile court school student who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Boardimposed graduation requirements (Education Code 51225.1, 51225.2)

## (cf. 6173.3 - Education for Juvenile Court School Students)

9. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
(cf. 6152 - Class Assignment)
10. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
(cf. 6142.7 - Physical Education and Activity)
***Note: 5 CCR 4621 mandates that district policy ensure that complainants are protected from
retaliation as specified in item \#11 below. ${ }^{* * *}$
11. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
***Note: Pursuant to 5 CCR 4610, a district may, at its discretion, use the UCP to investigate and resolve other complaints. ***
12. Any other complaint as specified in a district policy
***Note: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. The following optional paragraph provides for a neutral mediator and should be revised to reflect district practice. ***

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of $A D R$ is consistent with state and federal laws and regulations.
***Note: The following paragraph is mandated pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances. ***

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.
(cf. 4119.23/4219.23/4319.23-Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

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The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.
(cf. 4131 -Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
***Note: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is ever investigated by $O C R$ or $C D E$, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations. ***

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

## (cf. 3580 - District Records)

## Non-UCP Complaints

***Note: 5 CCR 4611 details complaint issues that are not subject to the UCP. Such issues include, but are not limited to, allegations of child abuse, health and safety complaints regarding a child development program, allegations of fraud, and employment discrimination complaints. ***

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

## 1. Any complaint alleging child abuse or neglect shall be referred to the County

 Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
***Note: In addition to complying with item \#3 below, a district is required to promptly investigate any allegation of discrimination in employment it receives, pursuant to 2 CCR 11023. For procedures related to complaints of discrimination in employment, see AR 4030Nondiscrimination in Employment. ***
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the
complainant by first class mail of the transfer.

## 4. Any complaint alleging fraud shall be referred to the California Department of

 Education.***Note: Education Code 35186 requires the district to use the UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, the CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure. ${ }^{* * *}$

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

## (cf. 1312.4 - Williams Uniform Complaint Procedures)

[^4]
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52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2
11023 Harassment and discrimination prevention and correction
CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6577 Title I basic programs
6801-7014 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs
12101-12213 Title II equal opportunity for individuals with disabilities
UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504

CODE OF FEDERAL REGULATIONS, TITLE 34
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106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

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

Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013
Dear Colleague Letter: Sexual Violence, April 2011
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other
Students, or Third Parties, January 2001
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against
National Origin Discrimination Affecting Limited English Proficient Persons, 2002
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Family Policy Compliance Office: http://familypolicy.ed.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/ocr
U.S. Department of Justice: http://www.justice.gov

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Administrative Regulation Uniform Complaint Procedures 

## AR 1312.3 <br> Community Relations

***Note: 5 CCR 4621 mandates that the district's uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4687. Additionally, Education Code 52075 mandates districts to adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP). ***
***Note: Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). For example, all districts are mandated pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are mandated pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt such policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a district's procedures are "prompt and equitable" are addressed throughout the following administrative regulation. ***
***Note: Apart from these mandates, state law authorizes the use of the UCP to resolve complaints of noncompliance with laws related to accommodations for lactating students; prohibition against the charging of student fees; educational rights of foster youth, homeless students, and former juvenile court school students; assignment of students to courses without educational content; and physical education instructional minutes, as specified in the accompanying Board policy. ***

Except as the Governing Board may otherwise specifically provide in other Board district policies, the-these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints alleging violations of federal or state laws or regulations governing specificedueational programs, the prohibition against requiring students to pay fees, depesits, or othereharges for participating in edueational activities, and ulawful diserimination, harassment, intimidation, or bullying, as specified in BP 1312.3 aceompanying Beard policy.
(cf. 1312.1-Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

The distriet's uniform complaint precedures pelicy and administrative regulation shall be pestedin all district sehools and offices, including staff lounges and student government meeting foomsIf 15 percent or more of students enrolled in a particular distriet seheol speak a primary languageother than English, the district's policy, regulation, forms, and notices concerning uniformeomplaint procedures shall be translated into that language. (Education Code 234.1, 48985)
(cf. 5145.6- Parent Notifications)

## Compliance Officers

***Note: 5 CCR 4621 mandates the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and retaliation. During its Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for receiving and investigating complaints. Districts should identify the specific title(s) of the compliance officer(s) in the space provided below. If a district identifies multiple compliance officers, it is recommended that one be designated the "lead compliance officer." ***

The Governing Board designates the following compliance officer(s) to receive and investigateemplaints and ensure district compliance with law:

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in $A R$ 5145.3 - Nondiscrimination/Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.
(cf. 5145.3-Nondiscrimination/Harassment)
(cf. 5145.7-Sexual Harassment)
Superintendent
(title or position)
PO Box 79/ Shandon, CA 93461
(address)
(805) 238-0286
(telephone number)
ttaylor@shandonschools.org
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(email)
The Superintendent or designee-shall ensure that employees designated to investigate complaintsare knowledgeable abeut the laws and programs for which they are respensible. Designatedemployees may have access to legal counsel as determined by the Superintendent or designee. (ef. 9124 Attorney)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.
***Note: 5 CCR 4621 mandates that the district's policy provide that employees responsible for compliance and/or for investigating and resolving complaints are knowledgeable about the laws and programs at issue in the complaints they are assigned. OCR requires that the compliance officer(s) involved in implementing discrimination complaint procedures be knowledgeable about the procedures and be able to explain them to parents/guardians and students. They must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards. ***

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.
(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)
The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

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## Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)
***Note: 5 CCR 4622 mandates the district to include specified information in the required annual notice of its UCP to students, parents/guardians, employees, and others. Education Code 51225.1-51225.2, as amended by AB 2306 (Ch. 464, Statutes of 2016), require that the notice include information about specified educational rights of former juvenile court school students who transfer into the district after their second year of high school. Districts that do not maintain high schools may revise the following paragraph to delete notification of the rights of former juvenile court school students. ***
***Note: During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below. A sample of the annual notice is available through the CDE web site. In addition, 28 CFR $35.107,34$ CFR 106.8, and 34 CFR 110.25 require the district to publish its complaint procedures covering unlawful discrimination. ${ }^{* * *}$
The Superintendent or designee shall enstre that employees designated to investigate complaintsare knowledgeable about the laws and programs for which they are respensible. Designatedemployees may have access to legal counsel as determined by the Superintendent or designee. (ef. 9124 - Attorney)

The Superintendent or designee shall annually provide written notification of the district's uniferm complaint procedures to students UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, homeless students, and former juvenile court school students to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)
(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9-Employee Notifications)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.3 - Education for Juvenile Court School Students)
***Note: The following paragraph may be modified to reflect district practice. Pursuant to
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Education Code 221.61, as added by SB 1375 (Ch. 655, Statutes of 2016), on or before July 1, 2017, districts are required to post information related to Title LX on their web sites, including specified information about complaint procedures under Title $I X$. See AR 5145.3-
Nondiscrimination/Harassment. A district that does not maintain a web site may comply by posting the information on the web site of its county office of education. A comprehensive list of rights based on the provisions of the federal regulations implementing Title $L X$ can be found in Education Code 221.8. In addition, in its April 2015 Dear Colleague Letter: Title LX Coordinators, OCR recommends that districts use web posting and social media to disseminate their nondiscrimination notices, policies, and procedures and communicate current compliance officer(s)' contact information to students, parents/guardians, and employees. ***

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
***Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires school districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2002 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English. ***

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP

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information for parents/guardians with limited English proficiency.
***Note: During the FPM process, $C D E$ staff will check the notice to ensure that it contains a
summary of the complaint procedures as specified in items $\# 1-4$ below. ${ }^{* * *}$
The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

## d. The eomplainant has a right to appeal the distriet's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
e. The appeal to the CDE must include a copy of the complaint filed with the district and a eopy of the distriet's decision.
If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

## f. Copies of the distriet's uniform complaint procedures are available free of eharge.

A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
***Note: Education Code 52075 requires that information regarding LCAP requirements be included in the district's annual notification. See BP/AR 0460 - Local Control and Accountability Plan for details of the LCAP and specific requirements for its adoption and implementation. ***
g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
***Note: Pursuant to Education Code 48853, 48853.5, and 49069.5, as well as
51225.1-51225.2 as amended by $A B 2306$ (Ch. 464, Statutes of 2016), the UCP notice must include information regarding certain educational rights of foster youth, homeless students, and former juvenile court school students, as provided in items \#4h and i below. Pursuant to Education Code 48853.5, the CDE is required to develop a standardized notice of the rights of foster youth in consultation with the California Foster Youth Education Task Force, and to make it available for dissemination by posting it on its Internet Web site. ***
h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
i. A foster youth, homeless student, or former juvenile court school student who transfers into a district high school or between district high schools as applicable shall be notified of the district's responsibility to:
(1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
(2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
(3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
***Note: Pursuant to federal law, including 34 CFR 106.8, the district is required to establish "prompt and equitable" procedures for investigating and resolving complaints alleging unlawful discrimination. The following statement reflects OCR's interpretation of such provisions as requiring fairness and equity not just for a complainant but for a respondent as well. ***

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.
k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
***Note: To ensure that the public is made aware of districts' obligation to provide copies of the UCP free of charge pursuant to $5 C C R$ 4622, CDE staff review the notice during the FPM process. ***

## L. Copies of the district's UCP are available free of charge.

## District Responsibilities

***Note: 5 CCR 4631 requires that UCP complaints be investigated and completely resolved within 60 calendar days of the receipt of the complaint. Pursuant to 5 CCR 4640, when a UCP complaint is erroneously sent to the CDE without first being filed with the district, the 60-day period specified in 5 CCR 4631 begins when the district receives the complaint. ***

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)
***Note: The following paragraph reflects recommendation by OCR to ensure equity in the resolution process of a complaint alleging unlawful discrimination and may be modified to reflect district practice. ***

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officers shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed, when emplaint meeting or hearing is seheduled, and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5CCR 4630, 4964)

## Step 1: Filing of Complaints

Any individual, public ageney, or organization may file a written complaint of the distriet'salleged neneompliance with federal or state laws or regulations governing edueational programs.-(5CGR-4630)
***Note: Complaints filed under the UCP may be filed directly with a compliance officer or with any site administrator not designated as a compliance officer. For example, acts of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may initially be reported to a principal. See AR 5145.3-Nondiscrimination/Harassment and AR 5145.7-Sexual Harassment. If a site administrator not designated as a compliance officer receives a UCP complaint, he/she must notify a compliance officer. A district may also establish a site-level process for receiving informal reports about incidents for which a UCP complaint may be filed and notifying students and parents/guardians of their right to file a UCP complaint. Any site-level process established by a district should be in writing and distributed in the same manner as the grievance procedures listed herein with an explanation of how it interacts with the UCP complaint process. ***

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5CCR 4630)

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***Note: Education Code 49013 mandates districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees. Pursuant to Education Code 52075, anonymous complaints are permitted with regards to the LCAP, as long as evidence, or information leading to evidence, to support the allegation of noncompliance is provided in the complaint. ***
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint eeneerning alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination, harassment, intimidation, or bullying-or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. However, upen written request by the eomplainant, the Superintendent or designee may extend the filing period for up to 90 calendardays. (5CCR 4630) The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5CCR 4630)
A complaint alleging nencempliance with the law regarding the prehibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to suppert an allegation of neneompliance. (Education Code 49013)

## The complaint shall be presented to the compliance offiee whe shall maintain a log of emplaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him her in the filing of the complaint. (5CCR-4600)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
***Note: OCR's Revised Sexual Harassment Guidance, Dear Colleague Letter: Sexual Violence, and Questions and Answers on Title IX and Sexual Violence indicate that if a complainant in a sexual harassment case requests that his/her name or that of the victim not be revealed to the alleged perpetrator or asks that the complaint not be pursued, the district should first inform the complainant that honoring the request may limit its ability to respond and pursue disciplinary action against the alleged perpetrator. The OCR publications acknowledge that situations may exist in which a district cannot honor a student's request for confidentiality, but caution that, in all instances, the district must still continue to ensure that it provides a safe and nondiscriminatory environment for all students. Districts should consult legal counsel before honoring a confidentiality request to withhold the victim's name from the alleged perpetrator, especially in the case of alleged sexual assault. These guiding principles would also apply to harassment on the basis of race, gender, disability, or other protected characteristic. ***
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## Step 2:Mediation

***Note: The following section should be used only by those districts that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution procedures such as mediation; see the accompanying Board policy. The following section may be modified to specify the alternative dispute resolution method and timelines used within the district. ***

Within three business days ef receiving the complaint, after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to related relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.(5CCR-4631) If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

## Step 3: Investigation of Complaint

***Note: 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, the timeline specified below may be modified to reflect district practice. ***

Within 10 eden business days after receiving the compliance officer receives the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the cemplaint and any evidence, or information leading to evidence, to suppert theallegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint. begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.
***Note: In his/her investigation, the compliance officer should consider all relevant circumstances, such as how the misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them; the number of persons engaged in the conduct and at whom the conduct was directed; the size of the school, location of the incidents, and context in which they occurred; and other incidents at the school involving different individuals. ***

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview
the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.
***Note: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below. ***

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)
***Note: In determining the truth of any allegation, the district should apply the correct standard of proof to the situation. For example, with allegations of unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) or retaliation, OCR uses the "preponderance of the evidence" (more likely than not) standard. Any standard of proof that is more rigorous than required by law could subject a district to liability. ***

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

## Step- 4: Respense

Report of Findings
***Note: Pursuant to 5 CCR 4631, the district's written decision must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the Governing Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision
within 30 calendar days so that the Board's decision can still be given within the 60-day time limit. ***

## OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report of the distriet's investigation decision, as ereribed in Step \#5 below as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

OPTION 2:
Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the distriet's investigation and decision, as deseribedin Step \#5 below. If the complainant is dissatisfied with the eompliance officer's decision, he/she may, within five business days, file his/her complaint in-writing with the Beard:

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60 -day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)
***Note: Pursuant to 5 CCR 4631, only a complainant has the right to receive a written report, and to file his/her complaint with the Board if dissatisfied with the compliance officer's decision. However, OCR has recommended that the same rights be extended to a respondent to a complaint alleging unlawful discrimination, to ensure the process is equitable for all involved. Districts that selected Option 1 should delete reference to filing of a complaint with the Board in the following paragraph. ${ }^{* * *}$

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if
dissatisfied with the decision.

## Step 5: Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)
***Note: The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.67) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title LX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), the federal agency which administers FERPA, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the sanctions imposed upon the offender when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain information on how the district disciplined the alleged student offender (e.g., an order that the alleged offender stay away from the alleged victim), FPCO interprets FERPA as allowing the district to disclose that information. ***
***Note: Given the potential liability from improperly disclosing such information, districts are advised to consult with legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the offender. ${ }^{* * *}$

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.
***Note: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency. ***
The distriet's decision shall be written in English and, when required by Edueation Code 48985, in the complainant's primary language.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that
language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.
***Note: 5 CCR 4631 and guidance provided by OCR specify components that should be part of the district's decision. Inclusion of these items will help protect the district's position in case of an appeal to the CDE, a complaint submitted to $O C R$, or if litigation is filed. ${ }^{* * *}$

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
a. Statements made by any witnesses
b. $\quad$ The relative credibility of the individuals involved
c. How the complaining individual reacted to the incident
d. Any documentary or other evidence relating to the alleged conduct
e. Past instances of similar conduct by any alleged offenders
f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:
a. How the misconduct affected one or more students' education
b. The type, frequency, and duration of the misconduct
c. The relationship between the alleged victim(s) and offender(s)
d. The number of persons engaged in the conduct and at whom the conduct was directed
e. The size of the school, location of the incidents, and context in which they occurred

## f. Other incidents at the school involving different individuals

5. Corrective action(s) if eny aremanded, including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:
a. The corrective actions imposed on the respondent
b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to the CDE within 15 calendar days to the CDE-and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.
In addition, any decision concerning a diserimination, harassment, intimidation, or bullying eemplaint based on state law shall inelude a netice that the complainant must wait until 60 ealendar days have elapsed from the filing of an appeal with the CDE before pursting eivil law remedies. (Edueation Code 262.3)

If investigation of a complaint results in diseipline to a student or an employee, the decision shalt simply state that effective action was taken and that the student or employee was informed of district expectations. The repert shall not give any further information as to the nature of the diseiplinary action.
If investigation of a complaint results in diseipline to a student or an employee, the decision shalt simply state that effective action was taken and that the student or employee was informed of district expectations. The repert shall not give any further information as to the nature of the diseiplinary action.
If a cemplaint alleging nencompliance with the laws regarding student fees, depesits, and othereharges is found to have merit, the distriet shall provide a remedy to all affected students andparents/guardians, which, where applicable, shall inelude reasenable efferts to ensurefullreimbursement to them. (Education Code 49013)
***Note: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from the CDE. ${ }^{* * *}$

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

## Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

## 1. Counseling

2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

## 7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.
***Note: In its Dear Colleague Letter: Sexual Violence from April 2011 and its Questions and Answers on Title LX and Sexual Violence from April 2014, OCR provides a detailed discussion of remedies for the broader campus community. ***

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.
***Note: Generally, when a complaint is found to have merit, appropriate corrective action is provided to the complainant or other affected person. However, in certain instances, the law
may require corrective action to be provided to all affected persons, not just the complainant or subject of the complaint. For example, pursuant to Education Code 49013 and 5 CCR 4600, if the district, or the CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy to all affected students and parents/guardians, as specified below. The same requirement applies to allegations of noncompliance with the LCAP requirements, pursuant to Education Code 52075, and to noncompliance with required instructional minutes for elementary students' physical education, pursuant to Education Code 51223. Districts that do not maintain elementary schools should delete reference to physical education from the following paragraph. ***

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

## Appeals to the California Department of Education

***Note: 5 CCR 4632-4633 provide that any complainant may appeal the district's decision to the CDE, as provided below. Pursuant to Education Code 49013, the district is mandated to adopt procedures that include the right to appeal to the CDE, in accordance with 5 CCR 4632, when a complainant is dissatisfied with the district's decision on his/her complaint alleging noncompliance with the law that prohibits districts from requiring students to pay fees, deposits, or charges for their participation in educational activities. Such procedures are also mandated by Education Code 52075 with regards to complaints alleging noncompliance with requirements related to the LCAP. ***
***Note: Authority to appeal the district's decision is also available to a complainant who alleges noncompliance with laws regarding (1) the provision of reasonable accommodation to a lactating student; (2) the educational rights of foster youth, homeless students, and former juvenile court school students; (3) the assignment of a high school student to a course without educational content; and (4) the required instructional minutes for elementary students' physical education, as specified in items \#3 and \#6-10 of the accompanying Board policy. ***

Any complainant who is if dissatisfied with the district's final written decision the complainant may appeal may file an appeal in writing to with the CDE(Education Code-49013; 5CCR 4632) within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

The eomplainant shall file hisher appeal within 15 ealendar days of receiving the distriet'sdecision and the appeal shall specify the basis for the appeal of the decision and whether the-

Page 20 of $\mathbf{2 2}$
facts are ineorrect and/or the law has been misapplied. The appeal shall be aceompanied by a eopy of the lecally filed complaint and a copy of the distriet's decision. (5 CCR 4632)
***Note: Pursuant to 5 CCR 4632-4633, an appeal to the CDE is only available to a complainant who is dissatisfied with the district's decision. However, the OCR has recommended that the district extend the same right to a respondent to an allegation of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) who is dissatisfied with the district's decision, to ensure fairness for all parties involved. ***

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

## Givil Law Remedies

A complainant may pursue available civil law remedies outside of the distriet's complaint precedures. Complainants may seek assistance frem mediation centers or publie/private interestatterneys. Civil law remedies that may be impesed by a cout include, but are net limited to, injunctions and restraining orders.

For complaints alleging diserimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursting eivil law remedies, provided the distriet has appropriately and in a
timely manner apprised the complainant of his/her right to file a complaint in aceordance with 5 ECR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal Haw. (Edueation Code 262.3)
***Note: The CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final written decision; (2) the complainant requires anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; (3) the complainant alleges that he/she would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile; (4) the complainant alleges failure to comply with the due process procedures established pursuant to special education law and regulation to implement a due process hearing order; (5) the complainant alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) the complainant alleges failure to follow a student's individualized education program. ***
(1/06 3/12) 1/13, Revised: 2/12/13
$\begin{array}{ll}(3 / 16 & 9 / 16)\end{array} \quad 5 / 17$

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# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Administrative Regulation <br> Williams Uniform Complaint Procedures 

AR 1312.4<br>Community Relations

${ }^{* * *}$ Note: Education Code 35186 mandates that districts establish policies and procedures to address complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. These procedures are no longer required for complaints of deficiencies related to the provision of intensive instruction and services to students who have not passed one or both parts of the high school exit examination after the completion of grade 12 since that categorical program was eliminated pursuant to AB 97 (Ch. 47, Statutes of 2013). ***
***Note: Education Code 35186 requires that districts post notices concerning these complaint procedures in each classroom. 5 CCR 4680-4687 further delineate legal requirements for the complaint form and notice. See the accompanying exhibits for a sample notice and complaint form. ***
***Note: It is recommended that districts use these procedures only for complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions. The uniform complaint procedures specified in 5 CCR 4600-4670 should be used, as required, for a complaint alleging (1) failure to comply with state and federal laws governing educational programs; (2) unlawful discrimination, harassment, intimidation, or bullying; (3) violation of the prohibition against requiring students to pay fees, deposits, or other charges unless authorized by law; (4) noncompliance with legal requirements pertaining to the local control and accountability plan; (5) retaliation against a complainant or other participant in the complaint process or anyone who has otherwise acted to uncover or report alleged wrongdoing in the district; or (6) any other complaint as specified in a district policy; see BP/AR 1312.3 - Uniform Complaint Procedures. For procedures related to complaints about employees, see BP/AR 1312.1 - Complaints Concerning District Employees. For complaints concerning the district's adoption and selection of specific instructional materials, see BP/AR 1312.2-Complaints Concerning Instructional Materials. For complaints regarding the district's nutrition program, see BP 3555 - Nutrition Program Compliance. ${ }^{* * *}$

## Types of Complaints

The district shall use the procedures to investigate and resolve complaints when the complaints alleges that any of the following hasectred described in this administrative regulation only to investigate and resolve the following: (Education Code 35186; 5 CCR 468, 4682 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
a. A student, including an English learner, does not have standards-aligned textbooks or instructional
materials or state- or district-adopted textbooks or other required instructional materials to use in class.
b. A student does not have access to textbooks or instructional materials to use at home or after school.

This does not require two sets of textbooks or instructional materials for each student.
c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:
a. A semester begins and a teacher vacancy exists.
b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

## (cf. 4112.22 - Staff Teaching Students of Limited English Profien Learners)

c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600 4682)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)
(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)
3. Complaints regarding the condition of school facilities, including any complaint alleging that:
a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating,
ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; er structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)
b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means, except as necessary for pupil safety or to make repairs, the school has kept all restrooms open during school hours when pupils students are not in classes and has kept a sufficient number of restrooms open during school hours when pupits students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)
(cf. 3514 - Environmental Safety)
(cf. 3517-Facilities Inspection)

## 4. High School exit examination intensive instruction-and services

A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the oppertunity to receive intensive instruction and services pursuant to Edueation Code 372549 (d)(4) and (5) after cempletion of grade 12 for twe consecutive aeademic years or until the pupil has passed both partsof the exam, whichever eomes first. (Edueation Code 35186)

## Filing of Complaint

***Note: Education Code 35186 requires that complaints be investigated and resolved within the timelines specified below. During the Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will expect to see statements regarding the filing of the complaint, the investigation, timelines, and the complainant's right to appeal to the Governing Board and to appeal facilities complaints to the CDE, as detailed in the following section and the section "Investigation and Response" below. ***

A complaint alleging any condition(s) specified in items\#1-3 the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

A complaint alleging any efficiency speeified in item \#4 above shall be filed with a district official designatedby the Superintendent. Such complaints may be filed at the district office or at a sehool site and shall beimmediately forwarded to the Superintendent or designee. (Edueation Code 35186)

## Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. $\mathrm{He} /$ she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complaint as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)
***Note: Education Code 48985 specifies that, when 15 percent or more of the students enrolled in a particular school speak a single primary language other than English, all notices, reports, statements, or records sent to the parents/guardians of such students be written in English and in the primary language. Education Code 35186 requires that, when Education Code 48985 is applicable, any response requested by the complainant must be written in English and in the primary language in which the complaint was filed. ***

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item \#3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)
(cf. 1340 - Access to District Records)

## Reports

***Note: During the FPM process, CDE staff will expect to see the following statement. ***
The Superintendent or designee shall repert summarized data on the nature and reselution of all complaints On a quarterly basis to the Beard and the County Superitendent of Sehools, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. These-The summaries report shall be publieally reperted on a quarterly basis at a regularly seheduled Board meeting. include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code

## Forms and Notices

The Superintendent or designee shall ensure that the distriets' a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

## ***Note: Education Code 35186 requires that the district's complaint form contain the elements stated in the

 following paragraph. In addition, Education Code 35186 requires that a notice be posted in each classroom in each school in the district, as specified below. See the accompanying exhibits for a sample form and classroom notice. ***The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. However, eomplaints need not use the distriet's. Wiliams complaint form in order to file a comlaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference:
EDUCATION CODE
234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card
35186 Williams uniform complaint procedures
35292.5 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English
60119 Hearing on sufficiency of instructional materials
CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
4680-4687 Williams uniform complaint procedures
Management Resources:
WEB SITES
CSBA: http://www.csba.org
California County Superintendents Educational Services Association: http://www.ccsesa.org
California Department of Education, Williams case: http://www.cde.ca.gov/eo/ce/wc
State Allocation Board, Office of Public School Construction: http://www.opsc.dgs.ca.gov
(11/07 11/10) 8/14
Regulation Adopted by Shandon Joint Unified Board of Trustees: 1/11/05; 10/10/06 Revised: January 13, 2009

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Exhibit <br> Williams Uniform Complaint Procedures 

## E 1312.4 <br> Community Relations

> ***Note: Education Code 35186 requires that the following notice be posted in each classroom in each school in the district. During its Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below. This notice is no longer applicable to complaints regarding deficiencies in intensive instruction and services to students who have not passed all parts of the high school exit examination by the end of grade 12 since that categorical program was eliminated by $A B 97$ (Ch. 47, Statutes of 2013). ***

## NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Students Pupils, and Teachers:
Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbeoks and instrutional materials, each pupit,That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.
Teacher vacancy means a pesition to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a-one-semester course, a pesition to which a single designated certificated employee has not beenassigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has

## Page 1 of 5

not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
***Note: Education Code 35186 requires that the notice inform parents/guardians of the location to obtain a complaint form when there is a shortage and provides that posting a notice downloadable from the CDE's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses. **

Pupils, ineluding English learners, whe have not passed one or both parts of the high sehool exit examination by the end of grade 12 are to be provided the opportunity to receive instruction andservices for up to two conseentive academic years after the completion of grade 12.
4. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: $\mathrm{http}: / / \mathrm{www} . c d e . c a . g o v / r e / \mathrm{cp} / \mathrm{uc}$. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education. ( $8 / 05$ 11/04) 11/07

Beard Approved: December 9, 2008
$(11 / 05 \quad 11 / 07) \quad 8 / 14$

## Exhibit(2) 1312.4

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

## COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

***Note: Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and 5 CCR 4681-4683. During the Federal Program Monitoring process, California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below. This form is no longer applicable to complaints regarding deficiencies in intensive instruction and services to students who have not passed all parts of the high school exit examination by the end of grade 12 since that categorical program was eliminated by AB 97 (Ch. 47. Statutes of 2013). ***

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment or the lack of oppertunity to receive intensive instruetion and services to pupils who did not pass one or both parts of the high sehool exit examination by the end grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? $\qquad$ Yes $\qquad$ No

Contact information: (if response is requested)
Name:
Address:
Phone number: Day: Evening:
E-mail address, if any:

## Date problem was observed:

Location of the problem that is the subject of this complaint:
School name/address:
Course title/grade level and teacher name:
Room number/name of room/location of facility:
Date problem was observed:
Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

A pupil student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

A pupil student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each-pupil student.

Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

A pupil student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

A teacher lacking who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)

A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils students or staff;-or structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

The school has not kept all restrooms open during school hours when pupilsstudents are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.
High sehool exit exam intensive instruction and services: (Education Code 351.86) Pupils whehave net passed the high seheol exit exam by the end of grade 12 were not provided theeppertuity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils students or staff.
***Note: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location in the spaces below. ***

Please file this complaint at the following location:
Shandon Elementary or Parkfield Elementary School
Mr. Dan Peverini
Mrs. Shannon Kepins, Principal
301 South $1^{\text {st }}$ Street, PO Box 49
Shandon, CA 93461
Shandon Elementary, Parkifeld Elementary, Shandon High School or Shandon Community Day School
Rodney Wallace
Mrs. Teresa Taylor, Principal/ Superintendent
101 South ${ }^{\text {st }}$ Street, PO Box 79
Shandon, CA 93461
Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.
(Signature)
(1/06 3/07) 11/07
Adopted by Shanden Beard of Trustees: December 9, 2008
(11/07 11/10) 8/14

## SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: August 8, 2017

## AGENDA ITEM TITLE:

Approval of Second Reading of Board Policies and Administrative Regulations

## PREPARED BY:

Teresa Taylor

## AGENDA SECTION:

$\ldots$ Reports $\quad$ Consent $\quad \mathrm{X}$ Action___ First Reading___ Information ___ Resolution

## SUMMARY:

Provided for your approval are the following Board Policies and Administrative Regulations:
BP 3400 Management of District Assets/Accounts
AR 3400 Management of District Assets/Accounts
BP 3430 Investing
AR 3430 Investing
AR 3440 Inventories
AR 3451 Petty Cash
BP 3452 Student Activity Funds
BP 3460 Financial Reports and Accountability
AR 3460 Financial Reports and Accountability
BP 3510 Green School Operations
BP 5141.52 Suicide Prevention
AR 5141.52 Suicide Prevention

## SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Board Policy <br> Management Of District Assets/Accounts

## BP 3400 <br> Business and Noninstructional Operations

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. He/she shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.
(cf. 3000 - Concepts and Roles)
(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)
(cf. 3312 - Contracts)
(cf. 3314 - Payment for Goods and Services)
(cf. 3460 - Financial Reports and Accountability)

## Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of $\$ 5,000$ or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.
(cf. 3440 - Inventories)

## Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.
(cf. 4119.1/4219.1/4319.1-Civil and Legal Rights)
The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

## Legal Reference:

EDUCATION CODE
14500-14508 Financial and compliance audits
35035 Powers and duties of superintendent
35250 Duty to keep certain records and reports
41010-41023 Accounting regulations, budget controls and audits
42600-42603 Control of expenditures
42647 Drawing of warrants by district on county treasurer; form; reports, statements and other data GOVERNMENT CODE
53995-53997 Obligation of contract
Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Budget Planning and Adoption, 2006
Maximizing School Board Governance: Fiscal Accountability, 2006
School Finance CD-ROM, 2005
GOVERNMENTAL ACCOUNTING STANDARDS BOARD
Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments, June 1999
WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials: http://www.casbo.org
California Department of Education, School Finance: http://www.cde.ca.gov/fg
California State Controller's Office: http://www.sco.ca.gov
Fiscal Crisis \& Management Assistance Team: http://www.fcmat.org
Governmental Accounting Standards Board: http://www.gasb.org
School Services of California: http://www.sscal.com
(7/01 7/03) 7/07
Policy adopted by Shandon Board of Education: January 11, 2000 Revised:

## SHANDON JOINT UNIFIED SCHOOL DISTRICT

Administrative Regulation
Management Of District Assets/Accounts
AR 3400

## Business and Noninstructional Operations

## Accounts

The district's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education School Accounting Manual. (Education Code 41010)

The Superintendent or designee shall ensure that funds are encumbered in the district accounting records immediately after an expenditure is committed for subsequent payment.
(cf. 3110 - Transfer of Funds)
Fraud, financial improprieties or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of district information or activities
6. Disclosing confidential and/or proprietary information to outside parties
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
7. Disclosing investment activities engaged in or contemplated by the district
(cf. 3430 - Investing)
8. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the district
9. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment
10. Failing to provide financial records to authorized state or local entities
11. Any other dishonest or fraudulent act

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Governing Board. The final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.1/4219.1/4319.1-Civil and Legal Rights)
(10/93 6/95) 7/03
Policy adopted by Shandon Board of Education: January 11, 2000 Revised:

## SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Board Policy <br> Investing

BP 3430

## Business and Noninstructional Operations

All or part of the special reserve fund of the district, or any surplus monies not required for the immediate necessities of the district, may be invested as allowed by law for public funds. (Education Code 41015; Government Code 16430, 53601-53609, 53635)

The Governing Board authorizes the district's chief fiscal officer to invest and reinvest such funds on behalf of the district. He/she shall make monthly reports of those transactions to the Board. The Board retains the right to revoke this authority at any time.

The Board recognizes that the district's chief fiscal officer has fiduciary responsibility for any funds invested outside the county treasury and is subject to prudent investor standards for investment decisions. As such, he/she shall act with care, skill, prudence, and diligence under the prevailing circumstances, including but not limited to the general economic conditions and the anticipated needs of the district. The investment objectives shall be to first safeguard the principal of the funds, then to meet the district's liquidity needs and, third, to achieve a return on the funds. (Government Code 53600.3, 53600.5)
(cf. 9270 - Conflict of Interest)
In order to enhance investment return, the district's goal shall be to generate an investment yield that attains or exceeds a market-average rate of return through economic cycles.

The Board recognizes the importance of overseeing investments made with district funds, including investments by the county treasurer. The Superintendent or designee shall maintain ongoing communication with any county committee established for the purpose of overseeing county investments. In addition, the Superintendent or designee shall keep the Board informed about county policies that guide the investment of these funds.

The Board may establish an investment oversight committee to monitor the district's investments and make recommendations to the chief fiscal officer and the Board regarding investment policies.
(cf. 1220-Citizen Advisory Committees)

## Annual Statement of Investment Policy

The district's chief fiscal officer shall annually provide to the Board and any district investment oversight committee a statement of the district's investment policy or, if all district surplus funds are invested with the county treasurer, the county's investment policy.

The annual investment report shall be submitted no later than the end of the first quarter of the year to which it applies.

At a public meeting, the Board shall review this policy and discuss any changes to be made. (Government Code 53646)

## Quarterly Investment Reports

The chief fiscal officer of the district shall provide the Board, Superintendent, and internal auditor with quarterly reports of district investments in individual accounts that are $\$ 25,000$ or more.
(cf. 3460 - Financial Reports and Accountability)

Legal Reference:
EDUCATION CODE
41001 Deposit of money in county treasury
41002 General fund deposits and exceptions
41002.5 Deposit of certain funds in insured institutions

41003 Funds received from rental of real property
41015 Authorization of and limitation investment of district funds
41017 Deposit of miscellaneous receipts
41018 Disposition of money received
42840-42843 Special reserve fund
GOVERNMENT CODE
16430 Eligible securities for investment of surplus money
17581.5 Mandates contingent upon state funding
27000.3 Fiduciary for deposits in county treasury

27130-27137 County treasury oversight committees
53600-53609 Investment of surplus
53630-53686 Deposit of funds, especially:
53635 Local agency funds; deposit or investment
53646 Treasurer reports and statements of investment policy
53852.5 Investment term for funds designated for repayment of notes
53859.02 Borrowing by local agency

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Fiscal Accountability, 2005
School Finance CD-ROM, 2005
CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS
Local Agency Investment Guidelines, 2002, rev. 2004
WEB SITES
California State Treasurer's Office, California Debt and Investment Advisory Commission:
http://www.treasurer.ca.gov/cdiac
(2/96 6/97) 3/05
Policy adopted by Shandon Board of Education: January 11, 2000 Revised:

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Administrative Regulation <br> Investing 

AR 3430

## Business and Noninstructional Operations

## Quarterly Investment Reports

The district's chief fiscal officer shall prepare quarterly investment reports in accordance with Board policy within 30 days following the end of the quarter covered by the report. These reports shall: (Government Code 53646)

1. State the manner in which the portfolio complies and/or does not comply with the district's investment policy
2. Denote the district's ability to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall not or may not be available
3. Include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments, and monies held by the district
4. Describe any district funds, investments, or programs that are under the management of contracted parties, including lending programs
5. Include the current market value as of the date of the report, and the source of this valuation, for all securities held by the district and under management of any outside party that is not another local agency or the state's local agency investment fund

Whenever district investments have been placed in the state's local agency investment fund, the National Credit Union Share Insurance Fund-insured accounts in a credit union, or from FDIC-insured accounts in a bank or savings and loan association, in a county investment pool, or in any combination of these, the report may include the most recent statement(s) received from these institutions in lieu of the information specified in items \#3-5 above. (Government Code 53646)

In the above report, a subsidiary ledger of investments may be used in accordance with accepted accounting practices. (Government Code 53646)

3/05
No Current Policy

## SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Administrative Regulation <br> Inventories

## AR 3440

## Business and Noninstructional Operations

In order to provide for the proper tracking and control of district property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:

1. All equipment items currently valued in excess of $\$ 500$ (Education Code 35168)
2. All equipment items purchased with state and/or federal categorical funds that have a useful life of more than one year with an acquisition cost of $\$ 500$ or more per unit
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3512 - Equipment)
In addition, the Superintendent or designee may maintain a list of specific items which shall be inventoried for internal control purposes regardless of their initial cost or current value.

The inventory shall contain a record of the following information: (Education Code 35168; 5 CCR 3946)

1. Name and description of the property
2. Identification number
3. Original cost of the item of equipment or a reasonable estimate if the original cost is unknown
4. Date of acquisition
5. Location of use
6. The date and method of disposal
(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)
In addition to the information specified in items \#1-6 above, the following information shall be recorded for equipment acquired with state and/or federal categorical funds unless otherwise specified in law: (5 CCR 3946; 2 CFR 200.313)
7. Source of the property (funding source)
8. Titleholder
9. Percentage of federal participation in the cost of the property
10. Use and condition of property
11. Sale price of the property upon disposition and method used to determine current fair market value (cf. 3230 - Federal Grant Funds)

At the time of purchase, the Superintendent or designee shall affix a label to the equipment containing the identification number and the district name. Equipment items purchased with categorical program funds shall also be labeled with the name of the project in accordance with 5 CCR 3946.

Whenever an equipment item is moved to a new location or the equipment is used for a new purpose, the new location or purpose shall be recorded in the inventory.

A copy of the inventory shall be kept at the district office and at the appropriate school site.
(cf. 3580 - District Records)
The Superintendent or designee shall annually submit an inventory listing of federally owned property in its custody to the federal agency that granted the award. (2 CFR 200.312)

## Physical Inventory

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records. (2 CFR 200.313)

The Superintendent or designee shall establish procedures for conducting the physical inventory which shall include, but not be limited to, designation of person(s) responsible for coordinating and conducting the inventory, preparation and distribution of count sheets, procedures for implementing the inventory, and procedures for conducting a recount to substantiate the validity of the inventory.

The Superintendent or designee shall investigate any differences between the quantities determined by the physical inspection and those in the accounting records.

## Legal Reference:

EDUCATION CODE
35168 Inventory of equipment
CODE OF REGULATIONS, TITLE 5
3946 Control, safeguards, disposal of equipment purchased with consolidated application funds
16022-16023 Classification of records
16035 Historical inventory of equipment
UNITED STATES CODE, TITLE 20
2301-2414 Carl D. Perkins Career and Technical Education Act

CODE OF FEDERAL REGULATIONS, TITLE 2
200.0-200.521 Federal uniform grant guidance

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual, 2008
WEB SITES
California Association of School Business Officials: http//www.casbo.org
School Services of California, Inc.: http://www.sscal.com
Office of Management and Budget: https://www.whitehouse.gov/omb
(6/98 7/09) 9/16
Policy adopted by Shandon Board of Education: January 11, 2000 Revised:

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Administrative Regulation <br> Petty Cash Funds 

## AR 3451

## Business and Noninstructional Operations

In order to facilitate minor purchases, the Superintendent or designee may establish a petty cash fund at each school. The petty cash fund shall be used for unforeseen, small school expenses, such as postage or individual purchases of supplies.

The amount of the petty cash fund shall not exceed $\$ 200$. The principal or designee shall be responsible for all expenditures from the fund and shall create a system for tracking fund expenditures. Each expenditure shall be supported by appropriate documentation.

Expenditures shall be reconciled and accounted for whenever the principal requests that the fund be replenished, at the end of the fiscal year, or at the request of the Superintendent or designee.
(cf. 3400 - Management of District Assets/Accounts)
The principal or designee shall ensure that the petty cash fund is kept in a safe and secure location.

Legal Reference:<br>EDUCATION CODE<br>35160 Authority of governing boards<br>35250 Duty to keep certain records<br>41020 Requirement for annual audit<br>42800-42810 Revolving funds<br>Management Resources:<br>WEB SITES<br>California Association of School Business Officials: http://www.casbo.org

(6/91) 7/06

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Board Policy <br> Student Activity Funds 

BP 3452

## Business and Noninstructional Operations

The Governing Board recognizes that student organizations can provide students with an opportunity to conduct worthwhile cocurricular activities beyond those provided by the district and can also help students learn about effective financial practices. To that end, student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body.
(cf. 3260 - Fees and Charges)
(cf. 5000 - Concepts and Roles)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.5 - Student Organizations and Equal Access)

## Fund-Raising Events

At the beginning of each school year, each principal or designee shall submit to the Superintendent or designee a list of the fund-raising events that each student organization proposes to hold that year. The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and are not in conflict with or detract from the school's educational program. When reviewing proposed events, the Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the district, and ensure that the proposed activities are in compliance with law, Board policy, and administrative regulation.
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3530 - Risk Management/Insurance)
(cf. 3554 - Other Food Sales)
(cf. 5030 - Student Wellness)
(cf. 5142 - Safety)
(cf. 5143 - Insurance)

## Management of Funds

Student body funds shall be managed in accordance with law and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fund-raising ventures, provide reliable financial information, and reduce the risk of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.
(cf. 3400 - Management of District Assets/Accounts)
The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The budget adopted by the student body organization should serve as the financial plan for the school year and shall be submitted to the Superintendent or designee at the beginning of each school year. The Superintendent or designee shall periodically review the organization's use of funds to ensure compliance with the district's internal control procedures.

Funds derived from the student body shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor, and a student organization representative. (Education Code 48933)

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. The cost of the audit shall be paid from district funds. (Education Code 41020)
(cf. 3460 - Financial Reports and Accountability)
Legal Reference:
EDUCATION CODE
35182.5 Non-nutritious foods and beverages, vending machines

35564 Funds, obligation of the student body
41020 Requirement for annual audit
48930-48938 Student body organization
49431 Sale of food and beverages, elementary school
49431.5 Sale of food and beverages, middle and high schools

51520 School premise, prohibited solicitations
51521 Fund-raising projects
CODE OF REGULATIONS, TITLE 5
15500 Food sales, elementary schools
15501 Food sales, middle and junior high schools
COURT DECISIONS
Prince v. Jacoby, (2002) 303 F.3d 1074
Management Resources:
FISCAL CRISIS MANAGEMENT \& ASSISTANCE TEAM PUBLICATIONS
Associated Student Body Accounting Manual \& Desk Reference, 2005
WEB SITES
California Department of Education: http://www.cde.ca.gov
Fiscal Crisis Management \& Assistance Team: http://www.fcmat.org
(9/88) 7/07
Policy adopted by Shandon Board of Education: January 11, 2000 Revised:
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## SHANDON JOINT UNIFIED SCHOOL DISTRICT

## Board Policy

Financial Reports And Accountability

## BP 3460

## Business and Noninstructional Operations

The Governing Board is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.
(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)
(cf. 3300 - Expenditures and Purchases)
(cf. 3430 - Investing)
(cf. 4143/4243-Negotiations/Consultation)
(cf. 9000 - Role of the Board)
The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.
(cf. 3400 - Management of District Assets/Accounts)
When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

## (cf. 1340 - Access to District Records)

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

## Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

## Gann Appropriations Limit Resolution

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 79007914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)
(cf. 9322 - Agenda/Meeting Materials)

## Interim Reports/Certification of Ability to Meet Fiscal Obligations

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than

## Page 2 of 6

June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

At any time during the year when the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after he/she has determined that the district's budget does not comply with state criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendation. (Education Code 42637)

## Audit Report

Pursuant to Education Code 41020, if the district has a disapproved budget, has received a negative certification on any budget or interim fiscal report during the current fiscal year or either of the two preceding fiscal years, or has otherwise been determined by the County Superintendent to have a lack of going concern, any contract the district enters into for auditing services must be approved by the County Superintendent.

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

No later than December 15 , the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

## Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.
(cf. 1220 - Citizen Advisory Committees)
Page 3 of 6
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)
The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the Board
5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
6. Provide input on the effectiveness of the independent auditor
7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

## Legal Reference:

## EDUCATION CODE

1240 Duties of county superintendent of schools
14500-14508 Financial and compliance audits
17150-17150.1 Public disclosure of non-voter-approved debt
17170-17199.5 California School Finance Authority
33127 Standards and criteria for local budgets and expenditures
33128 Standards and criteria; inclusions
33129 Standards and criteria; use by local agencies
35035 Powers and duties of superintendent
41010-41023 Accounting system
41326 Emergency apportionment
41344 Repayment of apportionment significant audit exceptions
41344.1 Appeals of audit findings

41455 Examination of financial problems of local districts
42100-42105 Requirement to prepare and file annual statement
42120-42129 Budget requirements
42130-42134 Financial reports and certifications
42140-42142 Public disclosure of fiscal obligations
42637 County superintendent review of district's financial and budgetary conditions

42652 Revocation or suspension of warrant authority
48300-48316 Student attendance alternatives
52060-52077 Local control and accountability plan
GOVERNMENT CODE
3540.2 School district; qualified or negative certification; proposed agreement review and comment

7900-7914 Appropriations limit
16429.1 Local agency investment fund

53646 Reports of investment policy and compliance
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15070 Submission of reports using standardized account code structure
15440-15451 Criteria and standards for school district budgets
15453-15464 Criteria and standards for school district interim reports
19810-19816.1 Audits
UNITED STATES CODE, TITLE 31
7501-7507 Single audits of federal program funds
CODE OF FEDERAL REGULATIONS, TITLE 2
200.0-200.521 Federal uniform grant guidance

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Fiscal Accountability, 2006
CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS
New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
Audit Resolution Process: Repayment Plans, December 8, 2000
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006
GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS
Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2015
Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local
Governments, June 1999
STATE CONTROLLER PUBLICATIONS
Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)
U.S. GOVERNMENT ACCOUNTABILITY OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND

EFFICIENCY (PCIE) PUBLICATIONS
Government Auditing Standards, 2011
Financial Audit Manual, revised 2008
WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials: http://www.casbo.org
California County Superintendents Educational Services Association: http://www.ccsesa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
Education Audit Appeals Panel: http://www.eaap.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org

Governmental Accounting Standards Board: http://www.gasb.org
School Services of California: http://www.sscal.com
State Controller's Office: http://www.sco.ca.gov
U.S. Government Accountability Office: http://www.gao.gov
U.S. Office of Management and Budget: http://www.whitehouse.gov/omb
(11/04 11/08) 4/13
Policy adopted by Shandon Board of Education: January 11, 2000 Revised:

# SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Administrative Regulation <br> Financial Reports And Accountability 

AR 3460

## Business and Noninstructional Operations

## Interim Reports

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 1545315464)
(cf. 3100 - Budget)
(cf. 3220.1 - Lottery Funds)
(cf. 3300 - Expenditures and Purchases)
(cf. 3314 - Payment for Goods and Services)
The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)
(cf. 3110 - Transfer of Funds)

## Audit Report

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts, state and federal grant funds, and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 3230 - Federal Grant Funds)
(cf. 3430 - Investing)
(cf. 3451 - Petty Cash Funds)
(cf. 3452 - Student Activity Funds)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

## (cf. 5117 - Interdistrict Attendance)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment \#3, published by the U.S. Government Accountability Office. (Education Code 41020)

## Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

## Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

## Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

## (cf. 7214 - General Obligation Bonds)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

## Other Postemployment Benefits Report

In accordance with GASB Statement 75, the district's financial statements shall report the expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)
The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The district's financial obligation for OPEBs shall be reevaluated every two years in accordance with GASB 75.

## Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)
(4/13 4/14) 9/16
Policy adopted by Shandon Board of Education: January 11, 2000 Revised:

## SHANDON JOINTUNIFIED SCHOOL DISTRICT <br> Board Policy <br> Green School Operations

## BP 3510

## Business and Noninstructional Operations

The Governing Board believes that all citizens have a responsibility to be stewards of the environment and desires to integrate environmental accountability into all district operations. The Superintendent or designee shall promote green school practices that conserve natural resources, reduce the impact of district operations on the environment, and protect the health of students, staff, and community.

The Superintendent or designee may involve district and site administrators and operations and maintenance staff; representatives of local governmental agencies, utilities, solid waste and recycling companies, and community organizations; health professionals; and/or others as appropriate in the assessment of current district operations and the development of strategies to improve the environmental impact of district operations.
(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 7131 - Relations with Local Agencies)
In selecting and prioritizing strategies, the Superintendent or designee shall give consideration to the initial cost, long-term potential cost savings, quality and performance of the product or service, health impacts, and environmental considerations.
(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)
Such strategies may include, but not be limited to:

1. Reducing energy and water consumption and exploring renewable and clean energy technologies
(cf. 3511 - Energy and Water Management)
2. Establishing recycling programs in district facilities
(cf. 3511.1 - Integrated Waste Management)
3. Reducing the consumption of disposable materials, by reusing materials and by using electronic rather than paper communications when feasible
4. Purchasing and using environmentally preferable products and services whenever
practical, including, but not limited to, products that:
a. Minimize environmental impacts, toxins, pollutants, odors, and hazards
b. Contain postconsumer recycled content
c. Are durable and long-lasting
d. Conserve energy and water
e. Produce a low amount of waste
(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)
(cf. 5141.23 - Asthma Management)
(cf. 6161.3-Toxic Art Supplies)
5. Using least toxic, independently certified green cleaning products when feasible, as well as high-efficiency cleaning equipment that reduces the need to use chemicals
6. Providing professional development to maintenance staff in the proper use, storage, and disposal of cleaning supplies
(cf. 4231 - Staff Development)
7. Focusing on green building standards, sustainability, and student health in facilities construction and modernization projects, including decisions about site selection, building design, and landscaping and grounds
(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7150 - Site Selection and Development)
8. Reducing vehicle traffic by encouraging students to walk or bicycle to school or use district or public transportation
(cf. 3541 - Transportation Routes and Services)
(cf. 5142.2 - Safe Routes to School Program)
9. Providing fresh, unprocessed, organic food in the district's food services program
(cf. 3550 - Food Service/Child Nutrition Program)
10. Providing instruction to students on the importance of the environment and involving
students in the implementation and evaluation of green school activities and projects as appropriate
(cf. 6142.5 - Environmental Education)

## Legal Reference:

EDUCATION CODE
8700-8707 Environmental education
17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards
17072.35 New construction grants; use for designs and materials for high performance schools 32370-32376 Recycling paper
33541 Environmental education
101012 Kindergarten-University Public Education Facilities Bond Act of 2006, allocations PUBLIC CONTRACT CODE
12400-12404 Environmentally preferable purchasing
PUBLIC RESOURCES CODE
25410-25421 Energy conservation assistance
40050-40063 Integrated waste management act
42630-42647 Schoolsite source reduction and recycling
CODE OF REGULATIONS, TITLE 2
1859.70.4 Funding for high performance incentive grants
1859.71.6 Additional grant for high performance incentive, new construction
1859.77.4 Additional grants for high performance incentive, site and modernization

CODE OF REGULATIONS, TITLE 5
14010 Standards for school site selection

Management Resources:
CSBA PUBLICATIONS
Green Schools: An Overview of Key Policy Issues, Policy Brief, August 2009
CALIFORNIA DEPARTMENT OF GENERAL SERVICES PUBLICATIONS
Environmentally Preferable Purchasing Best Practices Manual
COLLABORATIVE FOR HIGH PERFORMING SCHOOLS PUBLICATIONS
CHPS Best Practices Manual, 2006
GLOBAL GREEN USA PUBLICATIONS
Healthier, Wealthier, Wiser: A Report on National Green Schools
GREEN SCHOOLS INITIATIVE PUBLICATIONS
Green Schools Buying Guide
HEALTHY SCHOOLS CAMPAIGN PUBLICATIONS
The Quick and Easy Guide to Green Cleaning in Schools, 2nd ed., 2008
WEB SITES
CSBA: http://www.csba.org
California Department of General Services, Green California: http://www.green.ca.gov

California Energy Commission: http://www.energy.ca.gov
Collaborative for High Performance Schools: http://www.chps.net
Global Green USA: http://www.globalgreen.org
Green Schools Initiative: http://www.greenschools.net
Healthy Schools Campaign: http://www.healthyschoolscampaign.org/programs/gcs
U.S. Environmental Protection Agency: http//www.epa.gov
U.S. Green Building Council, LEED Green Building Rating System: http://www.usgbc.org

## SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Board Policy <br> Suicide Prevention

## BP 5141.52

Students
The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.
(cf. 1020 - Youth Services)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
(cf. 6142.8 - Comprehensive Health Education)
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3-Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9-Hate-Motivated Behavior)
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

Legal Reference:
EDUCATION CODE
215 Student suicide prevention policies
32280-32289 Comprehensive safety plan
49060-49079 Student records
49602 Confidentiality of student information
49604 Suicide prevention training for school counselors
GOVERNMENT CODE
810-996.6 Government Claims Act
PENAL CODE
11164-11174.3 Child Abuse and Neglect Reporting Act
WELFARE AND INSTITUTIONS CODE
5698 Emotionally disturbed youth; legislative intent
5850-5883 Mental Health Services Act
COURT DECISIONS
Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554
Management Resources:

## CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008
Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009
NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS
Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015

## U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Preventing Suicide: A Toolkit for High Schools, 2012
National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012
WEB SITES
American Association of Suicidology: http://www.suicidology.org
American Foundation for Suicide Prevention: http://afsp.org
American Psychological Association: http://www.apa.org
American School Counselor Association: http://www.schoolcounselor.org
California Department of Education, Mental Health: http://www.cde.ca.gov/ls/cg/mh
California Department of Health Care Services, Suicide Prevention Program:
http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx
Centers for Disease Control and Prevention, Mental Health: http://www.cdc.gov/mentalhealth
National Association of School Psychologists: http://www.nasponline.org
National Institute for Mental Health: http://www.nimh.nih.gov
Trevor Project: http://thetrevorproject.org
U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: http://www.samhsa.gov

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## SHANDON JOINT UNIFIED SCHOOL DISTRICT <br> Administrative Regulation <br> Suicide Prevention

## AR 5141.52

## Students

## Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors
(cf. 5131.6 - Alcohol and Other Drugs)
3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific
needs of high-risk groups
(cf. 5141.6 - School Health Services)
(cf. 6164.2 - Guidance/Counseling Services)
7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

## Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention
(cf. 1020 - Youth Services)
(cf. 5131.6-Alcohol and Other Drugs)
(cf. 5141.6 - School Health Services)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6164.2-Guidance/Counseling Services)

## Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose
information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

## (cf. 5141 - Health Care and Emergencies)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

## (cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5141 - Health Care and Emergencies)
The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.
(cf. 5125 - Student Records)
The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.
(cf. 5141.4 - Child Abuse Prevention and Reporting)
For any student returning to school after a mental health crisis, the principal or designee and/or school counselor
may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

## Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. $\mathrm{He} /$ she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.
(cf. 1112- Media Relations)
After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

## SHANDON JOINT UNIFIED SCHOOL DISTRICT

## Administrative Regulation

## Suicide Prevention

## AR 5141.52

## Students

## Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
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Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors
(cf. 5131.6-Alcohol and Other Drugs)
3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific
needs of high-risk groups
(cf. 5141.6 - School Health Services)
(cf. 6164.2-Guidance/Counseling Services)
7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

## Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention
(cf. 1020 - Youth Services)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5141.6 - School Health Services)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6164.2 - Guidance/Counseling Services)

## Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose
information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

## (cf. 5141 - Health Care and Emergencies)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.
(cf. 5138 - Conflict Resolution/Peer Mediation)
When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5141 - Health Care and Emergencies)
The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.
(cf. 5125 - Student Records)
The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.
(cf. 5141.4 - Child Abuse Prevention and Reporting)
For any student returning to school after a mental health crisis, the principal or designee and/or school counselor
Page 3 of 4
may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

## Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.
(cf. 1112- Media Relations)
After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

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## Bond Projects Update - September 1, 2017

Asbestos Removal - (Portney Construction) Asbestos removal projects in the District are complete with the exception of the ceiling tiles in one small room in the Library which will be removed in December and Parkfield floor tile which will be removed in the summer of '18.

Painting - (Pro Coating) All painting projects planned for the summer of '17 are complete including the Parkfield School. We will complete painting next year.

AC Upgrades - (Paso Robles Heating and Air) Planned AC upgrades are complete. We will need to evaluate all rooms to see if further upgrades are needed next summer. The SES Cafeteria AC is not sufficient and will have to be upgraded with the Cafeteria remodel.

Roofing - (Quaglino Roofing) All District roofing repairs and replacement is complete except for the teacherage in Parkfield. That roofing will be done as soon as repairs and the awnings are done.

Tree Trimming and Removal - District Tree trimming and removal should be completed this week.

Technology Wiring/Cameras/Intercom/Telephone - All systems are in place. Aleks is working getting all of the phones and intercom working properly and everyone trained to use them properly. He is also working out all of the "bugs" on the internet and new computers. It is a huge task but well worth the effort.

Classroom Equipment - The SES student tables and SHS Library tables should be in this week. We will then evaluate what other furniture is needed.

Septic - Architect Stephen King came out with engineers to get further information in order to create DSA drawings for submission for our Septic tank projects at SHS and SES. We expect to start the projects next Spring or Summer '18.

Flooring - Flooring in SHS room 4 should be completed by September 15 so that we can begin using that room for serving lunch to students. SHS classrooms, Parkfield School, SES main building and other classroom flooring as needed will be completed in Summer of '18.

SES Café - We have received initial drawings for the café remodel. We are reviewing and amending those drawings.

MOT Yard Fencing - Replacing the fencing and installing automatic gates at the MOT yard should be completed by November '17.

Windows - Window replacement at SES, Parkfield and SHS will occur in the summer of '18. Those bids will be brought to the Board for approval before the project begins.

Solar - We are working to gather information for options for Solar installation so that we can develop specs for soliciting bids. Those bids will be brought to the Board for approval before the project begins.

FINANCIAL ACTIVITY REPORT 07/01/2017 TO 06/30/2018

J37805 FARI. 10 1.00.06 09/06/17 PAGE: 1 0.0 \% REMAINS IN E']SCA3, YFAR 18

FUND : 21 BUILDING FUND - BOND PROCEEDS



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J37805 FAR110 L. 00.06 09/06/17 PAGF: 0.0 \% REMATNS IN FISCAI, YE:AR 18

FUND :21 BUILDING FUND - BOND PROCEEDS


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$\begin{array}{rrrrrr}\text { J37805 } & \text { FARI10 } & \text { L.00.06 09/06/17 PAGFi } & 4 \\ & 0.0 & \text { \% REMAINS IN FISCAL YEAR } & 18\end{array}$

FUND : 21 BUILDING FUND - BOND PROCEEDS

| FN RESC Y OBJT GOAI. FUNC SCH DIGC DIS2 | REFERENCI DATE DESCRIPTION | APF | BUDGET <br> + TFRS <br> VENDOR | RECEIVED/ <br> EXPENDED <br> WR-NO | ENCUMBERED | BAI.ANCli |
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| 6200 BUIIDINGS \& IMIPROVEMN'I OF BLDG |  |  |  |  |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-18001' 07/03/2017 |  | 003599 |  | 12,633.00 | 175,813.00- |
|  | PRO COATJNGS |  |  |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180018 07/03/2017 |  |  |  | 76,955.00 | 252,768.00- |
|  | PRO COATJNGS |  | 003599 |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180020 07/03/2017 |  |  |  | 70,725.00 | 323,493.00- |
|  | QUAGLINO ROOFING |  | 003598 |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180022 07/03/2017 |  | 003598 |  | 2,950.00 | 326,443.00- |
|  | QUAGJINO ROOFING |  |  |  |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180023 07/03/2017 |  | 003437 |  | 12,377.00 | 338,820.00- |
|  | FLOOR CONNECTION |  |  |  |  |  |
| 21-0000-0-62.00-0000-8500-050-0000-5600 | PO-180024 07/03/2017 |  |  |  | 3,019.00 | 341,839.00- |
|  | FLOOR CONNECTION |  | 003437 |  |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180025 07/03/2017 |  |  |  | 3,869,00 | 345,708.00- |
|  | FLOOR CONNECTIION |  | 003437 |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180026 07/03/2017 |  |  |  | 17,095.00 | 362,803.00- |
|  | FLOOR CONNECTTON |  | 003437 |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-18002\% 07/03/2017 |  |  |  | 11,72.1.00 | 374,521.00- |
|  | FLOOR CONNECTION |  | 003437 |  |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180028 07/03/2017 |  | 003437 |  | 10,816.00 | 385,340.00- |
|  | FLOOR CONNECTION |  |  |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180077 07/05/2017 |  | 003599 |  | 20,858.00 | 406,198.00- |
|  | PRO COATINGS |  |  |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180078 07/05/2017 |  | 003599 |  | 16,348,00 | 422,546.00- |
|  | PRO COATINGS |  |  |  |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180079 07/06/2017 |  | 003006 |  | 8,430.00 | 430,976.00- |
|  | PORTNEY ENVIRONMENTAL \& |  |  |  |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180081 07/10/2017 |  | 003006 |  | 30,120.00 | 161,096.00- |
|  | PORTNEY ENVIRONMENTAI, \& |  |  |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-1800日2 07/10/2017 |  | 003602 |  | 14,902.00 | 475,998.00- |
|  | SANTA MARIA ACOUSTICAL CO | INC |  |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180083 07/10/2017 |  | 003602 |  | 8,457.00 | 484,455.00- |
|  | SANTA MARIA ACOUSTICAL CO | INC |  |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180084 07/11/2017 |  | 003382 |  | 18,228.00 | 502,683.00- |
|  | RSH CONSTRUCTION INC. |  |  |  |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180085 07/11/2017 |  |  |  | 7,950.00 | 510,633.00- |
|  | CUSTODIAL PLUS SERVICES |  | 003001 |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180015 07/17/2017 |  | 003599 | $36,432.50$ | 36,432.50- | 547,065.50- |
|  | PRO COATINGS |  |  | 04209104 |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180015 07/17/2017 |  | 003599 |  |  | 510,633.00- |
|  | PRO COATINGS |  |  | 04209104 |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-18001日 07/17/2017 |  |  | 32,925.00 |  | 543,558.00- |
|  | PRO COATJNGS |  | 003599 | 04209104 |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180018 07/17/2017 |  |  |  | 32,925.00- | 510,633.00- |
|  | PRO COATINGS |  | 003599 | 04209104 |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180081 07/17/2017 |  |  |  | 30,120.00- | 480,513.00- |
|  | PORTNEY ENVIRONMENTAL \& |  | 003006 |  |  |  |

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FUND :21 BUILDING FUND - BOND PROCEEDS



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| :---: | :---: | :---: | :---: | :---: | :---: |
| 6200 BUILDINGS \& IMPROVEMNT OF BLDG |  |  |  |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180013 08/30/2017 |  | 5,400.00 |  | 632,564.00- |
|  | QUAGLJNO ROOEING | 003598 | 042.12408 |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180014 08/30/20.17 |  |  | 6,110.00- | 62.6,454,00- |
|  | QUAGLJNO ROOFING | 003598 | 042.12 .408 |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180014 08/30/2017 |  | 6,734.00 |  | 633,188,00- |
|  | QUAGI,1NO ROOF1NG | 003598 | 04212408 |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180022 08/30/2017 |  |  | 2,950.00- | 630,238,00- |
|  | QUAGJINO ROOFING | 003598 | 04212.408 |  |  |
| 21-0000-0-62.00-0000-8500-050-0000-5600 | PO-180022. 08/30/20.17 |  | 2,950.00 |  | 633,] 88,00- |
|  | QUAGI.INO ROOF'ING | 003598 | 04212.408 |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180028 08/30/2017 |  | 10,816.00 |  | 641,004,00- |
|  | FLOOR CONECTION | 003437 | 04212397 |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180028 08/30/2017 |  |  | 10,816.00- | 633,188.00- |
|  | FLOOR CONNECTION | 003437 | 04212397 |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180077 08/30/2017 |  |  | 20,858.00- | 6.12,330.00- |
|  | PRO COATJNGS | 003599 | 04212405 |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180077 08/30/2017 |  | 20,858.00 |  | 633,188.00- |
|  | PRO COATINGS | 003599 | 04212405 |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180078 08/30/2017 |  |  | 16,348.00- | 616,840.00- |
|  | PRO COATINGS | 003599 | 04212405 |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180078 08/30/2017 |  | 16,348.00 |  | 633,188.00- |
|  | PRO COATINGS | 003599 | 04212405 |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180084 08/30/2017 |  |  | 18,228.00- | 611,960.00- |
|  | RSH CONSTRUCIIION INC. | 003382 | 04212410 |  |  |
| 21-0000-0-6200-0000-8500-050-0000-5600 | PO-180084 08/30/2017 |  | 18,228.00 |  | 633,188.00- |
|  | RSH CONSTRUCTTON INC. | 003382 | 04212410 |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180097 08/30/2017 |  |  | 6,555.00- | 626,633.00- |
|  | RSH CONSTRUCTION INC. | 003382 |  |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180103 08/30/2017 |  |  | 19,046.00- | 601,58\%.00- |
|  | PRO COATINGS | 003599 | 04212405 |  |  |
| $21-0000-0-6200-0000-8500-050-0000-5600$ | PO-180103 08/30/2017 |  | 19,046.00 |  | 626,633.00- |
|  | PRO COATINGS | 003599 | 04212405 |  |  |
| T'OTA], ACTIVITY |  | 0.00 | 498,449.00 | 128,184.00 |  |
| ****OVFRDRAWN ENIIING BALANCE 06/30/2018 |  | 0.00 | 498,449.00 | $128,184.00$ | 626,633.00- |
| 6220 ARCHITECI FElis |  |  |  |  |  |
|  |  | 0.00 | 0.00 | 0.00 | 0.00 |
| 21-0000-0-6220-0000-8500-050-0000-0000 | PV-180022. 08/07/2017 |  | 2,929.78 |  | 2.929.78- |
|  | PMSM ARCHJTT:CT'S | 003342 | 04210452 |  |  |
| $21-0000-0-6220-0000-8500-050-0000-0000$ | PV-180030 08/14/2017 |  | 1,219.05 |  | 4,148.83- |
|  | PMSM ARCHITECT'S | 003342 | 042.11030 |  |  |
| TOTM, ACTIVITY |  | 0.00 | 4,148.83 | 0.00 |  |
| ****OVERDRAWN ENDING BALANCE 06/30/2018 |  | 0.00 | 4,148.83 | 0.00 | 4,148.83- |

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07/01/2017 TO 06/30/2018

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FUND : 21 BUILDING FUND - BOND PROCEEDS


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FUND : 21 BUILDING FUND - BOND PROCEEDS

| FN RISSC Y OBJT GOAL FUNC SCH DISC DIS2 | REFERENCE DATE DESCRIPTION | $\begin{array}{r} \text { APP BUDGET } \\ +\quad \text { TFRS } \\ \text { VENDOR } \end{array}$ | $\begin{aligned} & \text { RECEIVED/ } \\ & \text { EXPENDED } \\ & \text { WR-NO } \end{aligned}$ | ENCUMBI:RJPD | BA], ANCJ: |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 6423 Technology EquJ pment |  |  |  |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1215 | PO-180003 08/14/2017 |  |  | $3,780.00-$ | 680,98\%,56- |
|  | CDW-GOVERNMENI' | 003407 | 04211021 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-12.15 | PO-180003 08/14/2017 |  | 3,780.00 |  | 684,76\%.56- |
|  | CDW-GOVERNMENJ | 003407 | 042.1102 .1 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1215 | PO-180003 08/14/2017 |  |  | 60,018.55- | 624,149.0.1- |
|  | CDW-GOVERNMENT | 003407 | 0421102.1 |  |  |
| $21-0000-0-6423-0000-8500-050-0000-1214$ | PO-180005 08/14/2017 |  |  | 5,923.42- | 618,825.59- |
|  | CDW-GOVERNMENT' | 003407 | 04211021 |  |  |
| $21-0000-0-6423-0000-8500-050-0000-1214$ | PO-180005 08/14/2017 |  | 5,923.42 |  | 624,749.0.1- |
|  | CDW-GOVERNMENT | 003407 | 04211021 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1215 | PO-180086 08/14/2017 |  | 16,490.00 |  | 64.1, 239.01- |
|  | CDW-GOVERNMENT | 003407 | 04211021 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1215 | PO-190086 08/14/2017 |  |  | 16,490.00- | 624,749.01- |
|  | CDW-GOVERNMENT | 003407 | 042.1102 .1 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1214 | PO-180101 08/18/2017 |  |  | 7,925.78 | 632.6\%4.79- |
|  | CDW-GOVERNMENT | 003407 |  |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1215 | PO-180003 O8/21/2017 |  |  | 225.44- | 632.449.36- |
|  | CDW-GOVERNMENT | $00340 \%$ | 042.11527 |  |  |
| $21-0000-0-6423-0000-8500-050-0000-1215$ | PO-180003 08/21/2017 |  | 225.44 |  | 632,6\%4,79- |
|  | CDW-GOVERNMEN] | 003407 | 042.1152 .7 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-12.15 | PO-1 $8000308 / 21 / 2017$ |  | 7,314.45 |  | 639,989.21- |
|  | CDW-GOVFIRNMENT | 003407 | 042.1152 .7 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1215 | PO-180003 08/21/2.017 |  |  | 7,314.15- | 632.6\%14.19- |
|  | CDW-GOVERNMENT' | 003407 | 0421152\% |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1214 | PO-180088 08/21/2017 |  |  | 37.5\%9.78- | 595,095.01- |
|  | SHI | 003603 | 04211538 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1214 | PO-180088 08/2.1/2017 |  | 37,579.78 |  | 632,671.79- |
|  | SHI | 003603 | 042.11538 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-12.14 | PO-180099 08/21/2017 |  |  | 5,940.00- | 626,734.79- |
|  | THE CLM GROUP INC/MEAL TIME | 003607 | 04211540 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1214 | PO-180099 08/21/2017 |  | 5,045.00 |  | 631.779.79- |
|  | THE CLM GROUP INC/MEAT, TIME | 003607 | 04211540 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1214 | PO-180101 08/30/2017 |  |  | 3,924.31- | 627,855.48- |
|  | CDW-GOVERNMENT | 003407 | 04212394 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1214 | PO-180101 08/30/2017 |  | 579.15 |  | 62.8,434.63- |
|  | CDW-GOVFRNMENT | 003407 | 04212.394 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1214 | PO-180101 08/30/2017 |  |  | 579.15- | 62\%.855.48- |
|  | CDW-GOVERNMENT | 003407 | 04212394 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-12.14 | PO-180.10] 08/30/2017 |  |  | 3,422,32- | 62.1,433.16- |
|  | CDW-GOVERNMFNI' | 003407 | 04212394 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1214 | PO-180101 08/30/2017 |  | 3,359.80 |  | 627,792.96- |
|  | CDW-GOVERNMENI | 003407 | 04212394 |  |  |
| 21-0000-0-6423-0000-8500-050-0000-1214 | PO-180101 08/30/2017 |  | 3,924.31 |  | 631,71\%.2\%- |
|  | CDW-GOVERNMENT | 003407 | 04212394 |  |  |
| TOJAL, ACTIVITY |  | 0.00 | 397,624.55 | 234, 092.72 |  |
| ****OVERDRAWN ENI)ING BAIANCT, 06/30/2018 |  | 0.00 | 397,624.55 | 234,092. 72 | 631,717.2.1- |

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FUND : 21 BUILDING FUND - BOND PROCEEDS



## First Solar Sells California Flats Project to Capital Dynamics

## Phase I commissioning expected Q4 2017, Phase II commissioning expected Q4 2018

TEMPE, Ariz., August 22, 2017 - First Solar, Inc. (Nasdaq: FSLR) today announced it has completed the sale of the 280 Megawatt (MW) AC California Flats Solar Project in Monterey County, California, to global private asset manager Capital Dynamics. Terms of the deal were not disclosed.

Located on approximately 2,900 acres of ranch land within the Jack Ranch owned by the Hearst Corporation near the San Luis Obispo and Monterey County borders, California Flats comprises two phases. The 130MW first phase is expected to be commissioned in the fourth quarter of 2017, and is fully contracted under a long-term Power Purchase Agreement (PPA). The 150MW second phase, which is currently under construction, is expected to be commissioned by the end of 2018, and is fully contracted under a long-term PPA.
"We are very excited to have completed another important transaction with First Solar. Our Clean Energy Infrastructure (CEI) team now owns three of the ten largest solar projects in North America and has over 3 GW of projects operating or under construction," said John Breckenridge, Head of Capital Dynamics Clean Energy Infrastructure. "As an investor focused on clean energy projects, we expect to continue to actively grow that portfolio in the immediate future.
"We are proud to continue our support of Capital Dynamics renewable energy strategy," said Georges Antoun, First Solar's Chief Commercial Officer. "The California Flats project includes an exciting mix of utility and corporate renewable energy procurement. First Solar's technology ensures both end user groups will receive reliable, clean renewable energy."

Earlier this year, Capital Dynamics acquired cash equity in the Moapa Southern Paiute Solar Project in Nevada, which First Solar developed and constructed.

By using renewable energy from the sun, the California Flats Solar Project will generate enough clean solar energy to serve the equivalent needs of about 100,000 average homes per year, displacing more than 109,000 metric tons of carbon dioxide $\left(\mathrm{CO}_{2}\right)$ annually based on the PG\&E grid - the equivalent of taking about 22,000 cars off the road. The project will also displace over 152,000 metric tons of water consumption annually based on the average California grid.

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## About First Solar, Inc.

First Solar is a leading global provider of comprehensive photovoltaic (PV) solar systems which use its advanced module and system technology. The company's integrated power plant solutions deliver an economically attractive alternative to fossil-fuel electricity generation today. From raw material sourcing through end-of-life
module recycling, First Solar's renewable energy systems protect and enhance the environment. www.firstsolar.com.

## About Capital Dynamics' Clean Energy Infrastructure team

Capital Dynamics' Clean Energy Infrastructure ("CEI") team holds extensive expertise in investing, financing, owning and operating conventional and clean energy businesses globally. Established to capture attractive investment opportunities in this class of real assets, Capital Dynamics' CEI mandate is to invest directly in proven clean energy technologies - such as solar, wind, biomass, conventional gas generation and waste gas-fueled power generation - across the globe. Since the establishment of Capital Dynamics' CEI business, the CEI team has acquired, built and now manages nearly 2,400 MW of clean energy capacity in North America and Europe.
The information contained in this press release is not to be considered investment advice and shall not constitute an offer to sell or a solicitation of an offer to purchase securities or enter into any agreement with Capital Dynamics.

## For First Solar Investors

This release contains forward-looking statements which are made pursuant to safe harbor provisions of the Private Securities Litigation Reform Act of 1995. These forward-looking statements include statements, among other things, concerning: effects on our financial statements and guidance resulting from certain module manufacturing changes and associated restructuring activities; our business strategy, including anticipated trends and developments in and management plans for our business and the markets in which we operate; future financial results, operating results, revenues, gross margin, operating expenses, products, projected costs (including estimated future module collection and recycling costs), warranties, solar module efficiency and balance of systems cost reduction roadmaps, restructuring, product reliability, investments in unconsolidated affiliates and capital expenditures; our ability to continue to reduce the cost per watt of our solar modules; the impact of public policies, such as tariffs or other trade remedies imposed on solar cells and modules; our ability to reduce the costs to construct PV solar power systems; research and development programs and our ability to improve the conversion efficiency of our solar modules; our ability to expand manufacturing capacity worldwide; sales and marketing initiatives; and competition. These forward-looking statements are often characterized by the use of words such as "estimate," "expect," "anticipate," "project," "plan," "intend," "seek," "believe," "forecast," "foresee," "likely," "may," "should," "goal," "target," "might," "will," "could," "predict," "continue" and the negative or plural of these words and other comparable terminology. Forward-looking statements are only predictions based on our current expectations and our projections about future events. You should not place undue reliance on these forward-looking statements. We undertake no obligation to update any of these forward-looking statements for any reason. These forward-looking statements involve known and unknown risks, uncertainties and other factors that may cause our actual results, levels of activity, performance or achievements to differ materially from those expressed or implied by these statements. These factors include, but are not limited to, the matters discussed in Item 1A: "Risk Factors," of our most recent Annual Report on Form 10-K, Quarterly Reports on Form 10-Q, and other filings with the Securities and Exchange Commission.

## Contacts

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steve.krum@firstsolar.com

First Solar Investors
Stephen Haymore
+1 602-414-9315
stephen.havmore@firstsolar.com

SOURCE: First Solar, Inc.

## AGENDA ITEM TITLE:

SJUSD Checking Accounts
PREPARED BY:
Sadie Howard

## AGENDA SECTION:

$\qquad$ Reports $\qquad$ Consent $\qquad$ Action $\qquad$ First Reading X Information $\qquad$ Resolution

## SUMMARY:

Shandon Unified School District had their checking accounts with Heritage Oaks Bank. On July 14, 2017 Pacific Premier Bank bought Heritage Oaks Bank. With this transition we need to change our checking accounts to Pacific Premier Bank Executive 50 Checking Account, so that we will not be charged a monthly fee.

# SHANDON JOINT UNIFIED SCHOOL DISTRICT 

P. O. Box 79, 101 South First Street, Shandon, CA 93461

Date: September 12, 2017
RE: Shandon Unified School District Pacific Premier Bank Accounts

Please change the following Checking Accounts for Shandon Joint Unified School District to the Executive 50 Checking Account.

Account Numbers
xxxxxxxx 38 , Section 125 Account
xxxxxxxx 11, Revolving Fund Account
xxxxxxxx03, Clearing Account
xxxxxxxx33, Associated Student Body Account
xxxxxxxx88, Shandon Elementary ASB

Thank you,

Teresa Taylor
Superintendent

Marlene Thomason
Board President
11.4

Shandon Joint Unified School District Monthly Enrollment 2017-18 SCHOOL YEAR


## As of September 6, 2017

## All Day

5:00 PM - 5:30 PM

9:00 PM - 10:00 PM

SHS Periods 1-4
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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-periods-1-4? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.7j7v6kuo22og08mmpa3b58eh4j\&hs=121 -::~:~::~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~::~:~::-

Safety Meeting RM 12 SHS
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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/safety-meeting? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.fm6obmq7p96dt83bqd8e4q4glg\&hs=121
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Shandon Advisory Meeting

September 07, 2017
Thursday


Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/district-retro? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.031ktakf7vtav5ovcodjtg55vp\&hs=121
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6:30 PM - 8:00 PM

## Neighborhood Food Distribution -- SHS Parking Lot


Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/neighborhood? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.tponr0ikvu58vchdb8s1h26r04\&hs=121

## September 08, 2017

SHS Periods 1-4
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This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts///shandonschools.org/shs-periods-1-4? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.5sbav7ihu1p9dpkj7lbt7pletc\&hs=121 $-:$ ~:~::~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~: $\sim: \sim: \cdot$

September 09, 2017

## Saturday

11:30 AM - 12:30 PM

FFA Sectional Officer Leadership Conference -- Atascadero, CA 93422, USA Sectional Officer Leadership Conference Attending- Isaac Lopez

Please do not edit this section of the description.
This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts/_/shandonschools.org/solc? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.58ncs1mintce4s0cekd6utan9n\&hs=121

Volleyball @ Alpaugh -- Alpaugh Unified School District, 5313 Road 39, Alpaugh, CA 93201, USA Away; GT 9:30 a.m.; RT 7:00 a.m. (w/ Football)

Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts//shandonschools.org/volleyball? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.05dmop6gm7q1h2gmp4can9auhd\&hs= 121
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Football @ Alpaugh -- Alpaugh Unified School District, 5313 Road 39, Alpaugh, CA 93201, USA Away; GT 1:00 p.m.; RT 7:00 a.m. (with Volleyball)

Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts///shandonschools.org/football? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.0h6uqm52n2j|fnpumh8tc3q|3u\&hs=121


## September 11, 2017

## Monday

All Day

10:30 AM - 11:30 AM

SHS Periods 5-8
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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-periods-5-8? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.29skg86t9ej7k22u779107h17h\&hs=121
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*SHS/ SMS 911 Remembrance \& Honoring -- Shandon, CA 93461, USA
Grade 6-12 Assembly @ Flag Pole for ceremony Honoring 9-11
Teresa Invite Board Members
MOT- Set up tables in Quad \& Podium @ Flag \& Bring Flag
Dayna- Set up Sound System/ Donuts \& coffee in Quad
Bianca- Invitation/Speech
Isaac Lopez Flag Salute \& unfold flag-Juliette
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This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-sms-911? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.0umir27rt|5h31vqb8vhg5hgas\&hs=121
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September 12, 2017

## Tuesday

SHS Period 1-4
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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-period-1-4? hceid $=c 2 h h b m R v b n N j a G 9 v b H M u b 3 J n X 3 E x N G 1 h b m U y Z G s y d j V u Y W k 4 Z 2 J q b n A 5 M T F r Q$ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.7hgle7hk4vmq3evq2iuif54cge\&hs=121
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Board Meeting

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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/board-meeting? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.br12dhcbrqhdrmch6usOlid1o0\&hs=121

[^5]| All Day | SHS Periods 5-8 |
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|  | Please do not edit this section of the description. |
|  | This event has a Google Hangouts video call. |
|  | Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-periods-5-8? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ |
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| 11:00 AM - 12:00 PM | Select Business Systems Meeting w/ Aleks |
|  | Please do not edit this section of the description. |
|  | This event has a Google Hangouts video call. |
|  | Join: https://plus.google.com/hangouts/_/shandonschools.org/select-business? |
|  | hceid $=c 2 h h b m R v b n N j a G 9 v b H M u b 3 J n X 3 E x N G 1 h b m U y Z G s y d j V u Y W k 4 Z 2 J q b n A 5 M T F r Q$ |
|  | Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.1tae1670qtj5nosjesm6r84h91\&hs=121 |
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| 1:00 PM - 5:00 PM | AFLAC Presentation- Pamela Johnson Elementary Site 11 a.m.-1 p.m. |
|  | High School Site 1 p.m.-3 p.m. |
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|  | Please do not edit this section of the description. |
|  | This event has a Google Hangouts video call. |
|  | Join: https://plus.google.com/hangouts///shandonschools.org/aflac-signup? |
|  | hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ |
|  | Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.jma53qi60eccgfvqtmo58nuj5k\&hs=121 |
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| 3:30 PM - 4:30 PM | SHS Staff Professional Development |
|  | Please do not edit this section of the description. |
|  | This event has a Google Hangouts video call. |
|  | Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-staff? |
|  | hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ |
|  | Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.0v2235povenb3fe6hOlrm6p6nj\&hs=121 |
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| 8:00 PM - 9:30 PM | FFA Chapter Meeting -- Mrs. Morton's Room \#12 |
|  | Please do not edit this section of the description. |
|  | This event has a Google Hangouts video call. |
|  | Join: https://plus.google.com/hangouts/_/shandonschools.org/ffa-chapter? |
|  | hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ |
|  | Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.22cqd9onb6rrond51u1qe3or26\&hs=121 |
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## SHS Periods 1-4

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Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-periods-1-4? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.2qgopbb7cckof6tlth924ob7pp\&hs=121
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4:30 PM - 5:30 PM
Education Leadership Committee -- 8005 Morro Rd, Atascadero, CA 93422, USA Morro Road Education Center

Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/education? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.0sadaguOchfslpoglnk7li49s0\&hs=121

## September 15, 2017

## Friday

## All Day

## SHS Periods 5-8

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Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-periods-5-8? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.768huruqvs72k4ejlkdm4huiiv\&hs=121
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9:00 AM - 5:00 PM

5:45 PM - 11:45 PM
*FFA Greenhand Leadership Conference -- California Mid-State Fair, 2198 Riverside Ave, Paso Robles, CA 93446, USA
First year FFA members (usually all 9th grade students) leadership conference Students will meet in front of District office to load bus at 6:50 in order to depart by 7:00 am.
All 21 freshman students are signed up for the conference.

Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/greenhand? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.3oskb657fquuf24f7i6gb7ikeg\&hs=121
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Football @ Anzar -- Anzar High School, 2000 San Juan Hwy, San Juan Bautista, CA 95045, USA Shandon Football @ Anzar High School. RT 3:45 GT 7:00

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This event has a Google Hangouts video call.

Join: https://plus.google.com/hangouts///shandonschools.org/football-anzar? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.7ufnai45mda4utnjntq3napr2a\&hs=121
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*ESL Classes Cuesta College @ 6PM -- Shandon, CA 93461, USA
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Volleyball College Game Trip -- West Hills College-Coalinga, 300 W Cherry Ln, Coalinga, CA 93210, USA Volleyball to visit West Hills College for VB game. 1

September 17, 2017

## Sunday

## WASC Accreditation

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Join: https://plus.google.com/hangouts/_/shandonschools.org/wasc? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.ipmm7gb28d37b8hd94iq1kuats\&hs=121
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## September 18, 2017

Monday

| All Day | WASC Accreditation |
| :---: | :---: |
|  | Please See Above |
| All Day | SHS Periods 1-4 |
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|  | Please do not edit this section of the description. |
|  | This event has a Google Hangouts video call. |
|  | Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-periods-1-4? |
|  | hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ |
|  | Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.38ksme1fagoqb1hnc9s79128fk\&hs=121 |
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September 19, 2017
Tuesday

SHS Periods 5-8

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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts//shandonschools.org/shs-periods-5-8? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.00fg5gt0lj9obp4sq|1umdnp5n\&hs=121


## September 20, 2017

Wednesday

12:00 AM - 12:00 AM

All Day

## WASC Accreditation

SHS Periods 1-4

Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-periods-1-4? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.03ug9ip80vaecq826urboj6ard\&hs=121
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## SHS Staff Professional Development

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This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-staff? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.0v2235povenb3fe6h0lrm6p6nj\&hs=121 -::~:~::~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~::~:~::-

September 21, 2017
Thursday

SHS Periods 5-8
-::~:~::~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~::~:~::-
Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-periods-5-8? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.40jl64njn6lj5r24f9b5e61n3o\&hs=121
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South Coast Region Industry Tour -- Salinas, CA \& San Juan Bautista, CA
Professional Development for Agriculture Instructors- Mrs. Morton \& Mr. Fuller

Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/dmorton?
hceid=ZG1vcnRvbkBzaGFuZG9uc2Nob29scy5vcmc.2qs50r5g93pnkjq688o0ehp4et\&hs= 121
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6:00 PM - 8:00 PM
*SES STEAM MUSEUM Assembly
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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/steam-museum? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.fpm4fkjn7p9adp6eke4uObgug0\&hs=121
-::~:~::~:~:~:~:~:~:~:~:~:~:~:~:~:~:~::~:~:~:~:~:~:~:~::~:~:~:~:~:~:~::~:~:~:~:~:~:::~:~::-
Volleyball @ Coast Union -- Coast Union High School, 2950 Santa Rosa Creek Rd, Cambria, CA 93428,
USA
Away; GT 4:00 p.m.; RT 1:45 p.m.
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Please do not edit this section of the description.
This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts/_/shandonschools.org/volleyball? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.4ag89uq354ptji5tl9usd4curq\&hs=121

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September 22, 2017
Friday
SHS Period 1-4

Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-period-1-4?
hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.52kg9h05aovjssugmned9eOv87\&hs=121
-::~:~::~:~:~:~:~:~:~:~:~:~:~:::~:~:~:~::~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~::~:~::-
*ESL Classes Cuesta College @ 6PM -- Shandon, CA 93461, USA
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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts///shandonschools.org/esl-classes? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ

## September 25, 2017

## Monday

## All Day

SHS Period 5-8
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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-period-5-8? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.6rdvtvufcbihu6kcnje7v24sab\&hs=121 -::~:~::~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~::~:~:ح:~:~:~:~:~:~:::~:~::-

## September 26, 2017

## Tuesday

| All Day | SHS Periods 5-8 |
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|  | Please do not edit this section of the description. |
|  | This event has a Google Hangouts video call. <br> Join: https://plus.google.com/hangouts/_/shandonschools.org/eramirez? <br> hceid=ZXJhbWlyZXpAc2hhbmRvbnNjaG9vbHMub3Jn.2hnp1017u1ck92hu440mp33hqs\& $\mathrm{hs}=121$ |
|  | -::~:ح::~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:-:~:~:~:~:~:~::~:~:: |
| 12:00 PM - 1:00 PM | *SES Bike \& Pedestrian Safety Week |
|  | Please do not edit this section of the description. |
|  | This event has a Google Hangouts video call. <br> Join: https://plus.google.com/hangouts/_/shandonschools.org/bike-pedestrian? <br> hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ <br> Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.45s9cclmaero1814q86m9p359I\&hs=121 |
| 6:00 PM - 8:00 PM | Volleyball @ Valley Christian -- Valley Christian Academy, 2970 Santa Maria Way, Santa Maria, CA 93455, USA |
|  | Away; GT 4:00 p.m.; RT 1:15 p.m. |
|  | Please do not edit this section of the description. |
|  | This event has a Google Hangouts video call. <br> Join: https://plus.google.com/hangouts/_/shandonschools.org/volleyball? <br> hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ <br> Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.3hqri17dsml1e1kk7stdig43kj\&hs=121 |

September 27, 2017
Wednesday
All Day
3:30 PM - 4:30 PM

3:30 PM - 4:30 PM

6:00 PM - 8:00 PM

SHS Periods 1-4
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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/eramirez?
hceid=ZXJhbWlyZXpAc2hhbmRvbnNjaG9vbHMub3Jn.4thk6jbutkt88ml6r4qb3545cl\&hs= 121

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## *SES Bike Rodeo

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This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts/_/shandonschools.org/ses-bike-rodeo? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.638d61kkjc1i8m5b8il51nb3od\&hs=121 -::~:~::~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~::~:~::-

## SHS Staff Professional Development

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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-staff? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.0v2235povenb3fe6h0lrm6p6nj\&hs=121
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Volleyball vs Alpaugh -- Shandon High School, 151 S 1st St, Shandon, CA 93461, USA
Home; GT 4:00
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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/volleyball-vs? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.77ga7hmf4h3gogvdn51tvfmotq\&hs=121

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SLO Section O/C Morro Bay -- Morro Bay High School, 235 Atascadero Rd, Morro Bay, CA 93442, USA SLO Section FFA Contest- This is a minimum day schedule so all students need to report back in front of district office in FFA uniform by 2:15 in order to load Ag. Vehicles or Bus and depart by 2:30. Contest begins at 4:00 pm. Must register competing teams between $3: 30$ and $3: 45 \mathrm{pm}$. At least 3 teams competing of 6 but maybe 6 if all students commit and follow through. A total of 18 to 30 students.
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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/slo-section-o-c? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWkk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.4d1fjhscevjfshpf6kfrhs858m\&hs=121
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Thursday

## All Day

6:00 PM - 8:00 PM

## SHS Periods 5-8

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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts//shandonschools.org/shs-periods-5-8? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.5poavirjqhapltsd4b21r5k7qm\&hs=121 -::~:~::~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~::~:~::-

Volleyball @ Coastal Christian -- Coastal Christian School, 1005 N Oak Park Blvd, Pismo Beach, CA 93449, USA
Away; GT 4:00 p.m.; RT 1:45 p.m.

Please do not edit this section of the description.
This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts/_/shandonschools.org/volleyball? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.2f3ivtlcvseb6as9bsjdoaf5kq\&hs=121
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September 29, 2017
Friday

## *Parkfield Picture Day

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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/parkfield?
hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWkk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.ejog3o6bht52iq5j3dbja0cvt4\&hs=121
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All Day
*SES Picture Day
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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/ses-picture-day? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.p0e3461soaapu30br207cu46mk\&hs=121
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All Day
SHS Period 1-4
Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-period-1-4? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.5olr5kpv8l3n3buksvoeubsraq\&hs=121

## September 29, 2017 Continued

Friday

## 2:00 PM - 3:00 PM

8:00 PM - 10:30 PM

Oct. 10th Board Items Deadline

Please do not edit this section of the description.

This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts//shandonschools.org/oct-10th-board? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.2jrcgc3e5rp1t4sum45i14mpci\&hs=121
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*ESL Classes Cuesta College @ 6PM -- Shandon, CA 93461, USA
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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/esl-classes? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwL.mNhbGVuZGFyLmdvb2dsZS5jb20.0kl6jvtrt1dj9jhvero7tnolcj\&hs=121
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*SES Family Movie Night
Please do not edit this section of the description.
This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts/_/shandonschools.org/ses-family? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.716ggik43ne9edf8aiqv9cm0d1\&hs=121

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Football @ Cuyama Valley -- Cuyama Valley High School, CA-166, New Cuyama, CA 93254, USA Away; GT 7:00 p.m.; RT 3:45 p.m.
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This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts/_/shandonschools.org/football-cuyama? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.7e8qb87dl2p1fbqf9gad902b1u\&hs=121

October 02, 2017
Monday

## All Day

## SHS Periods 1-4

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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-periods-1-4? hceid $=c 2 h h b m R v b n N j a G 9 v b H M u b 3 J n X 3 E x N G 1 h b m U y Z G s y d j V u Y W k 4 Z 2 J q b n A 5 M T F r Q$ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.5tkeafahfdnhjace51k9v0ah3r\&hs=121

SHS Periods 5-8

Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts///shandonschools.org/shs-periods-5-8? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.49vh3vvhfik9laq7spqcbqhfde\&hs=121
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Volleyball vs Maricopa -- Shandon High School, 151 S 1st St, Shandon, CA 93461, USA
Home; GT 4:00

Please do not edit this section of the description.
This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts/_/shandonschools.org/volleyball-vs? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.0ui23e36ct5ehlk5rnrj1 gn9|1 \& hs=121
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## October 04, 2017

Wednesday
SHS Periods 1-4
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Please do not edit this section of the description.

This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-periods-1-4? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.6blc3t9dhh5iguut4fb5b4rg0r\&hs=121
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## SHS Staff Professional Development

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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-staff? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.0v2235povenb3fe6h0irm6p6nj\&hs=121
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Safety Meeting Rm 12B SES
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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/ /shandonschools.org/safety-meeting? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.bnldr5fo64|410ktmq7j331opg\&hs=121
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## October 05, 2017

Thursday

12:00 AM - 12:00 AM

All Day

9:15 AM - 5:00 PM

6:00 PM - 8:00 PM

6:30 PM - 8:00 PM

## *S.Howard Off Duty

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Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/s-howard-off? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.7n4kfdf417jgj0cv1ppd8hjock\&hs=121
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SHS Periods 5-8
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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/shs-periods-5-8? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.679cqja02dnngqacbr4tfhc400\&hs=121
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*6th Grade Kids Art Smart @ Hearst Castle
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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/kids-art-smart? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.55f3p3k370vs4pfbh0v3snur4o\&hs=121
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Volleyball @ Cuyama Valley -- Cuyama Valley High School, CA-166, New Cuyama, CA 93254, USA
Away; GT 4:00 p.m.; RT 1:00 p.m.

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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/volleyball? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.1500ean7c84d7bbn7cat7l30bl\&hs=121
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Neighborhood Food Distribution -- SHS Parking Lot
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Join: https://plus.google.com/hangouts/_/shandonschools.org/neighborhood? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.tponr0ikvu58vchdb8s1h26r04\&hs=121
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12:00 AM - 12:00 AM

All Day
*S.Howard Off Duty

SHS Periods 1-4

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## *ESL Classes Cuesta College @ 6PM -- Shandon, CA 93461, USA


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This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts/_/shandonschools.org/esl-classes? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.0kl6jvtrt1dj9jhvero7tnolcj\&hs=121

October 09, 2017
Monday

## All Day

SHS Periods 1-4
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October 10, 2017
Tuesday

## All Day

SHS Periods 5-8
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6:00 PM - 8:00 PM

Volleyball vs Coast Union -- Shandon High School, 151 S 1st St, Shandon, CA 93461, USA Home; GT 4:00 p.m.
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This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts/_/shandonschools.org/volleyball-vs?
hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.1glc0dm40nis3en63dqtdcbj2a\&hs=121
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Board Meeting
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October 11, 2017
Wednesday
SES The Great Agventure Field Trip 4th Grade -- Fairgrounds, 2198 Riverside Ave, Paso Robles, CA 93446, USA

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This event has a Google Hangouts video call. Join: https://plus.google.com/hangouts/_/shandonschools.org/the-great? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.pmtogubvfeh73to7p6b60iu738\&hs=121

All Day

## SHS Periods 1-4

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*SHS PSAT 10th \& 11th Grade -- SHS Room \# 6
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## SHS Staff Professional Development


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hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.0v2235povenb3fe6hOlrm6p6nj\&hs=121


October 11, 2017 Continued
Wednesday

## October 12, 2017

Thursday

## All Day

## SHS Open House/Community Night 5 -7PM

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## SHS Periods 5-8

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6:00 PM - 8:00 PM
Volleyball vs Valley Christian -- Shandon High School
Home; GT 4:00 p.m.

Please do not edit this section of the description.
This event has a Google Hangouts video call.
Join: https://plus.google.com/hangouts///shandonschools.org/volleyball-vs? hceid=c2hhbmRvbnNjaG9vbHMub3JnX3ExNG1hbmUyZGsydjVuYWk4Z2JqbnA5MTFrQ Gdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20.7akgo2ffa58284rnekd8mt8gls\&hs=121
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## Open House

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hceid=dHRheWxvckBzaGFuZG9uc2Nob29scy5vcmc.tkhom4t4avlp381qf8an2i8jfc\&hs= 121
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October 13, 2017
Friday

## All Day

## SHS End of 1st Quarter

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All Day

8:00 PM - 10:30 PM

9:00 PM - 11:00 PM

SHS Periods 1-4
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*ESL Classes Cuesta College @ 6PM -- Shandon, CA 93461, USA

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Football @ Valley Christian -- Valley Christian Academy, 2970 Santa Maria Way, Santa Maria, CA 93455, USA
Away; GT 7:00 p.m.; RT 4:00 p.m.
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3rd Grade




5th Grade


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7th Grade


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Report to School Board of Shandon Joint Unified School District Special Education Department
September 1, 2017


## Students

Current students receiving special education services: $51+2$ served in Regional Programs PK - $5^{\text {th }}$ grade: 34
$9^{\text {th }}-12^{\text {th }}$ grade: $17+8 w / 504$ Plan
Students receiving only speech therapy service: 14
Students of residence being served outside of Shandon School District: 3
Number of students being evaluated for special education services: 2
IEP meetings held: 2
504 Plan meetings held: 0
Special Education Operations Committee (SEOC) Meetings attended: 0
Professional Development attended:
7/10-11 SPED PD Institute, Technology and Ed Workshop: Cherry, Solis, Gutierrez
7/10 SPED PD Institute, Technology and Ed Workshop: Carr, Valdez
8/22 \& 24 New Teacher SEIS (Special Ed Information System) Training: Solis

## Staff

Credentialed special education teachers: 3
Sue Cherry, Monica Carr, Danya Pratt
Classified Para-educators supporting special education: 6.08
$9-12^{\text {th }}$ grades: Elizabeth Solis, Cassandra Uzeta
$6-8^{\text {th }}$ grades: Keila Navarro, Carolina Gutierrez (both half time)
TK $-5^{\text {th }}$ grades: Jenni Valdez, Cami Jewell, Martha Soto + Sheryl Easterbrook ( 30 min . daily) Substitutes: Enrique Ramirez, Katy Kuhnle

Service Specialists providing special education services: 5
Adaptive PE: Jolene Martin (2 hours/month) - serves 1 student
Occupational Therapist: Jeanette Daily (1 day/week) - serves 5 students
Speech Pathologist: Tracy White (3 days/week) - serves 23 students
School Psychologist: Andy Needles (3 days/week) - serves District through student assessment, individual counseling, and facilitating most IEP meetings.
Casemis Operator: Tonya Baxley, Templeton USD
Prepared and Submitted by: Sue Cherry, Special Education Coordinator

## Board Report for September 2017 <br> Shandon Elementary

## Assemblies/Presentations

Grades TK-12 enjoyed Café Musique on August $30^{\text {th }}$. The presentation was sponsored by the County Office of Education and featured classic music from around the world.

Retro Bill will be conducting 3 presentations for grades TK-12 on September $7^{\text {th }}$. Each presentation will have a positive image and anti-bullying message.

Bike and Pedestrian Safety Assembly for grades TK-5 will be held on September $26^{\text {th }}$ and will be followed with a Bike Rodeo on September $27^{\text {th }}$ so that students can practice the safety tips taught during the assembly.

We are partnering with One Cool Earth again this year. They will be on campus every Thursday working with students and teachers in the garden and conducting Next Generation Science lessons. In addition, they are establishing a Green Team to work with the cafeteria to establish food composting.

The STEAM Museum will be here on September $21^{\text {st }}$ for grades TK-6. This is a children's museum that has hands on activities in science, technology, engineering, art, and math.

## Vision Screening

Vision screening was completed for Transitional Kindergarten, Kindergarten, first, second, third, fifth, eighth grade and all Parkfield Elementary students on August $29^{\text {th }}$. Notices will be sent home notifying parents of screening results.

## Back to School Night

Parkfield Back to School Night is scheduled for September 14 ${ }^{\text {th }}$ at 6:00pm. Shandon Elementary hosted Back to School Night on August $24^{\text {th }}$. We had 59 families participate in the event. The Colts Café staff prepared delicious tacos for the families and we offered a Kindle Fire as a door prize.

## CELDT/ELPAC

The state of CA is updating the testing that measures progress on English Language Acquisition. The new test will be called ELPAC. This year CELDT will be administered in the fall to students in need of an initial assessment and ELPAC will be given to all second language students in the spring for their annual assessment. Aleks Hewitt and I will be traveling to Monterey in November to be trained on administering the new ELPAC assessment

## Parent Teacher Conferences

Conferences will be held on October $3^{\text {rd }}-5^{\text {th }}$. Teachers will be meeting with parents to discuss their child's progress report.

## Family Movie Night

Our first Family Movie Night will be held on September $29^{\text {th }}$ at 6:00pm and will feature Boss Baby.

## Picture Day

September 29 ${ }^{\text {th }}$

CAASPP Results
See Attached

Prepared and Submitted by Shannon Kepins

## Superintendent's Report

Café Musiac Assembly - Dr. Brescia arranged for this world renowned musical group to perform for ALL of the District students. The performance was fantastic. The students were engaged, amused and participating. More musical events will be planned in the future.

Library Donations - Dolores Spangler, who passed away recently, left direction that donations in her memory be made to the Shandon Elementary Library. We will be sending thank you notes to all donors and the family for any donations.

Queen Ellen - We were very excited to find out that former longtime Shandon District employee and current Measure K Bond Oversight Committee Member Ellen Schroeder will serve as the 2017 Pioneer Day Queen. We are hoping to arrange for our students and staff to participate in the parade in her honor.

State Assemblyman Jordan Cunningham - SLO County Superintendents and Career Technical Education Coordinators recently met Assemblymen Cunningham to discuss CTE funding. He has sponsored legislation to continue funding CTE into future years to guarantee students the opportunity to be prepared for a career. That legislation is currently in limbo with the possibility of not being considered for a vote by the legislature. Each participant was given a chance to express the importance of CTE in their schools and suggest methods of gaining industry and community support for CTE funding legislation.

State Senator Monning - SLO County Superintendents recently met with Senator Monning who updated us on current education issues and sought input from us on District concerns. Most Superintendents stated that the tremendous increase over the next three years in the required District contributions to STRS and PERS was the most pressing issue Both took input from the superintendents, answered questions and updated on current legislation.

Retro Bill Assemblies - Retro Bill presented his anti bullying/anti drug message to all Distric students on September $7^{\text {th }}$ in the SHS gym.

911 Observation - ASB invited local law enforcement, fireman, and highway patrol personnel to a 911 Observations September 11 at 8:30AM at the SHS flagpole.


## PLEASE JOIN SHANDON HIGH SCHOOL AND MIDDLE SCHOOL

 as we remember 9/11 and honor all of our men and women who risk their lives every day for us.

Students, staff and guests are asked to assemble at the flag pole in front of SHS by 8:25 AM.

Our ceremony and flag-raising will begin promptly at 8:30 AM.


Guests are invited to stay for a small thank you celebration at 9 AM hosted by the SHS student body.



[^0]:    

[^1]:    California Dept of Education

[^2]:    California Dept of Education
    SACS Financial Reporting Software - 2017.2.0
    File: por (Rev 05/05/2016)

[^3]:    Callfomla Dept of Education

[^4]:    Legal Reference:
    EDUCATION CODE
    200-262.4 Prohibition of discrimination
    222 Reasonable accommodations; lactating students
    8200-8498 Child care and development programs
    8500-8538 Adult basic education
    18100-18203 School libraries
    32289 School safety plan, uniform complaint procedures
    35186 Williams uniform complaint procedures
    48853-48853.5 Foster youth
    48985 Notices in language other than English
    49010-49013 Student fees
    49060-49079 Student records
    49069.5 Rights of parents

    49490-49590 Child nutrition programs
    51210 Courses of study grades 1-6
    51223 Physical education, elementary schools
    51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students; course credits; graduation requirements
    51228.1-51228.3 Course periods without educational content

    52060-52077 Local control and accountability plan, especially:
    52075 Complaint for lack of compliance with local control and accountability plan requirements

[^5]:    -::~:~::~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~:~;~:~:~:~::~;~::-

