

COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street
Cottonwood, CA 96022

AGENDA FOR Tuesday, September 20, 2022 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Rules and Procedures

The Cottonwood Union School District Board desires that its meetings be conducted in an open fashion and encourages public participation. Persons attending a meeting who wish to speak concerning an agenda item should notify the Board Chairperson of their desire to speak prior to the start of the meeting and should come forward during the time set aside for public comment and communication. It may be necessary, at times, for the Chairperson to limit discussions due to time considerations.

Arrangements to place an item on the agenda and make a presentation concerning said item must be established with the Superintendent, or any Board Member, at least ten calendar days in advance of the meeting. The request to address the Board shall be submitted in writing and the proposed stated in, or with, the request.

1.0 Call Regular Meeting to Order

2.0 Pledge of Allegiance

3.0 Approval of Agenda

4.0 Recognition (Students, Staff, Curriculum) Curriculum Review

None at this time

5.0 Public Forum/Hearing of Person Wishing to Address the Board

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law (Education Code 35145.5, Government Code 54954.2). Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities (Government Code 54954.2). Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. Comments shall be limited to 3 minutes per person and 20 minutes for all comments, unless different time limits are set by the Chairman subject to the approval of the Board.

6.0 Consent Agenda

6.1 Review of Consent Agenda

**6.1.1 Approval of Board Meetings for Regular Board Meeting held on (pg. 4-7)
Tuesday, August 16, 2022**

**6.1.2 Approval to Hire: Raquel Daoust -Cook, Ashley Ely – Cafeteria Assistant,
Alexys Kipp, Instructional Assistant, Elizabeth Moiser- Instructional Assistant,
Ryan Russell -Instructional Assistant, Merisa Smith – Instructional Assistant,
Kara Steiner – Instructional Assistant**

**6.1.3 Accept resignation letter from Megan Clark- Instructional Assistant,
Aaron Hunter – Teacher, Shinyce Laughlin – L V N,
Katie Qualls – Instructional Assistant, (pg. 8-11)**

6.1.4 Approval of the following Contracts:

Brightwheel Premium Partnership Agreement-Preschool Point of Sales System (pg. 12)

Cresswell/Breslin Occupational Therapy Services PC (pg. 13-15)

Dignity Health Connected Living Foster Grandparent Program (pg. 16-18)

Shasta Co Office of Ed – Certificated Library Services (pg. 19-20)

Shasta Co Office of Ed – Project Share (pg. 21-23)

Shasta Co Office of Ed – SARB (pg. 24-25)

6.2 Approval of Consent Agenda

7.0 Discussion/Action items

7.1 Consider approval of the Commercial Warrants (pg. 26-57)

7.2 Public Hearing- persons wishing to address the Board regarding sufficient/ insufficient pupil textbooks/instructional materials Consider adoption of **Resolution #2022-15**, specifying that each pupil within the school district has or will have, prior to the end of the fiscal year, sufficient textbooks or instructional materials in each subject area that are consistent with the curriculum frameworks adopted by the State Board (pg. 58-59)

7.3 Consider certification of the 2021/2022 Unaudited Actuals. (pg. 60-173)

7.4 Consider approval of Resolution #2022-16 fixing the Appropriations Limit. This resolution establishes maximum appropriations for school districts each fiscal year in accordance with the provisions of the Gann Amendment, as amended by Proposition 98 (Also enclosed is a Fiscal Report titled “Calculating Your Annual Gann Limit” to help explain the Gann Limit) (pg. 174-178)

7.5 Consider Approval of the Revised Budget Overview for parents/LCAP for 2022/23 (pg. 179-183)

7.6 Consider Approval of Change of 3 hr. Cafeteria Assistant to 5.75 hrs. (pg. 184)

7.7 Consider Approval of New Full Time Special Ed Director Position with Admin Credentials (pg. 185)

7.8 Consider Approval of New School Psychologist Position (pg. 186-187)

7.9 Consider Approval of Special Ed 1-1 Aide 5.75 hrs./day for Student attending Happy Valley Mod/Severe Class (pg. 188)

7.10 Consider approval of change to work calendar for the following positions:

LVN (pg. 189)

Health Clerk (pg. 190)

Site Clerks (pg. 191)

7.11 Consider approval: Board Policies/Administrative Regulations:

- BP 3550: Food Service/Child Nutrition Program (pg. 192-198)**
- AR 3550: Food Service/Child Nutrition Program (pg. 199-206)**
- BP 3551: Food Service Operations/Cafeteria Fund (pg. 207-215)**
- AR 3551: Food Service Operations/Cafeteria Fund (pg. 216-225)**
- BP 3553: Free And Reduced Price Meals (pg. 226-232)**
- AR 3553: Free And Reduced Price Meals (pg. 233-240)**
- AR 4112.2: Certification (pg. 241-252)**
- AR 4161.8: Family Care And Medical Leave (pg. 253- 271)**
- AR 4261.8: Family Care And Medical Leave (pg. 272- 290)**
- AR 4361.8: Family Care And Medical Leave (pg. 291- 309)**
- AR 6173.1: Education For Foster Youth (pg. 310- 323)**
- BP 6158: Independent Study (pg. 324- 344)**
- AR 6158: Independent Study (pg. 345- 354)**

8.0 Informational Items:

- 8.1 CTA Report**
- 8.2 Superintendent’s Report**
- 8.3 Principal’s Report**

9.0 Information/Communication Items.

- 9.1 Enrollment Report Sep 15,2022 (pg. 355-356)**
- 9.2 Shasta County Pooled Investment Report for August 2022 (pg. 357-358)**
- 9.3 Letter from De’An Chambless, SCOE, regarding the Adopted Budget and LCAP (pg. 359-360)**

10.0 Governing Board Discussion and Suggested Agenda Items

11.0 Future Meetings:

- 11.1 Regular Board Meeting, Tuesday, October 18, 2022 6:30 p.m.** in the West Cottonwood School Library, 20512 w First Street, Cottonwood, CA 96022

12.0 Closed Session: Adjournment to Closed Session during this meeting to consider and/or take action upon the following items:

- 12.1 Pursuant to Government Code Section 54957**
Public Employee / Discipline / Dismissal / Release

Public Notice of Action Taken in Closed Session

13.0 Adjournment

AMERICAN WITH DISABILITIES ACT NOTICE

In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board of Trustees meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the District Office at (530) 347-3165. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodation, auxiliary aids or services.

DOCUMENT AVAILABILITY

Documents provided to a majority of the Governing Board regarding an open session item on this agenda, including documents distributed to the board less than 72 hours in advance of a board meeting are available for public inspection at the District office located at 20512 West First Street, Cottonwood, CA 96022 during normal business hours.

NOTE Copies of the agenda, approved board minutes and board packets may be reviewed/downloaded on the Cottonwood Union School District’s website at www.cwusd.com Each month’s board packet will be available on the website after 3 00 p m on the Friday prior to the Regular Board Meeting

To review and/or print a board packet

Go to www.cwusd.com

Click on [Board of Trustees](#) in the right hand column

Click on [Board Meeting Documents](#) in the left hand column, and

Click on [Meeting Agendas, Minutes, or Board Meeting Packets](#) to review or download as you would like

Cottonwood Union School District

20512 West First Street
Cottonwood, California 96022

Tuesday, August 16, 2022

Regular Board Meeting, West Cottonwood School Library

Members Present Mr Iles, Mr O'Brien, Mrs Sulzer, Mrs Cordova, Mrs McDougall
Others Present Superintendent Doug Geren
Principals Terri Wright, Cecile Lamar,
Laura Merrick, CBO
Amanda McAbel – District Admin Assistant

1 Staff and Community member present

- 1.0 Call Regular Meeting to Order at 6:30 pm by Mr. Iles
- 2.0 Pledge of Allegiance led by Mr. Iles
- 3.0 Approval of Agenda
ACTION: Mrs Cordova made a motion, seconded by Mrs McDougall to approve the agenda as presented
VOTE: Unanimous in Favor
- 4.0 Recognitions (Student, Staff, Curriculum) Curriculum Review-
None at this time
- 5.0 Public Forum/Hearing of Persons Wishing to Address the Board
None at this time
- 6.0 Consent Agenda
 - 6.1 Review of Consent Agenda
 - 6 1 1 Approval of Board Meetings for
Regular Board Meeting held on **Tuesday, June 28, 2022**
Regular Board Meeting held on **Wednesday, June 29, 2022**
 - 6 1 2 Approval to Hire **Ariel Harris** - Teacher, **Christina Baker** – Teacher, **Leticia Bugarin** – Instructional Assistant, **Holly Morris** - Instructional Assistant, **Roxy Mueller** – Cafeteria Assistant, **Taryn O'hern** - Instructional Assistant, **Amber Pitner** – Teacher, **Autumn Poole** - Counselor, **Katie Qualls** - Instructional Assistant, **Jaime Weideman** - 6th Grade Teacher
 - 6 1 4 Accept resignation letter from **Kaylee Castaneda**, **Donald Leedy** – Recess Duty/Aide Cafeteria Assistant, **Omeara Watson** – 5th Grade teacher, **Yvonne White** – Preschool Assistant

6 1 5 **Accept Retirement Letter from: Mark Lacy – Bus Driver, Cheryl Struble, Cafeteria Assistant
Shasta County Office of Education – North Cottonwood Preschool Facility Use Agreement 2022/23 - 2026-27
Shasta County Office of Education- Document Tracking Services 2022/2023**

6 2 **Approval of Consent Agenda**

ACTION: Mrs Cordova made a motion, seconded by Mrs Sulzer to approve the consent agenda

VOTE: Unanimous in Favor

7.0 Discussion/Action Items

7 1 **Consider Approval: Commercial Warrants**

ACTION: Mrs Cordova made a motion, seconded by Mrs McDougall to approve the commercial warrants

VOTE: Unanimous in Favor

7 2 **Consider approval of the 45-Day Budget Revision 2022/2023**

ACTION: Mrs Cordova made a motion, seconded by Mrs McDougall to approve the 45-Day Budget Revision 2022/2023

VOTE: Unanimous in Favor

7 3 **Consider approval of the Consolidated Application**

ACTION: Mrs McDougall made a motion, seconded by Mr O'Brien to approve the Consolidated Application

VOTE: Unanimous in Favor

7 4 **Consider approval of the 2022 Local Agency Biennial Notice and review of BB 9270, Conflict of Interest Code**

ACTION: Mrs Sulzer made a motion, seconded by Mrs McDougall to approve

VOTE: Unanimous in Favor

7 5 **Consider approval: Board Policies/Administrative Regulations:**

ACTION: Mrs McDougall made a motion, seconded by Mrs Cordova to approve BP 0420 41, E (1) 0420 41, E (1) 1113, AR 1312 4, E (2) 1312 4, BP3110, AR 3517 E (1) 3517, BP 3523, AR 3523

VOTE: Unanimous in Favor

7.6 **Consider approval to surplus old Chromebooks**

ACTION: Mrs Cordova made a motion, seconded by Mrs McDougall to approve surplus of old chrome books

VOTE: Unanimous in Favor

- 7.7 **Consider approval of reinstatement of District Wide Speech Aide 5.75 position**
ACTION: Mr O'Brien made a motion, seconded by Mrs McDougall to approve reinstatement of District Wide Speech Aide 5 75 position
VOTE: Unanimous in Favor
- 7.8 **Consider approval of change in 8-hour cafeteria position**
ACTION: Mr O'Brien made a motion, seconded by Mrs Cordova to approve change in 8-hour Cafeteria position
VOTE: Unanimous in Favor
- 7.9 **Consider approval of Cottonwood Teachers Association Contract 2022-2024**
ACTION: Mrs McDougall made a motion, seconded by Mr O'Brien to approve the Cottonwood Teachers Association Contract 2022-2024
VOTE: Unanimous in Favor
- 7.10 **Consider approval of Resolution # 2022 – 14 Energy Service Contract**
Exhibit A
Exhibit B
ACTION: Mr O'Brien made a motion, seconded by Mrs McDougall to approve Resolution # 2022-14 Energy Service Contract
VOTE: Unanimous in Favor
- 7.11 **Consider approval of Change of Parent Teacher Conference week on School Calendar 2022/2023**
ACTION: Mr O'Brien made a motion, seconded by Mrs McDougall to approve Change of Parent Teacher Conference week on School Calendar 2022/2023
VOTE: Unanimous in Favor
- 7.12 **Consider approval of Independent Study Program 2022-2023**
ACTION: Mrs McDougall made a motion, seconded by Mrs Sulzer to approve Independent Study Program 2022-2023
VOTE: Unanimous in Favor

8.0 Informational Items-

- 8 1 CTA Report – None
- 8 2 Superintendent's Report – Mr Geren spoke briefly about Air Quality Level and gave handouts, mentioned the surplus truck sold for \$6900 and we had a welcome back staff meeting breakfast This year we will be adding the Rhonda Road route back to transportation He attended the Preschool Orientation where parents were very positive Mr Geren gave an update on the bathroom remediation ERIC's classroom has at least 2 students right now We met with project share today to discuss this year's program and fees

- 8 3 Principal's Report – Mrs Wright reports Summer school went great and Project share summer camp ended on 7/29/2022
Mrs Lamar – Reports it's a great start ("We are better together"), they are working on team-ly-ness

9.0 Information/Communication Items

- 9 1 Shasta County Pooled Investment Report for June & July 2022
- 9 2 Quarterly Williams Uniform Complaints July 2022

10.0 Governing Board Discussion and Suggested Agenda Items:

None at this time

11.0 Future Meetings:

- 11 1 Regular Board Meeting, **Tuesday, September 20, 2022 6:30 p.m.** in the West Cottonwood School Library, 20512 w First Street, Cottonwood, CA 96022

12.0 Closed Session: Adjournment to Closed Session at 7:34 pm to consider and/or take action upon the following items:

- 12 1 Pursuant to Government Code section 54957
Public Employee / Discipline / Dismissal / Release

13.0 Adjournment- the meeting adjourned at 08 15 pm

Matt Iles, President

Heather Sulzer, Clerk

Kim Cordova, Member

Deidre McDougall, Member

James O'Brien, Member

Terri Wright

From: Megan Clark
Sent: Tuesday, August 30, 2022 7 50 AM
To: Terri Wright
Subject: Letter of resignation

Good morning, I'm sorry for writing this so late.

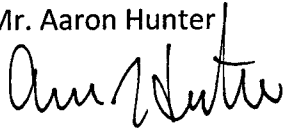
As of September 2nd, 2022 I will be resigning my 3.75 hour position as a paraprofessional. I have received a new job offer and I appreciate everything you have done for me over these last few years working at the school! If you have any questions, feel free to reach out to me.

Megan Clark

Dear Mr Doug Geren,

With a heavy heart and great sadness, I am here to submit my resignation as Physical Education Teacher at West Cottonwood Middle School My last day will be Sept 9, 2022 I would like to thank you from the bottom of my heart for allowing me the opportunity to teach at West Cottonwood. Due to personal reason's however, I must end my career with you. Thank you for all that you have done, I cannot repay you for the help and guidance, but I can thank you. Take care and God Bless

Mr. Aaron Hunter

 9.9.2022

Resignation Letter 9/08/2022

Cottonwood Unified School District

This is extremely difficult to write I have been offered an incredible opportunity, one that I cannot pass up on and that is beneficial for my children and my life I have loved the short time spent at the district, especially moments I get to share with the students I am very much interested in perusing, still, the path of Credentialed School Nurse and hopefully there will be a more fitting time for that place in my life in the future. My last day with the district will be Thursday 9/22/22. I hope I have prepared as much as I could for this year and that it will make the transition much smoother for whomever takes over care of these amazing kids. I am grateful beyond words for this opportunity and wish nothing but the best

A handwritten signature in black ink, appearing to read 'Shinyce Laughlin', with a long horizontal flourish extending to the right.

Shinyce Laughlin, RN

Katie Baugh

From: Cecile LaMar
Sent: Monday, August 22, 2022 2:35 PM
To: Katie Baugh
Subject: FW: K Qualls letter of res

So, I heard from Jandee that she will be working in Gridley. It's nothing to do with us.

From: Katie Qualls [mailto:kiqualls14@gmail.com]
Sent: Monday, August 22, 2022 12:00 PM
To: Cecile LaMar <clamar@cwusd.com>
Subject: K Qualls letter of res

CAUTION: This email originated from outside of Cottonwood Union School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To Whom it may concern,

I'm submitting my letter of resignation at North Cottonwood Elementary School. I am able to work through 8/25/22. I have enjoyed my brief time at this school, but need to make the move for my family's best interests. Thank you so much,
Katie Qualls
(541)916-6870



Premium Partnership Agreement

We are excited to welcome you to the brightwheel community! The items below outline the terms of our partnership together

- Partner Cottonwood Union School District
Pricing Regular Price- \$700 per year if paid annual upfront
1st Year with pro-rated 2 months at 50% off or \$645
Payment Processing for Families Checks & Cash No fees
ACH Flat fee of \$0.90 per transaction
Credit/Debit. 2.9% payment processing fee
Training & Support Includes setup, training, and intake of student information
Support via email and phone (by appointment) for administrators, staff, and parents
Platform Access Brightwheel Premium tier
Unlimited user accounts (admin, staff, students, parents)
Unlimited classrooms
Term & Termination Term Initial term starting September 21, 2022
Renewal Renews on an annual basis unless terminated by either party
Termination: Either party may terminate by written notice delivered at least 30 days prior to the end of the initial term or any renewal term

The services and products selected in this Partnership Agreement are Services as described in Brightwheel's Terms of Service (ToS) www.mybrightwheel.com/terms The Services are subject to and shall be provided in accordance with the ToS Partner's use of the Services is governed by this Partnership Agreement as well as the ToS

(Customer signature)

(Brightwheel signature)

By _____

By Roger Plummer

Title _____

Title Director of Sales Development

Date _____

Date _____

Agreement for Independent Contract Services

This Agreement is made and entered into this date August 1st, 2022 by and between Cottonwood School District hereinafter referred to as "SCHOOL" and Cresswell/Breslin Occupational Therapy Services PC hereinafter referred to as "CONTRACTOR"

Whereas, the SCHOOL is authorized by Section 53060 of the California Government Code to contract with an independent contractor for specialized services; and, whereas the CONTRACTOR is specially trained, experienced and competent to provide the special services required;

NOW THEREFORE, the parties hereto agree as follows.

1. CONTRACTOR shall provide the following services:

Occupational Therapy assessment and/or services

Physical Therapy assessment and/or services

Sensory Motor Group Services and related school Supplies

2. CONTRACTOR will commence providing services on August 17th, 2022.
3. CONTRACTOR shall perform said services as an independent contractor and shall not be deemed an employee or officer of the SCHOOL for any purpose. CONTRACTOR shall be under control of the SCHOOL as to results to be accomplished and not to the means or manner by which such result is to be accomplished.
4. CONTRACTOR agrees to and shall hold harmless the indemnify the SCHOOL, its officers, agents, and employees from every claim or demand made and every liability or loss, damage, or expense which may be incurred by the reason of the operation of this agreement.
5. CONTRACTOR shall provide Workers' Compensation coverage at the CONTRACTOR'S own expense, or self-insure his/her services.
6. SCHOOL will prepare and furnish to CONTRACTOR upon request such information as is reasonably necessary to the performance of the CONTRACTOR under this agreement.
7. SCHOOL shall pay CONTRACTOR fee for services upon invoicing at a rate of \$225.00 per hour for in person and at-distance OT & PT services, \$225.00 per hour for Sensory Motor Groups and \$225.00 for initial and Re-Evaluation OT & PT Evaluations. Evaluations with standardized testing will be invoiced at \$250.00 and fee to face to face with student will be invoiced at \$75.00 per hour. Payment will be made by the SCHOOL pursuant to this Independent Contract for Services upon receipt of invoice.
8. This Agreement is not assignable without written consent of the parties hereto.

9 This Agreement shall remain in full force and effect for a one (1) year period. This Agreement shall be automatically renewed for an additional one (1) year period annually.

10. SCHOOL and CONTRACTOR each will have the right to terminate this Agreement without cause at any time upon no less than thirty (30) days' written notice.

11. CONTRACTOR and SCHOOL share the mutual intention of promoting student success within the natural classroom environment. To that end, both the CONTRACTOR and the SCHOOL understand that the expert educators already in place at Cottonwood School District can be assumed responsible to follow-through with many of the occupational/physical therapy recommendations. The occupational/physical therapy recommendations will relate to the student's curriculum success. The recommendations will incorporate methods that are classroom-friendly and easily administered by the teacher, teacher's aides. The occupational/physical therapist will communicate with the educational team through written follow up after consultation

12. CONTRACTOR, at its expense, shall procure and maintain for the for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, its agents, representatives, or employees.

Minimum scope of Insurance

Coverage shall be at least as broad as:

1. Commercial General Liability on an occurrence form Liability deductible or Self-Insured Retention not to exceed

\$5,000 Claims Made coverage will not be accepted. Coverage shall be at least as broad as is form CG0001 Policy to include abuse and molestation coverage; however school may waive this requirement if the CONTRACOTR work/service does not include any contact with students.

2. Automobile Liability including owed, non-owed, and hired automobiles. If insured by a Personal Auto Policy, it must include a Business Use Endorsement. Auto Liability can be waived by the SCHOOL if CONTRACTOR will not use an automobile for any phase of the work performed by this CONTRACTOR

3. Worker's Compensation insurance as required by the State of California, with Statutory Limits, and Employers' Liability Insurance with limit of \$1,000,000 per Accident for Bodily Injury or Disease. Worker's Compensation can be waived by the SCHOOL if no employees and CONTRACTOR qualifies as an independent CONTRACTOR.

4. Professional Liability/Errors and Omissions Liability/Malpractice/Educators Legal Liability insurance appropriate to the CONTRACTOR's Profession. Claims Made Coverage form is acceptable, however retroactive date must be before the date of the Contract and insurance maintain for at least three (3) years after completion of contract of work. Architects' and engineer's coverage is to be endorsed to include contractual liability.

Minimum Limits of Insurance

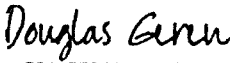
CONTRACTOR shall maintain limits no less than:


- 1 General Liability: \$2,000,000 General Aggregate
\$2,000,000 Products/completed Operations Aggregate
\$1,000,000 Personal & Advertising Injury
\$1,000,000 Each Occurrence
2. Automobile Liability Damage: \$1,000,000 Per Accident for Bodily Injury & Property
3. Workers' Compensation Statutory As required by the State of California
Employer's Liability: \$1,000,000 Per Accident for Bodily Injury or Disease
4. Professional Liability, E&O: \$1,000,000 Per Occurrence or Educators Legal Liability
5. Sexual Abuse or Molestation: \$1,000,000 Each Incident

In WHITNESS WHEREOF, the parties hereby agree to initiate services on the date first written above.

Cottonwood School District

Independent Contractor

DocuSigned by

FD847FD92216489



Site Program Administrator/
Superintendent

Contractor's Signature

Date: 7/5/2022

Date: 7/5/2022

MEMORANDUM OF UNDERSTANDING (MOU)

Between

| | |
|--|---|
| <p>Sponsor:</p> <p><i>Dignity Health Connected Living Foster Grandparent Program</i> Director: Tina Brown 200 Mercy Oaks Drive Redding, CA 96003-8641 Office: (530) 226-3098 Fax: (530) 226-3084 Email: Tina.Brown@DignityHealth.org</p> | <p>Volunteer Station:</p> <p><i>Cottonwood Union School District</i> Station Rep.: Doug Geren Address: 20512 West First St. City/St./Zip: Cottonwood, CA 96022 Office: (530) 347-3165 Fax: (530) 347-0247 County: Shasta Email: dgeren@cwusd.com</p> |
|--|---|

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. This MOU may be amended, in writing, at any time with concurrence of both parties.

This MOU will be effective from July 1, 2020 – June 30, 2023.

BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING

- A Dignity Health Connected Living Foster Grandparent Program serving Shasta, Siskiyou, Tehama, Lassen, and Trinity Counties:**
1. Recruit, interview, screen, fingerprint, enroll, and provide Pre-Service training to volunteers then place one (1) or more Foster Grandparents as available, to serve a minimum of 3 children each. Each Volunteer is to serve a minimum of 5 hours per week, but no more than 8 hours per school day in accordance with FGP guidelines
 2. Instruct FGP Volunteers in the proper use of reimbursement policies and program procedures
 3. Require annual health clearances and periodic TB tests for all volunteers.
 4. Provide support to Volunteer Station staff as the need arises through extra training of volunteers.
 5. Will provide necessary forms to stations needed to track number of students served and improved academic engagement or social-emotional skills as required by our grant while maintaining confidentiality of all students involved
 6. Provide a minimum of 24 hours of In-Service training to Volunteers each fiscal year.
 7. Furnish accident and personal liability coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
 8. Periodically monitor Volunteer activities at Volunteer Station/School to assess and/or discuss needs of Volunteers and Volunteer Station
 9. Reimburse FGP Volunteers for transportation cost between their home and Volunteer Station/School in accordance with FGP policies

B Cottonwood Union School District:

1. Designate a Coordinator at the Volunteer Station to serve as Liaison with FGP Project
2. Implement orientation and/or special training to Volunteers as needed.
3. Interview and make final decision on assignment of Volunteers.
4. Provide supervision of Volunteers on assignments
5. Will complete and return all forms needed in order to track improved academic engagement or social-emotional skills as required by the FGP grant
6. Provide for the adequate health and safety of FGP Volunteers
7. Validate appropriate Volunteer Activity Logs (time sheets), Performance Measures outcome surveys and Volunteer Evaluations for submission to FGP office
8. Assist in site orientation, assignment, and project related activities
9. Make investigations and reports regarding accidents or injuries to Volunteers and submit copies of such reports to Sponsor
10. Provide non-federal in-kind contribution of a meal/lunch to each volunteer per day, valued at \$3.83 per lunch. Optional. Breakfast valued at \$2.17

C: Other Provisions:

1. Separation from Volunteer Service: The Volunteer Station may request the removal of a Volunteer at any time. The Volunteer may withdraw from service at the Volunteer Station or from FGP at any time. Discussion of individual separations will occur among FGP Staff, Volunteer Station staff, and the Volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Station
2. Compensation: Volunteer receives a small stipend and mileage reimbursement. Volunteers cannot receive a fee for their services from service recipients, their legal guardians, members of their family, or their friends
3. Religious Activities: The Volunteer Station will not request or assign FGP Volunteers to conduct or engage in religious activities. FGP volunteers do not give religious instruction, conduct worship services, or engage in proselytization as part of their duties. If the Volunteer Station is an organization that conducts inherently religious activities, those activities must be offered separately, in time and location from the FGP Volunteers
4. Political Activities: Volunteers do not engage in electoral activities, voter registration, voter transportation or efforts to influence legislation as part of their duties.
5. Funding: Financial support by the Volunteer Station of the FGP Project is not a pre-condition to obtaining volunteer service.
6. Displacement of Employees: The Volunteer Station will not assign FGP Volunteers to any assignment that would displace employed workers or impair existing contracts for services
7. Accessibility and Reasonable Accommodation: The Volunteer Station will maintain the programs and activities to which FGP Volunteers are assigned accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities and/or limited English proficiency to participate in programs and activities
8. Prohibition of Discrimination: The Volunteer Station will not discriminate against FGP Volunteers or in the operation of its program on the basis of race, color, national origin, gender, sexual orientation, gender identity or expression, marital or parental status, military service, limited English proficiency, age, political affiliation, religion, or on the basis of disability, if the Volunteer is a qualified individual with a disability.

- 9 Specify, either by written information or verbally, that FGP Volunteers are participants in the Volunteer Station's program in all publicity featuring such Volunteers, whether it be radio, TV, print or verbal presentation and display an FGP placard where it may be viewed by the public
10. Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party.
- 11 This Memorandum of Understanding contains all the terms and conditions agreed upon by both parties No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto

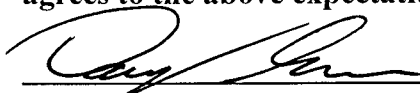
ACCESSIBILITY SELF-EVALUATION CERTIFICATION: Please check one

The results of the self-evaluations are as follows

- The agency's program, when viewed in its entirety, is accessible and no corrective actions are required
- The agency's program, when viewed in its entirety, is accessible but some corrective actions will be made.
- The agency's program, when viewed in its entirety, is not accessible and this is why:

I understand that, if the organization has 15 or more employees, information on the method of self-evaluation is to be available upon request for public inspection for a period of 3 years. I also understand that this information will be available to our federal funder, the Corporation for National and Community Service, upon request.

By signing this MOU, the Volunteer Station Representative certifies that the Volunteer Station is a public or non-profit organization or a proprietary health care agency and agrees to the above expectations.



School Representative

8/26/20

Date

Tina Brown
Director of Community Service Programs

Date



AmeriCorps
Seniors

**2022-23 AGREEMENT FOR CERTIFICATED LIBRARY SERVICES
Between the Shasta County Office of Education**

And

Cottonwood Union Elementary School District

Shasta County Office of Education offers this contract as a means for schools to address provisions of the Education Code regarding the services of a certificated librarian

The rate is \$325 per school site for the school year. The contracting district must send one representative from each school, to four workshops per year covering library planning, assistance with library computerized systems, purchasing, weeding, and inventory, through quarterly in-services. Instructional Services is required to notify credentialing office of district participation after each workshop, and that these services have been provided by a Certificated Librarian

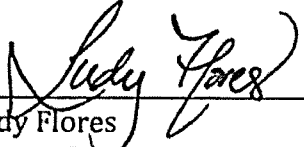
The School District hereby enters into an agreement with the Shasta County Office of Education for the services outlined in this contract

Please complete the information below for each participating school in your district to be sure they are included on Library Services correspondence and information.

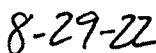
| School | Participant | Participant Email Address | Cost |
|-------------------|------------------|---------------------------|--------------|
| North Cottonwood | Jackie Shelp | Jshelp@cwusd.com | \$325 |
| West Cottonwood | Cecelia Swetland | Cswetland@cwusd.com | \$325 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL COST | | | \$650 |

School Administrator

Date



Judy Flores
Shasta County Superintendent of Schools



Date



SHASTA COUNTY OFFICE OF EDUCATION

To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for high school graduation and success in career and college

Superintendent
Judy Flores

Board of Education
Kathy Barry
Robert Brown
Rhonda Hull
Steve MacFarland
Laura Manuel
Denny Mills
Nick Webb

MEMORANDUM

DATE: August 29, 2022
TO: Shasta County Chief School Administrators
FROM: Mike Freeman, Associate Superintendent Instructional Services
SUBJECT: Library Services Agreement – 2022/23

Attached along with this memo is a Library Services Agreement for the 2022/23 school year. For those of you who have a Certificated Librarian working in this capacity in your district, you may disregard this memo and Agreement.

If your district does not have a Certificated Librarian, this signed Agreement, in addition to attending the scheduled trainings, will fulfill your state requirement.

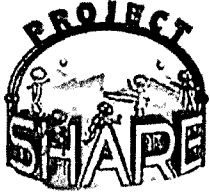
Please sign the attached Agreement and also please enter the contact person for your district who will be attending these trainings, and return to Lena Martin, SCOE, Instructional Services, box 4, or scan and email to lmartin@shastacoe.org at your earliest convenience.

I look forward to working with your staff this year!

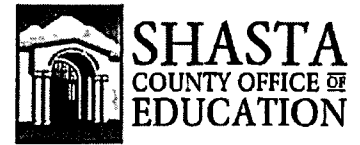
Thank you,

Mike

Attachment



**Shasta Health, Academic, and Recreation
Enrichment**
Making a difference...After school-every day!



**Memorandum of Understanding
Project SHARE
(Shasta Health, Academic, and Recreation Enrichment)
a partnership between
Cottonwood Union School District
and the Shasta County Office of Education
for the 2022-2023 School Year**

This memorandum of understanding establishes a formal working relationship between Cottonwood Union School District (District) and the Shasta County Office of Education (SCOE) acting as partners in the Project SHARE, After School Education and Safety (ASES) funded after school and summer program. The goals and objectives of our collaboration are to expand learning opportunities for students, families, and community members with the goal of providing quality educational services, recreation, and enrichment activities to children and families in an effort to promote education, health and social well-being.

Shasta County Office of Education, as the lead fiscal agency for Cottonwood Union School District will provide:

- Program administration, oversight and planning
- Site-based staff personnel in order to maintain appropriate student to staff ratios.
- Training and Professional Development for all staff working in the after school and summer program
- Align curriculum and existing methodology with school day programs as necessary
- Fiscal Grant Management
- Individual District support to meet the needs of students, parents, and community
- Compliance with all required forms and documentation necessary for evaluation
- Provide Services to families on a sliding scale fee structure and ensure that unduplicated students are not charged fees for participation
- Ensure that all staff members that work within the Project SHARE program have cleared FBI and DOJ background checks and have completed Mandated Reporter training that meets state and federal guidelines for school staff, as verified by the SCOE's Human Resources department

Cottonwood Union School District will:

- Be knowledgeable of district responsibilities for participation, and as such, cooperate with the designated LEA in documentation of requirements

Cathy Brighthaupt, Program Director, cbrighthaupt@shastacoc.org

1644 Magnolia Ave., Redding, CA 96001 | Phone (530) 245-7830 | Fax (530) 225-0331 | www.shastacoc.org



**Shasta Health, Academic, and Recreation
Enrichment**
Making a difference...After school-every day!



- Agree to the following means of capturing the local match contribution amount of 33%, as required by the ASES grant:
 - Provide evidence of the in-kind match of 33% of core grant received
- The District and Project SHARE will meet quarterly to discuss the interim and adopted budgets so that any projected deficits will be known in advance.
- Provide and allow use of facilities (classrooms/cafeteria/multi-purpose), custodial services and utilities.
- Collaborate with the LEA and site staff to establish annual program design and goals for site program
- Include Project SHARE staff in school related activities/meetings and assist them in developing knowledge regarding school policies and procedures
- Give at least 30 days advance notice in the event of any mid-year classroom moves affecting Project SHARE, and will cover any associated costs for extra hours, etc.
- Assist with personnel matters involving staff and student supervision
- Assist program staff with student concerns as necessary
- Participate in snack reimbursement program through the State of California
- Provide required data and documentation for reporting purposes
- Provide and maintain network access, maintain technology as reasonable and communicate any misuse or associated needs.
- Adhere to Shasta County Office of Education's Technology Agreement
- Ensure that Project SHARE staff and students must complete access to all inventory purchased with ASES funds, and that primary use of said inventory is to Project SHARE staff and students.
- Ensure that all staff members that work within the Project SHARE program have cleared FBI and DOJ background checks and have completed Mandated Reporter training that meets state and federal guidelines for school staff, as verified by the District's Human Resources department

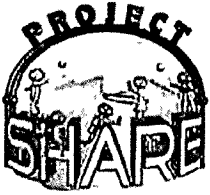
AGREEMENT FOR USE OF FUNDS:

The District agrees to support the SCOE Project SHARE Program financially to assist with carrying out the goals and objectives of the collaborative relationship, expanding learning opportunities for students, families and community members through providing quality educational services, recreation, and enrichment activities to children and families in an effort to promote education, health and social well-being.

The ASES grant award amount does not cover the entire cost of running the program. The district agrees to utilize Expanded Learning Opportunity Funds (ELO-P) to reimburse SCOE the actual ASES program deficit to eliminate the need for ongoing parent fees.

Cathy Brightbaupt, Program Director, cbrightbaupt@shastacoc.org

1644 Magnolia Ave, Redding, CA 96001 | Phone (530) 245-7830 | Fax (530) 225-0331 | www.shastacoc.org



**Shasta Health, Academic, and Recreation
Enrichment**
Making a difference...After school-every day!



SHASTA
COUNTY OFFICE OF
EDUCATION


Payment for such services will be reimbursed to the Shasta County Office of Education, for the amount of \$86,123.00 (West Cottonwood) and \$148,424 (North Cottonwood) from the annual ASES funding provided to West Cottonwood School AND the actual ASES deficit for both sites from District ELO-P funding. Payment will be made to the Shasta County Office of Education upon receipt of invoice for services, on a quarterly basis. Payment is due within 30 days of receipt of invoice. Such procedures will be followed until the California Department of Education approves the Shasta County Office of Education as the Lead Fiscal Agent representing Cottonwood Union Elementary School District.

Terms:


The terms of this MOU shall commence on July 1, 2022, and shall extend through June 30, 2023. Any modifications to this MOU must be agreed upon by both SCOE and the District as an amendment to this MOU. **All ASES grant funds must be expended during this time frame, unless granted an extension by the CDE.**

This Agreement will renew from year to year unless terminated by either party with written notice annually by December 31 to terminate at the end of the current fiscal year.

The stated parties, Shasta County Office of Education and Cottonwood Union School District agree to defend, indemnify and hold harmless the appointed officials, employees, agents and volunteers from any losses or injuries arising from, or allegedly arising from, the negligence of the party its employees and or agents while participating in the partnership.



Doug Beren, Superintendent
Cottonwood Union School District



Judy Flores, Superintendent
Shasta County Office of Education

8/24/22

Date

8-29-22

Date

Cathy Brighthaupt, Program Director, cbrighthaupt@shastacoe.org

AGREEMENT BETWEEN THE
SHASTA COUNTY OFFICE OF EDUCATION
AND
THE **Cottonwood Union** SCHOOL DISTRICT
FOR
Attendance, Behavior and Mental Health SUPPORT SERVICES

This Agreement, made and entered into this 1st day of July, 2022, by and between the **Cottonwood Union School District** of Shasta County, with **principal offices 20512 West First St., Cottonwood, CA 96022** hereafter referred to as "DISTRICT", and the SHASTA COUNTY OFFICE OF EDUCATION, with principal offices at 1644 Magnolia Avenue, Redding, California, 96001, hereinafter referred to as "SCOE"

It is the mutual desire of SCOE and the DISTRICT that SCOE provides services related to Chronic Absenteeism Prevention, Truancy Prevention, SARB and prosecution of truant students and their parents as well as Behavior and Mental Health Support Services to the **Cottonwood Union School District** These services are identified in the subsections of this Agreement

This Agreement shall be in effect for the period of July 1, 2022 through June 30, 2023, and include all services contained herein

Attendance, Behavior and Mental Health SUPPORT SERVICES

In consideration of the service as outlined below, the DISTRICT will pay SCOE the following fee

\$1.80 per 2021-2022 P2 ADA of 825 15 = 1485 27

The fee will be transferred to SCOE in January, 2023 unless otherwise agreed to between SCOE and DISTRICT.

- 1 The DISTRICT is entitled to access CommunityConnect to refer families for connections to community agencies through their School Attendance Review Teams following the SART process to receive support for challenges beyond the school sites sphere of influence to improve quality of life and encourage school attendance
- 2 The DISTRICT is entitled to access CommunityConnect to refer students and their families for connections to community based services and support Referrals include care coordination services provided by mental health clinicians Targeted Case Management and additional social emotional mental health services may be provided when necessary by Community Connect.
- 3 The DISTRICT is asked to support the School Attendance Review Team and site level behavior/mental health team (SST's, TST's, BLT's, etc) to attend quarterly networking sessions
4. The DISTRICT is asked to evaluate their level of knowledge and support related to Tiers 1 and 2 for attendance and behavior to determine professional learning to access as offered by SCOE at no additional cost

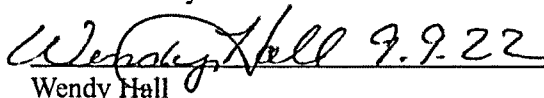
- 5 The DISTRICT is entitled to access SCOE Supporting Student Attendance Support at no additional cost
- 6 The DISTRICT is entitled to the support of the County SARB Specialist progress monitoring of students on SARB Contracts through accessing view only of DISTRICT SIS Attendance
- 7 SCOE will employ qualified persons and maintain the necessary materials and equipment to provide truancy prevention and intervention services within the scope of the current SARB and Prosecution programs
- 8 The DISTRICT is entitled to access the SCOE Truancy Prosecution Specialist and services provided by the District Attorney's Office through the Shasta County SARB program. Prosecution services include the review of cases prior to court, representation in court and follow-up services in monitoring cases for compliance with court and probation orders
- 9 The DISTRICT site level administrator will attend court hearings when a student from the DISTRICT is referred to court through the District Attorney referral process
10. The DISTRICT will sign and return to SCOE the attached Data Sharing MOU between the DISTRICT and SCOE (If MOU is not attached, that means the current MOU is signed and on file to be renewed in 2025 as per agreement)

GENERAL CONDITIONS

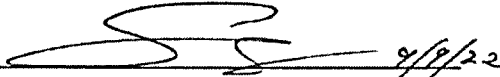
Both DISTRICT and SCOE agree to indemnify, defend, and hold harmless its officers, agents and employees from any and all claims or losses accruing or resulting in connection with this Agreement, and from any and all claims and losses accruing or resulting to any person, firm and legal entity who may be injured or damaged in the performance of this Agreement

In witness thereof, parties hereto have set their hands on the date first written above

Shasta County Office of Education

 9.9.22

Wendy Hall
Supporting Student Attendance, SARB Director
Director of Continuous Improvement and Support

 9/9/22

Jeremy Sawtelle
Supporting Student Behavior/Mental Health
Director of Specialized Student Support

Cottonwood Union School District

Superintendent

Date

| Scheduled 09/09/2022 - 09/15/2022 | | | | | | | | | | Bank Account COUNTY - County |
|---|--------------|--|-------------|---------------------------------------|------------------|-----------------|-----------------|-----------------|------------------|------------------------------|
| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
| AP Vendor | | 4IMPRINT (000555/2) 25303 Network Place Chicago, IL 60673-1253 | | | | | | | | |
| F | 2022/23 | 08/11/22 | R4823-00076 | WELCOME BACK STAFF MTG SUPPLIES | 10252751 | 09/09/22 | Audit | 2,150 36 | | 2,150 36 |
| 2023 (001358) 01-001-0000-7200-5801-0000-7200-000- Batchld | | | | | Check Date | PO# P4823-00076 | Register # | | | |
| Total Invoice Amount | | | | | | | | 2,150 36 | Check | |
| Direct Vendor | | ACCU-PRINT (000999/1) PO BOX 990083 REDDING, CA 96099 | | | | | | | | |
| | 2022/23 | 08/31/22 | | AUG 2022 FINGERPRINTS | 1305 | 09/09/22 | Audit | 162 00 | | 162 00 |
| 2023 (001360) 01-001-0000-7207-5801-0000-7200-000- Batchld | | | | | Check Date | PO# P4823-00076 | Register # | | | |
| Total Invoice Amount | | | | | | | | 162 00 | Check | |
| AP Vendor | | AMAZON/ SYNCB (000560/2) P O BOX 530958 ATLANTA, GA 30353-0958 | | | | | | | | |
| F | 2022/23 | 07/13/22 | R4823-00027 | PRESSURE WASHER HOSE | 435974833569 | 09/09/22 | Audit | 235 94 | | 235 94 |
| 2023 (001245) 01-020-0000-8110-4510-0000-8110-100- 2023 (001255) 01-050-0000-8110-4510-0000-8110-100- Batchld | | | | | 117 97 117 97 | Check Date | PO# P4823-00027 | Register # | | |
| F | 2022/23 | 07/13/22 | R4823-00029 | INST MATERIAL | 466436739974 | 09/09/22 | Audit | 264 77 | | 264 77 |
| 2023 (004282) 01-060-0000-1573-4310-0001-1000-LC1- Batchld | | | | | Check Date | PO# P4823-00029 | Register # | | | |
| F | 2022/23 | 07/18/22 | R4823-00045 | INST MATIERALS 2-4TH GRADE | 4348739895685 | 09/09/22 | Audit | 1,101 18 | | 1,101 18 |
| 2023 (001188) 01-050-1100-0000-4310-1110-1000-100- Batchld | | | | | Check Date | PO# P4823-00045 | Register # | | | |
| F | 2022/23 | 07/19/22 | R4823-00067 | SDC- INK | 464934975878 | 09/09/22 | Audit | 294 14 | | 294 14 |
| 2023 (001208) 01-050-6500-0201-4310-5760-1120-100- Batchld | | | | | Check Date | PO# P4823-00067 | Register # | | | |
| F | 2022/23 | 07/19/22 | R4823-00052 | IT NETWORK SUPPLIES | 646955649385 | 09/09/22 | Audit | 180 90 | | 180 90 |
| 2023 (001162) 01-020-1100-0000-4310-1110-1000-100- Batchld | | | | | 47 58 | Check Date | PO# P4823-00067 | Register # | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053,
Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|--|--------------|----------|-------------|---|--------------|--------------|--------------|----------------|------------------|----------------|
| AP Vendor AMAZON/ SYNCB (000560/2) (continued) (continued) | | | | | | | | | | |
| F | 2022/23 | 07/19/22 | R4823-00052 | IT NETWORK SUPPLIES | 646955649385 | 09/09/22 | Audit | (continued) | | |
| | | 2023 | (001188) | 01-050-1100-0000-4310-1110-1000-100-Batchld | | | | 133 32 | | |
| | | | | | | | | Check Date | PO# P4823-00052 | Register # |
| F | 2022/23 | 07/19/22 | R4823-00053 | INK | 736845868758 | 09/09/22 | Audit | 257 94 | | 257 94 |
| | | 2023 | (001189) | 01-050-1100-2420-4310-1110-1000-100-Batchld | | | | | PO# P4823-00053 | Register # |
| | | | | | | | | Check Date | | |
| F | 2022/23 | 07/19/22 | R4823-00047 | ICE MAKER | 794858543645 | 09/09/22 | Audit | 128 69 | | 128 69 |
| | | 2023 | (001242) | 01-020-0000-2700-4510-0000-2700-100-Batchld | | | | | PO# P4823-00047 | Register # |
| | | | | | | | | Check Date | | |
| F | 2022/23 | 07/19/22 | R4823-00064 | INST MATERIAL - CURRICULUM | 883467347848 | 09/09/22 | Audit | 235 84 | | 235 84 |
| | | 2023 | (001188) | 01-050-1100-0000-4310-1110-1000-100-Batchld | | | | | PO# P4823-00064 | Register # |
| | | | | | | | | Check Date | | |
| F | 2022/23 | 07/20/22 | R4823-00066 | 2 WAY RADIO WALKIE TALKIE | 547335864563 | 09/09/22 | Audit | 178 02 | | 178 02 |
| | | 2023 | (001208) | 01-050-6500-0201-4310-5760-1120-100-Batchld | | | | | PO# P4823-00066 | Register # |
| | | | | | | | | Check Date | | |
| | 2022/23 | 07/20/22 | R4823-00072 | OFFICE SUPPLIES - DO | 688934535467 | 09/09/22 | Audit | 35 75 | | 35 75 |
| | | 2023 | (001247) | 01-001-0000-2700-4510-0000-2700-100-Batchld | | | | | PO# P4823-00072 | Register # |
| | | | | | | | | Check Date | | |
| | 2022/23 | 07/20/22 | R4823-00072 | OFFICE SUPPLIES - DO | 899965956774 | 09/09/22 | Audit | 22 46 | | 22 46 |
| | | 2023 | (001247) | 01-001-0000-2700-4510-0000-2700-100-Batchld | | | | | PO# P4823-00072 | Register # |
| | | | | | | | | Check Date | | |
| | 2022/23 | 07/20/22 | R4823-00072 | OFFICE SUPPLIES - DO | 967387967767 | 09/09/22 | Audit | 47 18 | | 47 18 |
| | | 2023 | (001247) | 01-001-0000-2700-4510-0000-2700-100-Batchld | | | | | PO# P4823-00072 | Register # |
| | | | | | | | | Check Date | | |
| F | 2022/23 | 07/20/22 | R4823-00052 | IT NETWORK SUPPLIES | R4823-00052 | 09/09/22 | Audit | 38 71 | | 38 71 |
| | | 2023 | (001162) | 01-020-1100-0000-4310-1110-1000-100- | | | | | | |
| | | 2023 | (001188) | 01-050-1100-0000-4310-1110-1000-100-Batchld | | | | 38 71 | | |
| | | | | | | | | Check Date | PO# P4823-00052 | Register # |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Invoice Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|--------------------------|--------------------------------------|-----------------------------|--------------|--------------|-----------------|-----------------|------------------|----------------|
| AP Vendor | | AMAZON/ SYNCB (000560/2) | | (continued) | | (continued) | | | | |
| F | 2022/23 | 07/21/22 | R4823-00072 | OFFICE SUPPLIES - DO | 868669555787 | 09/09/22 | Audit | 8 56 | | 8 56 |
| | | 2023 (001247) | 01-001-0000-2700-4510-0000-2700-100- | Batchld | | Check Date | PO# P4823-00072 | Register # | | |
| | 2022/23 | 07/25/22 | R4823-00045 | INST MATIERALS 2-4TH GRADE | 455438578934 | 09/09/22 | Audit | 32 16 | | 32 16 |
| | | 2023 (001188) | 01-050-1100-0000-4310-1110-1000-100- | Batchld | | Check Date | PO# P4823-00045 | Register # | | |
| F | 2022/23 | 07/28/22 | R4823-00077 | STAFF MTG SUPPLIES | 635898989387 | 09/09/22 | Audit | 195 58 | | 195 58 |
| | | 2023 (001359) | 01-001-0000-2700-5801-0000-2700-000- | | | 195 58 | | | | |
| | | 2023 (001360) | 01-001-0000-7207-5801-0000-7200-000- | Batchld | | Check Date | PO# P4823-00077 | Register # | | |
| Total Invoice Amount | | | | | | | | 3,257 82 | Check | |

| | | | | | | | | | | |
|-----------------------------|---------|---|--------------------------------------|-----------------|--------|----------|------------|-----------------|--------------|----------|
| AP Vendor | | AMERICAN SCHOOL COUNSELOR ASSO (001001/1) 1101 KING ST SUITE 310 ALEXANDRIA, VA 22314 | | | | | | | | |
| F | 2022/23 | 08/11/22 | R4823-00007 | ASCA CONFERENCE | 901055 | 09/09/22 | Audit | 2,036 00 | | 2,036 00 |
| | | 2023 (001275) | 01-001-0000-7200-5210-0000-7200-000- | | | 614 45 | | | | |
| | | 2023 (006542) | 01-001-6537-0000-5210-5760-1110-000- | Batchld | | 1,421 55 | Check Date | PO# P4823-00007 | Register # | |
| Total Invoice Amount | | | | | | | | 2,036 00 | Check | |

| | | | | | | | | | | |
|-----------------------------|---------|--|--------------------------------------|--------------|----------------|----------|-------|-----------------|--------------|----------|
| Direct Vendor | | ANDERSON-COTTONWOOD DISP SRVCE (000005/1) PO BOX 541065 LOS ANGELES, CA 90054-1065 | | | | | | | | |
| | 2022/23 | 09/06/22 | | GARBAGE SERV | 2317013-0531-1 | 09/13/22 | Audit | 1,164 47 | | 1,164 47 |
| | | 2023 (002086) | 01-001-0000-8240-5510-0000-8200-000- | | | | | | | |
| | 2022/23 | 09/06/22 | | GARBAGE SERV | 2317215-0531-2 | 09/13/22 | Audit | 915 75 | | 915 75 |
| | | 2023 (002086) | 01-001-0000-8240-5510-0000-8200-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 2,080 22 | Check | |

| | | | | | | | | | | |
|-----------|--|---|--|--|--|--|--|--|--|--|
| AP Vendor | | ARBISO'S ASPHALT SERVICES (000402/1) 22439 VENZKE ROAD COTTONWOOD, CA 96022 | | | | | | | | |
|-----------|--|---|--|--|--|--|--|--|--|--|

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|----------|--------------------------------------|---|-------------|--------------|--------------|------------------|------------------|----------------|
| AP Vendor | | | ARBISO'S ASPHALT SERVICES (000402/1) | | (continued) | | | | | |
| F | 2022/23 | 08/12/22 | R4823-00016 | RESEAL BUS CIRCLE PER QUOTE | 3799-16 | 09/09/22 | Audit | 7,348 00 | | 7,348 00 |
| | | | 2023 (003520) | 01-020-8150-8110-5630-0000-8110-LC2-Batchld | | | Check Date | PO# P4823-00016 | Register # | |
| F | 2022/23 | 08/12/22 | R4823-00017 | RE-SEAL CAFETERIA PARKING LOT | 3799-17 | 09/09/22 | Audit | 5,300 00 | | 5,300 00 |
| | | | 2023 (003520) | 01-020-8150-8110-5630-0000-8110-LC2-Batchld | | | Check Date | PO# P4823-00017 | Register # | |
| Total Invoice Amount | | | | | | | | 12,648 00 | Check | |

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|-----------------------------|---------|----------|---|---|---------|----------|------------|-----------------|--------------|----------|
| AP Vendor | | | ARDEN'S TREE SERVICE (000835/1) PO BOX 432 COTTONWOOD, CA 96022 | | | | | | | |
| F | 2022/23 | 08/28/22 | R4823-00073 | TRIM TREE AT BUS YARD | INV0184 | 09/09/22 | Audit | 1,200 00 | | 1,200 00 |
| | | | 2023 (001332) | 01-001-0000-8110-5630-0000-8110-100-Batchld | | | Check Date | PO# P4823-00073 | Register # | |
| Total Invoice Amount | | | | | | | | 1,200 00 | Check | |

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|-----------------------------|---------|----------|---|---|-----------|----------|--------|---------------|-----------------|------------|
| AP Vendor | | | BROWN INDUSTRIES (001015/1) 344 WEST FRONT ST MEDIA, PA 19063 | | | | | | | |
| F | 2022/23 | 09/10/22 | R4823-00133 | RECOGNITION PINS | 123-00877 | 09/09/22 | Audit | 492 00 | 35 67 | 527 67 |
| | | | 2023 (001247) | 01-001-0000-2700-4510-0000-2700-100-Batchld | | | 527 67 | Check Date | PO# P4823-00133 | Register # |
| Total Invoice Amount | | | | | | | | 492 00 | Check | |

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|---------------|---------|----------|--|---|--------|----------|-------|--------|--|--------|
| Direct Vendor | | | CALIFORNIA SAFETY CO (000021/1) PO BOX 990956 REDDING, CA 96099-0956 | | | | | | | |
| | 2022/23 | 09/02/22 | | ALARM SERV | 510743 | 09/09/22 | Audit | 180 00 | | 180 00 |
| | | | 2023 (001324) | 01-050-0000-2700-5630-0000-2700-100-Batchld | | | | | | |
| | 2022/23 | 09/02/22 | | ALARM SERV | 510744 | 09/09/22 | Audit | 262 50 | | 262 50 |
| | | | 2023 (001335) | 01-020-0000-2700-5630-0000-2700-100-Batchld | | | | | | |
| | 2022/23 | 09/02/22 | | ALARM SERV | 512066 | 09/09/22 | Audit | 142 50 | | 142 50 |
| | | | 2023 (003205) | 01-001-0000-0000-5630-0000-3600-000-Batchld | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|-------|--|-----------------------------|----------|--------------|--------------|----------------|------------------|----------------|
| Direct Vendor | | | CALIFORNIA SAFETY CO (000021/1) | | | (continued) | | | | |
| 2022/23 | 09/09/22 | | WORK ORDER 208915 | 512338 | 09/13/22 | Audit | | 160 00 | | 160 00 |
| | | | 2023 (001336) 01-020-0000-8110-5630-0000-8110-100- | | | | | | | |
| Total Invoice Amount | | | | | | | | 745 00 | Check | |

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|-----------------------------|----------|--|--|-------------|----------|-------|--|------------------|--------------|-----------|
| Direct Vendor | | | CASCADE UNION ELEM SCHOOL DIST (000094/1) 1645 WEST MILL ST ANDERSON, CA 96007 | | | | | | | |
| 2022/23 | 07/01/22 | | 07/2022 TRANSP BILLING | INV23-00047 | 09/09/22 | Audit | | 10,090 72 | | 10,090 72 |
| | | | 2023 (003205) 01-001-0000-0000-5630-0000-3600-000- | | | | | | | |
| 2022/23 | 08/01/22 | | AUG 2022 TRANSP BILLING | INV23-00134 | 09/09/22 | Audit | | 8,440 53 | | 8,440 53 |
| | | | 2023 (003205) 01-001-0000-0000-5630-0000-3600-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 18,531 25 | Check | |

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|-----------|----------|-------------|--|----------------------------------|----------|------------|-------|-----------------|------------|-----------|
| AP Vendor | | | CDW-G (000159/1) 75 REMITTANCE DR STE 1515 CHICAGO, IL 60675-1515 | | | | | | | |
| F | 2022/23 | 07/22/22 | R4823-00013 | GOGUARDIAN LICENSE 1 YR | BP52930 | 09/09/22 | Audit | 12,055 50 | | 12,055 50 |
| | | | 2023 (003156) 01-001-0000-2420-5801-0000-2420-LC2-Batchld | | | | | | | |
| | | | | | | Check Date | | PO# P4823-00013 | Register # | |
| 2022/23 | 07/27/22 | R4823-00025 | REPLACEMENT SERVER QUOTE MVJN393 | BR92629 | 09/09/22 | Audit | | 750 75 | | 750 75 |
| | | | 2023 (006848) 01-001-0000-2420-6410-0000-2420-000-Batchld | | | | | | | |
| | | | | | | Check Date | | PO# P4823-00025 | Register # | |
| F | 2022/23 | 08/05/22 | R4823-00039 | CHARGING CABINETS Q-MTZF492 | BW82794 | 09/09/22 | Audit | 1,608 75 | | 1,608 75 |
| | | | 2023 (006906) 01-020-3212-2420-4410-1110-1000-000-Batchld | | | | | | | |
| | | | | | | Check Date | | PO# P4823-00039 | Register # | |
| F | 2022/23 | 08/20/22 | R4823-00025 | REPLACEMENT SERVER QUOTE MVJN393 | CG46736 | 09/09/22 | Audit | 6,435 00 | | 6,435 00 |
| | | | 2023 (006848) 01-001-0000-2420-6410-0000-2420-000- | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|---------------|--------------------------------------|-----------------------------|----------|--------------|-----------------|------------------|------------------|----------------|
| AP Vendor | | | CDW-G (000159/1) | | | | (continued) | | | |
| | | | | | BatchId | Check Date | PO# P4823-00025 | Register # | | |
| 2022/23 | 09/07/22 | R4823-00178 | CHROMEBOOKS | 11457865 | 09/13/22 | Audit | | 28,748 96 | | 28,748 96 |
| | | 2023 (006789) | 01-001-3212-2420-4310-1110-1000-000- | | BatchId | Check Date | PO# P4823-00178 | Register # | | |
| 2022/23 | 09/08/22 | R4823-00178 | CHROMEBOOKS | CQ05235 | 09/13/22 | Audit | | 3,960 00 | | 3,960 00 |
| | | 2023 (006789) | 01-001-3212-2420-4310-1110-1000-000- | | BatchId | Check Date | PO# P4823-00178 | Register # | | |
| Total Invoice Amount | | | | | | | | 53,558 96 | Check | |

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|-----------------------------|----------|--|--|-------------------|----------|------------|-----------------|------------------|--------------|-----------|
| AP Vendor | | CLEANRITE-BUILDRITE (000281/2) 19690 HIRSCH CT SUITE 1 ANDERSON, CA 96007 | | | | | | | | |
| 2022/23 | 09/06/22 | R4823-00135 | REPAIR/REMIATI ON OF BATHROOMS WEST -P4822-00067 | 86610 RJC 0489 6P | 09/09/22 | Audit | | 18,234 68 | | 18,234 68 |
| | | 2023 (005558) | 01-020-3212-0000-6220-0000-8500-000- | | BatchId | Check Date | PO# P4823-00135 | Register # | | |
| 2022/23 | 09/06/22 | R4823-00135 | REPAIR/REMIATI ON OF BATHROOMS WEST -P4822-00067 | RJC0489 | 09/09/22 | Audit | | 25,555 14 | | 25,555 14 |
| | | 2023 (005558) | 01-020-3212-0000-6220-0000-8500-000- | | BatchId | Check Date | PO# P4823-00135 | Register # | | |
| Total Invoice Amount | | | | | | | | 43,789 82 | Check | |

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|-----------------------------|---------|--|--------------------------------------|--------------------------|-------------|------------|-----------------|-----------------|--------------|----------|
| AP Vendor | | COLUMBIA ESD (000301/1) 10140 OLD OREGON TRAIL REDDING, CA 96003 | | | | | | | | |
| F | 2022/23 | 09/02/22 | R4823-00001 | CAPTURING KIDS HEARTS | INV23-00015 | 09/09/22 | Audit | 4,200 00 | | 4,200 00 |
| | | 2023 (006366) | 01-001-6266-0000-5210-1110-1000-000- | | BatchId | Check Date | PO# P4823-00001 | Register # | | |
| Total Invoice Amount | | | | | | | | 4,200 00 | Check | |

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|---------------|----------|---|----------------|-------|----------|-------|--|--------|--|--------|
| Direct Vendor | | COMPLIANCE ASSOCIATES INC (000176/1) 20279 ENGINEERS LANE REDDING, CA 96002 | | | | | | | | |
| 2022/23 | 08/31/22 | | ENROLLMENT FEE | 70438 | 09/09/22 | Audit | | 150 00 | | 150 00 |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount | |
|---|--------------|---------------|--------------------------------------|---|------------|--------------|-----------------|-----------------|------------------|----------------|--|
| Direct Vendor COMPLIANCE ASSOCIATES INC (000176/1) (continued) | | | | | | | | | | | |
| 2022/23 | 08/31/22 | | ENROLLMENT FEE | 70438 (continued) | 09/09/22 | Audit | | (continued) | | | |
| | | 2023 (003204) | 01-001-0000-0000-5801-0000-3600-100- | | | | | | | | |
| Total Invoice Amount | | | | | | | | 150 00 | Check | | |
| AP Vendor CPM EDUCATIONAL PROGRAM (000588/1) 9498 LITTLE RAPIDS WAY ELK GROVE, CA 95758 | | | | | | | | | | | |
| F | 2022/23 | 07/13/22 | R4823-00022 | CORE CONNECTIONS EBOOKS QUOTE 20220609-975179 | 2202108-IN | 09/09/22 | Audit | 2,500 00 | | 2,500 00 | |
| | | | 2023 (001182) | 01-020-6300-0000-4310-1110-1000-LC1- | | | | | | | |
| | | | | | Batchld | Check Date | PO# P4823-00022 | Register # | | | |
| Total Invoice Amount | | | | | | | | 2,500 00 | Check | | |
| AP Vendor CREATIVE MATHEMATICS (000682/1) 4001 WEST END RD STE 6 ARCATA, CA 95521-9268 | | | | | | | | | | | |
| F | 2022/23 | 08/10/22 | R4823-00114 | INST MATERIAL - CAPELLA | 52000 | 09/09/22 | Audit | 64 25 | | 64 25 | |
| | | | 2023 (001188) | 01-050-1100-0000-4310-1110-1000-100- | | | | | | | |
| | | | | | Batchld | Check Date | PO# P4823-00114 | Register # | | | |
| Total Invoice Amount | | | | | | | | 64 25 | Check | | |
| AP Vendor CURRICULUM ASSOCIATES INC (000020/3) P O Box 936600 ATLANTIC, GA 31193-6600 | | | | | | | | | | | |
| F | 2022/23 | 07/15/22 | R4823-00024 | I READY MATH & READING QUOTE 284298-3 | 90183539 | 09/09/22 | Audit | 18,550 00 | | 18,550 00 | |
| | | | 2023 (001182) | 01-020-6300-0000-4310-1110-1000-LC1- | | | | | | | |
| | | | | | Batchld | Check Date | PO# P4823-00024 | Register # | | | |
| F | 2022/23 | 07/22/22 | R4823-00033 | QUICK WORD HANDBOOKS | 90185437 | 09/13/22 | Audit | 475 68 | | 475 68 | |
| | | | 2023 (001188) | 01-050-1100-0000-4310-1110-1000-100- | | | | | | | |
| | | | | | Batchld | Check Date | PO# P4823-00033 | Register # | | | |
| F | 2022/23 | 08/26/22 | R4823-00143 | INST MATERIAL - BROGOITTI | 90198004 | 09/13/22 | Audit | 237 47 | | 237 47 | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

Scheduled 09/09/2022 - 09/15/2022 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|--------------|----------|---------------|---|----------------------|--------------|--------------|------------------|------------------|----------------|
| AP Vendor CURRICULUM ASSOCIATES INC (00020/3) (continued) (continued) | | | | | | | | | | |
| F | 2022/23 | 08/26/22 | R4823-00143 | INST MATERIAL - BROGOITTI | 90198004 (continued) | 09/13/22 | Audit | (continued) | | |
| | | | 2023 (001188) | 01-050-1100-0000-4310-1110-1000-100-BatchId | | | Check Date | PO# P4823-00143 | Register # | |
| F | 2022/23 | 09/12/22 | R4823-00033 | QUICK WORD HANDBOOKS | 90203795 | 09/13/22 | Audit | 428 16- | | 428 16- |
| | | | 2023 (001188) | 01-050-1100-0000-4310-1110-1000-100-BatchId | | | Check Date | PO# P4823-00033 | Register # | |
| Total Invoice Amount | | | | | | | | 18,834 99 | Check | |

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|---|---------|----------|---------------|---|----------------|----------|-------|---------------|--------------|--------|
| Direct Vendor DEPT OF THE CA HIGHWAY PATROL (001022/1) P O BOX 942900 SACRAMENTO, CA 94298-2900 | | | | | | | | | | |
| | 2022/23 | 09/01/22 | | TRAFFIC CONTROL 1ST DAY OF SCHOOL | R22-135-0018RB | 09/09/22 | Audit | 481 64 | | 481 64 |
| | | | 2023 (001343) | 01-001-0000-8200-5630-0000-8200-000-BatchId | | | | | | |
| Total Invoice Amount | | | | | | | | 481 64 | Check | |

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|---|---------|----------|---------------|---|--------------|----------|------------|-----------------|--------------|--------|
| AP Vendor DISCOUNT SCHOOL SUPPLY (000817/2) PO BOX 734309 CHICAGO, IL 60673 | | | | | | | | | | |
| | 2022/23 | 08/16/22 | R4823-00030 | INSTRUCTION MATERIAL | P41563350101 | 09/09/22 | Audit | 32 16 | | 32 16 |
| | | | 2023 (004282) | 01-060-0000-1573-4310-0001-1000-LC1-BatchId | | | Check Date | PO# P4823-00030 | Register # | |
| F | 2022/23 | 08/16/22 | R4823-00030 | INSTRUCTION MATERIAL | P41563350102 | 09/09/22 | Audit | 705 20 | | 705 20 |
| | | | 2023 (004282) | 01-060-0000-1573-4310-0001-1000-LC1-BatchId | | | Check Date | PO# P4823-00030 | Register # | |
| Total Invoice Amount | | | | | | | | 737 36 | Check | |

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|---|---------|----------|-------------|-------------------------------------|----------|----------|-------|----------|--|----------|
| AP Vendor ESGI (000599/1) P O BOX 938 ELKHART, IN 46515 | | | | | | | | | | |
| F | 2022/23 | 07/18/22 | R4823-00042 | TEACHER ESGI TK/K LICENSES Q-939091 | ESG40121 | 09/09/22 | Audit | 1,344 00 | | 1,344 00 |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount | |
|-----------------------------|--------------|----------|---|--|----------------------|--------------|-----------------|-----------------|------------------|----------------|--|
| AP Vendor | | | ESGI (000599/1) (continued) | | | | | | | | |
| F | 2022/23 | 07/18/22 | R4823-00042 | TEACHER ESGI TK/K LICENSES Q-939091 | ESG40121 (continued) | 09/09/22 | Audit | (continued) | | | |
| | | | 2023 (001235) | 01-050-6300-0000-4310-1110-1000-LC1- | Batchld | Check Date | PO# P4823-00042 | Register # | | | |
| Total Invoice Amount | | | | | | | | 1,344 00 | Check | | |
| AP Vendor | | | EXPLORE LEARNING (000882/1) 110 AVON STREET, STE 300 CHARLOTTESVILLE, VA 22902 | | | | | | | | |
| F | 2022/23 | 07/18/22 | R4823-00037 | REFLEX/FRAX SITE LICENSE PER PROPOSAL | 5627685 | 09/09/22 | Audit | 3,795 00 | | 3,795 00 | |
| | | | 2023 (001235) | 01-050-6300-0000-4310-1110-1000-LC1- | Batchld | Check Date | PO# P4823-00037 | Register # | | | |
| Total Invoice Amount | | | | | | | | 3,795 00 | Check | | |
| Direct Vendor | | | FIRST NATIONAL BANK OMAHA MASTERCARD (000129/1) PO BOX 2818 OMAHA, NE 68103-2818 | | | | | | | | |
| | 2022/23 | 09/02/22 | | INTEREST | INTREST092022 | 09/13/22 | Audit | 4 83 | | 4 83 | |
| | | | 2023 (001358) | 01-001-0000-7200-5801-0000-7200-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 4 83 | Check | | |
| Direct Vendor | | | FIRST NATIONAL BANK OMAHA VISA (000130/1) PO BOX 2818 OMAHA, NE 68103-2818 | | | | | | | | |
| | 2022/23 | 08/30/22 | | STAFF/BOARD MEETING SUPPLIES | 13320643706 | 09/09/22 | Audit | 36 98 | | 36 98 | |
| | | | 2023 (001359) | 01-001-0000-2700-5801-0000-2700-000- | | | | | | | |
| F | 2022/23 | 09/01/22 | R4823-00170 | CSBA CONFERENCE SAN DIEGO BOARD MEMBERS | CSBA SAN DIEGO 2022 | 09/09/22 | Audit | 4,355 00 | | 4,355 00 | |
| | | | 2023 (006947) | 01-001-0000-7100-5210-0000-7100-000- | Batchld | Check Date | PO# P4823-00170 | Register # | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053,
Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|------------------------------|--------------|---------------|--|------------------------------------|----------|--------------|-----------------|-----------------|------------------|----------------|
| AP Vendor | | | FIRST NATIONAL BANK OMAHA (continued) | | | | | | | |
| 2022/23 09/13/22 R4823-00171 | | | VISA (000130/1) (continued) | | | | | | | |
| | | | FLIGHTS AND HOTEL CSBA ANNUAL CONF | 2QK4Q7 | 09/13/22 | Audit | | 177 96 | | 177 96 |
| | | 2023 (006947) | 01-001-0000-7100-5210-0000-7100-000- | Batchld | | Check Date | PO# P4823-00171 | | Register # | |
| 2022/23 | 09/13/22 | R4823-00171 | FLIGHTS AND HOTEL CSBA ANNUAL CONF | 2QLJII | 09/13/22 | Audit | | 295 92 | | 295 92 |
| | | 2023 (006947) | 01-001-0000-7100-5210-0000-7100-000- | Batchld | | Check Date | PO# P4823-00171 | | Register # | |
| F | 2022/23 | 09/13/22 | R4823-00171 | FLIGHTS AND HOTEL CSBA ANNUAL CONF | 2QYFFD | 09/13/22 | Audit | 117 95 | | 117 95 |
| | | 2023 (006947) | 01-001-0000-7100-5210-0000-7100-000- | Batchld | | Check Date | PO# P4823-00171 | | Register # | |
| Total Invoice Amount | | | | | | | | 4,983 81 | Check | |
| Direct Vendor | | | FRANZ FAMILY BAKERIES (000537/1) P O BOX 742654 LOS ANGELES, CA 90074-2654 | | | | | | | |
| 2022/23 | 08/15/22 | | BAKERY | 143028004854 | 09/09/22 | Audit | | 13 50 | | 13 50 |
| | | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/22/22 | | BAKERY | 143028004923 | 09/09/22 | Audit | | 116 50 | | 116 50 |
| | | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/29/22 | | BAKERY | 143028004992 | 09/09/22 | Audit | | 124 74 | | 124 74 |
| | | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 254 74 | Check | |
| Direct Vendor | | | GIBSON HEATING & AC (000711/1) 1153 PRESTIGE WAY REDDING, CA 96003 | | | | | | | |
| 2022/23 | 08/08/22 | | SERV CALL - FAN MOTOR REPAIR STAFF ROOM | 41389 | 09/09/22 | Audit | | 617 49 | | 617 49 |
| | | 2023 (001336) | 01-020-0000-8110-5630-0000-8110-100- | | | | | | | |

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Payment Register

Scheduled 09/09/2022 - 09/15/2022 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------------------------|---------------|---|-----------------------------|----------|--------------|--------------|-----------------|------------------|----------------|
| Direct Vendor | GIBSON HEATING & AC (000711/1) | | (continued) | | | | | | (continued) | |
| 2022/23 | 08/11/22 | | SERV CALL - SYSTEM EVAL GIRLS LOCKER ROOM | 41440 | 09/09/22 | Audit | | 150 00 | | 150 00 |
| | | 2023 (001336) | 01-020-0000-8110-5630-0000-8110-100- | | | | | | | |
| 2022/23 | 08/15/22 | | SERV CALL/REPAIR LIBRARY | 41469 | 09/09/22 | Audit | | 198 75 | | 198 75 |
| | | 2023 (001336) | 01-020-0000-8110-5630-0000-8110-100- | | | | | | | |
| 2022/23 | 08/16/22 | | REPAIR OF VOLTAGE WIRING LIBRARY | 41482 | 09/09/22 | Audit | | 72 15 | | 72 15 |
| | | 2023 (001336) | 01-020-0000-8110-5630-0000-8110-100- | | | | | | | |
| 2022/23 | 08/29/22 | | REPAIR WORK LIBRARY | 41564 | 09/09/22 | Audit | | 261 11 | | 261 11 |
| | | 2023 (001337) | 01-020-0000-8200-5630-0000-8200-100- | | | | | | | |
| 2022/23 | 08/29/22 | | SERV CALL - SYSTEM EVAL C-2 & POD | 41565 | 09/09/22 | Audit | | 150 00 | | 150 00 |
| | | 2023 (001326) | 01-050-0000-8110-5630-0000-8110-100- | | | | | | | |
| 2022/23 | 09/07/22 | | SERV CALL - UNIT REPAIR RM 31 | 41653 | 09/09/22 | Audit | | 778 12 | | 778 12 |
| | | 2023 (001336) | 01-020-0000-8110-5630-0000-8110-100- | | | | | | | |
| 2022/23 | 09/12/22 | | SERV CALL RM 19 | 41685 | 09/13/22 | Audit | | 286 25 | | 286 25 |
| | | 2023 (001336) | 01-020-0000-8110-5630-0000-8110-100- | | | | | | | |
| Total Invoice Amount | | | | | | | | 2,513 87 | Check | |

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|---------------|---------------------------------|---------------|--------------------------------------|---------|-------------------|-------|--|----------|--|----------|
| Direct Vendor | GOLD STAR FOODS, INC (000630/2) | | P O BOX 4328 | | ONTARIO, CA 91761 | | | | | |
| 2022/23 | 08/10/22 | | FOOD | 5153245 | 09/09/22 | Audit | | 1,995 95 | | 1,995 95 |
| | | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/10/22 | | FOOD | 5160735 | 09/14/22 | Audit | | 42 25 | | 42 25 |
| | | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/10/22 | | FOOD | 5163498 | 09/14/22 | Audit | | 121 26 | | 121 26 |
| | | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/10/22 | | FOOD | 5187383 | 09/14/22 | Audit | | 1,270 57 | | 1,270 57 |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

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Payment Register

Scheduled 09/09/2022 - 09/15/2022 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|---------------|--------------------------------------|-----------------------------|-------------|--------------|--------------|-----------------|------------------|----------------|
| Direct Vendor | | | GOLD STAR FOODS, INC (000630/2) | | (continued) | | (continued) | | | |
| 2022/23 | 08/10/22 | | FOOD | 5187383 (continued) | 09/14/22 | Audit | | (continued) | | |
| | | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/30/22 | | FOOD | 5229021 | 09/09/22 | Audit | | 542 30 | | 542 30 |
| | | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/30/22 | | FOOD | 5236007 | 09/09/22 | Audit | | 190 64 | | 190 64 |
| | | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 4,162 97 | Check | |

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|-----------------------------|---------|----------|---|---|--------|------------|-------|-----------------|--------------|------------|----------|
| AP Vendor | | | HAPPY NUMBERS (001007/1) 2345 YALE STREET 1ST FLOOR PALO ALTO, CA 94306 | | | | | | | | |
| F | 2022/23 | 07/22/22 | R4823-00075 | ONLINE MATH STANDARD PRACT Q 3222216503 | 111499 | 09/12/22 | Audit | | 2,175 00 | | 2,175 00 |
| | | | 2023 (001235) | 01-050-6300-0000-4310-1110-1000-LC1- | | | | | | | |
| | | | | BatchId | | Check Date | | PO# P4823-00075 | | Register # | |
| Total Invoice Amount | | | | | | | | 2,175 00 | Check | | |

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|-----------------------------|---------|----------|---|--------------------------------------|---------------|----------|-------|-----------------|--------------|--|----------|
| Direct Vendor | | | HEARTLAND PAYMENT SYSTEMS, INC (000499/2) P O BOX 936565 ATLANTA, GA 31193-6565 | | | | | | | | |
| | 2022/23 | 08/31/22 | | ANNUAL SUPPORT CAFE PROGRAM | HSSRECA024818 | 09/12/22 | Audit | | 3,129 00 | | 3,129 00 |
| | | | 2023 (001894) | 13-001-5310-0000-5801-0000-3700-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 3,129 00 | Check | | |

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|-----------|----------|----------|---|---|-----------|------------|-------|-----------------|----------|------------|----------|
| AP Vendor | | | HOUGHTON MIFFLIN COMPANY (000025/2) 14046 COLLECTIONS CENTER DR CHICAGO, IL 60693 | | | | | | | | |
| | 2022/23 | 07/18/22 | R4823-00034 | MATH CONSUMABLES QUOTE #008418292 | 955615712 | 09/12/22 | Audit | | 2,720 08 | | 2,720 08 |
| | | | 2023 (001182) | 01-020-6300-0000-4310-1110-1000-LC1- | | | | 2,243 17 | | | |
| | | | 2023 (001235) | 01-050-6300-0000-4310-1110-1000-LC1- | | | | 476 91 | | | |
| | | | | BatchId | | Check Date | | PO# P4823-00034 | | Register # | |
| 2022/23 | 08/03/22 | | R4823-00034 | MATH CONSUMABLES QUOTE #008418292 | 955640415 | 09/12/22 | Audit | | 3,929 00 | | 3,929 00 |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

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Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount | |
|-----------------------------|---------------|--------------------------------------|-------------------------------------|-----------------------------|-------------|--------------|--------------|-----------------|------------------|----------------|--|
| AP Vendor | | | HOUGHTON MIFFLIN COMPANY (000025/2) | | (continued) | | (continued) | | | | |
| 2022/23 | 08/03/22 | R4823-00034 | MATH | 955640415 (continued) | 09/12/22 | Audit | | (continued) | | | |
| | | | CONSUMABLES | | | | | | | | |
| | | | QUOTE #008418292 | | | | | | | | |
| | 2023 (001182) | 01-020-6300-0000-4310-1110-1000-LC1- | | | | 3,240 13 | | | | | |
| | 2023 (001235) | 01-050-6300-0000-4310-1110-1000-LC1- | | | | 688 87 | | | | | |
| | | | Batchld | | | Check Date | | PO# P4823-00034 | | Register # | |
| 2022/23 | 08/15/22 | R4823-00034 | MATH | 9555656055 | 09/12/22 | Audit | | 527 67 | | 527 67 | |
| | | | CONSUMABLES | | | | | | | | |
| | | | QUOTE #008418292 | | | | | | | | |
| | 2023 (001182) | 01-020-6300-0000-4310-1110-1000-LC1- | | | | 435 15 | | | | | |
| | 2023 (001235) | 01-050-6300-0000-4310-1110-1000-LC1- | | | | 92 52 | | | | | |
| | | | Batchld | | | Check Date | | PO# P4823-00034 | | Register # | |
| Total Invoice Amount | | | | | | | | 7,176 75 | Check | | |

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|-----------------------------|---------------|--------------------------------------|--|--------------|---------------|------------|-------|-----------------|--------------|------------|--|
| AP Vendor | | | ILLUMINATE EDUCATION (000879/1) 6531 IRVINE CENTER DRIVE, SUITE 100 IRVINE, CA 92618 | | | | | | | | |
| F | 2022/23 | 05/11/22 | R4823-00026 | DnA SOFTWARE | INV0000066123 | 09/12/22 | Audit | 6,655 50 | | 6,655 50 | |
| | | | | LICENSES FOR | | | | | | | |
| | | | | 22/23 | | | | | | | |
| | 2023 (001182) | 01-020-6300-0000-4310-1110-1000-LC1- | | | | 3,327 75 | | | | | |
| | 2023 (001235) | 01-050-6300-0000-4310-1110-1000-LC1- | | | | 3,327 75 | | | | | |
| | | | Batchld | | | Check Date | | PO# P4823-00026 | | Register # | |
| Total Invoice Amount | | | | | | | | 6,655 50 | Check | | |

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|-----------------------------|---------|----------|---|--------------------------------------|------------------|----------|-------|------------------|--------------|-----------|--|
| Direct Vendor | | | INDEPENDENT ED PROGRAMS (000547/1) 1756 SOUTH ST ANDERSON, CA 96007 | | | | | | | | |
| | 2022/23 | 08/31/22 | | AUG 2022 | CWUSD08312022 | 09/12/22 | Audit | 11,832 00 | | 11,832 00 | |
| | | | 2023 (001371) | 01-001-6500-0203-5805-5760-1180-100- | | | | | | | |
| | 2022/23 | 09/01/22 | | COUNSELING AUG | CWUSDNPA08312022 | 09/12/22 | Audit | 432 90 | | 432 90 | |
| | | | | 2022 | | | | | | | |
| | | | 2023 (001371) | 01-001-6500-0203-5805-5760-1180-100- | | | | | | | |
| Total Invoice Amount | | | | | | | | 12,264 90 | Check | | |

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|-----------|--|--|--|--|--|--|--|--|--|--|
| AP Vendor | | | JD MASON PAINTING (000507/3) 4737 PHEASANT DR ANDERSON, CA 96007 | | | | | | | |
|-----------|--|--|--|--|--|--|--|--|--|--|

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|--------------|-------------|--|-----------------------------|----------|--------------|--------------|-----------------|------------------|----------------|
| AP Vendor JD MASON PAINTING (000507/3) (continued) | | | | | | | | | | |
| 2022/23 | 09/05/22 | R4823-00172 | REPAIR AND PAINT WATER DAMAGE IN KITCHEN | 09052022 | 09/12/22 | Audit | | 550 00 | | 550 00 |
| 2023 (001325) 01-050-8150-0000-5630-0000-8110-LC2-BatchId | | | | | | | | | | |
| | | | | | | | Check Date | PO# P4823-00172 | Register # | |
| Total Invoice Amount | | | | | | | | 550 00 | Check | |

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|--|---------|----------|-------------|-----------------------|--------------|----------|------------|-----------------|--------------|--------|
| AP Vendor LAKESHORE LEARNING (000540/1) 2695 E DOMINGUEZ ST CARSON, CA 90895 | | | | | | | | | | |
| F | 2022/23 | 07/21/22 | R4823-00040 | INST MATERIAL - TK | 282627072122 | 09/12/22 | Audit | 547 66 | | 547 66 |
| 2023 (001188) 01-050-1100-0000-4310-1110-1000-100-BatchId | | | | | | | | | | |
| | | | | | | | Check Date | PO# P4823-00040 | Register # | |
| F | 2022/23 | 08/26/22 | R4823-00141 | INST MATERIAL - BAKER | 428026082622 | 09/12/22 | Audit | 292 17 | | 292 17 |
| 2023 (001188) 01-050-1100-0000-4310-1110-1000-100-BatchId | | | | | | | | | | |
| | | | | | | | Check Date | PO# P4823-00141 | Register # | |
| Total Invoice Amount | | | | | | | | 839 83 | Check | |

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|---|---------|----------|--|--------------|--------|----------|-------|-------|--|-------|
| Direct Vendor LAUNDRY WORLD (000141/1) PO BOX 98 ANDERSON, CA 96007 | | | | | | | | | | |
| | 2022/23 | 08/10/22 | | LAUNDRY SERV | 259522 | 09/12/22 | Audit | 10 00 | | 10 00 |
| 2023 (001306) 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | | | |
| | 2022/23 | 08/17/22 | | LAUNDRY SERV | 258835 | 09/12/22 | Audit | 5 75 | | 5 75 |
| 2023 (001894) 13-001-5310-0000-5801-0000-3700-000- | | | | | | | | | | |
| | 2022/23 | 08/17/22 | | LAUNDRY SERV | 259948 | 09/12/22 | Audit | 10 00 | | 10 00 |
| 2023 (001306) 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | | | |
| | 2022/23 | 08/17/22 | | LAUNDRY SERV | 259950 | 09/12/22 | Audit | 91 37 | | 91 37 |
| 2023 (001306) 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | | | |
| | 2022/23 | 08/24/22 | | LAUNDRY SERV | 260376 | 09/12/22 | Audit | 27 35 | | 27 35 |
| 2023 (001894) 13-001-5310-0000-5801-0000-3700-000- | | | | | | | | | | |
| | 2022/23 | 08/24/22 | | LAUNDRY SERV | 260377 | 09/12/22 | Audit | 10 00 | | 10 00 |
| 2023 (001306) 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | | | |
| | 2022/23 | 08/24/22 | | LAUNDRY SERV | 260378 | 09/12/22 | Audit | 67 69 | | 67 69 |
| 2023 (001306) 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

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Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------------------|--------------------------------------|------------------------------------|-----------------------------|----------|--------------|--------------|-----------------|------------------|----------------|
| Direct Vendor | LAUNDRY WORLD (000141/1) | | (continued) | | | | | | (continued) | |
| 2022/23 | 08/24/22 | | LAUNDRY SERV | 260379 | 09/12/22 | Audit | | 91 37 | | 91 37 |
| | 2023 (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | |
| 2022/23 | 08/24/22 | | LAUNDRY SERV | 260380 | 09/12/22 | Audit | | 27 35 | | 27 35 |
| | 2023 (001894) | 13-001-5310-0000-5801-0000-3700-000- | | | | | | | | |
| 2022/23 | 08/24/22 | | LAUNDRY SERV | 260778 | 09/12/22 | Audit | | 686 19 | | 686 19 |
| | 2023 (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | |
| 2022/23 | 08/31/22 | | LAUNDRY SERV | 260806 | 09/12/22 | Audit | | 27 35 | | 27 35 |
| | 2023 (001894) | 13-001-5310-0000-5801-0000-3700-000- | | | | | | | | |
| 2022/23 | 08/31/22 | | LAUNDRY SERV | 260807 | 09/12/22 | Audit | | 10 00 | | 10 00 |
| | 2023 (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | |
| 2022/23 | 08/31/22 | | LAUNDRY SERV | 260808 | 09/12/22 | Audit | | 67 69 | | 67 69 |
| | 2023 (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | |
| 2022/23 | 08/31/22 | | LAUNDRY SERV | 260810 | 09/12/22 | Audit | | 91 37 | | 91 37 |
| | 2023 (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | |
| 2022/23 | 08/31/22 | | LAUNDRY SERV | 260812 | 09/12/22 | Audit | | 27 35 | | 27 35 |
| | 2023 (001894) | 13-001-5310-0000-5801-0000-3700-000- | | | | | | | | |
| 2022/23 | 08/31/22 | R4823-00129 | BATHROOM SUPPLIES EST # 3137 | 261218 | 09/12/22 | Audit | | 176 93 | | 176 93 |
| | 2023 (001253) | 01-050-0000-8200-4510-0000-8200-100- | | | | | | | | |
| | | | | BatchId | | Check Date | | PO# P4823-00129 | | Register # |
| 2022/23 | 09/07/22 | | LAUNDRY SERV | 261245 | 09/12/22 | Audit | | 27 35 | | 27 35 |
| | 2023 (001894) | 13-001-5310-0000-5801-0000-3700-000- | | | | | | | | |
| 2022/23 | 09/07/22 | | LAUNDRY SERV | 261246 | 09/12/22 | Audit | | 10 00 | | 10 00 |
| | 2023 (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | |
| 2022/23 | 09/07/22 | | LAUNDRY SERV | 261247 | 09/12/22 | Audit | | 67 69 | | 67 69 |
| | 2023 (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | |
| 2022/23 | 09/07/22 | | LAUNDRY SERV | 261248 | 09/14/22 | Audit | | 91 37 | | 91 37 |
| | 2023 (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | | |
| 2022/23 | 09/07/22 | | LAUNDRY SERV | 261249 | 09/12/22 | Audit | | 27 35 | | 27 35 |
| | 2023 (001894) | 13-001-5310-0000-5801-0000-3700-000- | | | | | | | | |
| Total Invoice Amount | | | | | | | | 1,651 52 | Check | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 09/09/2022 - 09/15/2022 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|--|--------------|----------|-------------|-----------------------------|-----------|--------------|--------------|------------------|------------------|----------------|
| AP Vendor LEXIA LEARNING SYSTEMS (001011/1) 300 BAKER AVE STE 320 CONCORD, MA 01742-2131 | | | | | | | | | | |
| F | 2022/23 | 08/10/22 | R4823-00109 | LEXIA READING | SIN087610 | 09/12/22 | Audit | 10,250 00 | | 10,250 00 |
| QUOTE Q-478917-3 2023 (004729) 01-001-4127-0000-4310-1110-1000-000- BatchId | | | | | | | | | | |
| | | | | | | | | PO# P4823-00109 | Register # | |
| Total Invoice Amount | | | | | | | | 10,250 00 | Check | |

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|--|---------|----------|-------------|--------------|--------|----------|-------|-----------------|--------------|--------|
| AP Vendor LITERACY RESOURCES, LLC (000824/2) PO BOX 7143 CAROL STREAM, IL 60197 | | | | | | | | | | |
| F | 2022/23 | 08/19/22 | R4823-00112 | QUOTE 206497 | 221649 | 09/15/22 | Audit | 658 40 | | 658 40 |
| PRIMARY CURRICULUM 2023 (001235) 01-050-6300-0000-4310-1110-1000-LC1- BatchId | | | | | | | | | | |
| | | | | | | | | PO# P4823-00112 | Register # | |
| Total Invoice Amount | | | | | | | | 658 40 | Check | |

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|--|---------|----------|--|------------|---------|----------|-------|-----------------|--------------|----------|
| Direct Vendor LOZANO SMITH (000202/1) 7404 NORTH SPALDING FRESNO, CA 93720-3370 | | | | | | | | | | |
| | 2022/23 | 08/11/22 | | LEGAL SERV | 2170145 | 09/12/22 | Audit | 5,156 25 | | 5,156 25 |
| 2023 (004188) 01-001-0000-7100-5810-0000-7100-000- BatchId | | | | | | | | | | |
| | | | | | | | | PO# P4823-00111 | Register # | |
| Total Invoice Amount | | | | | | | | 5,156 25 | Check | |

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|---|---------|----------|-------------|---------------|-------|----------|-------|-----------------|--------------|--------|
| AP Vendor MARENEM INC (001012/1) PO BOX 2186 SKYLAND, NC 28776 | | | | | | | | | | |
| F | 2022/23 | 08/16/22 | R4823-00111 | VOWEL DIGRAPH | 11269 | 09/12/22 | Audit | 893 20 | | 893 20 |
| POSTERS 1ST/2ND 2023 (001188) 01-050-1100-0000-4310-1110-1000-100- BatchId | | | | | | | | | | |
| | | | | | | | | PO# P4823-00111 | Register # | |
| Total Invoice Amount | | | | | | | | 893 20 | Check | |

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|--|---------|----------|-------------|--------------------|--------------|----------|-------|----------|--|----------|
| AP Vendor MCGRAW HILL INC SCHOOL PUBLISHING COMPANY (000008/2) LOCKBOX 71545 CHICAGO, IL 60694-1545 | | | | | | | | | | |
| | 2022/23 | 08/31/22 | R4823-00150 | INST MAT 5TH & 8TH | 124322414001 | 09/13/22 | Audit | 1,522 28 | | 1,522 28 |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

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Payment Register

Scheduled 09/09/2022 - 09/15/2022 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|--|--------------|---------------|--------------------------------------|-----------------------------|--------------|--------------|--------------|------------------|------------------|----------------|
| AP Vendor MCGRAW HILL INC SCHOOL PUBLISHING COMPANY (000008/2) (continued) | | | | | | | | | | |
| 2022/23 | 08/31/22 | R4823-00150 | INST MAT 5TH & 8TH | 124322414001 | 09/13/22 | Audit | | (continued) | | |
| | | 2023 (004673) | 01-020-1100-1110-4210-1110-1000-000- | | | | | | | |
| | | | | BatchId | | Check Date | | PO# P4823-00150 | | Register # |
| F | 2022/23 | 09/01/22 | R4823-00150 | INST MAT 5TH & 8TH | 124322417001 | 09/13/22 | Audit | 17 79 | | 17 79 |
| | | 2023 (004673) | 01-020-1100-1110-4210-1110-1000-000- | | | | | | | |
| | | | | BatchId | | Check Date | | PO# P4823-00150 | | Register # |
| Total Invoice Amount | | | | | | | | 1,540 07 | Check | |
| Direct Vendor MT SHASTA SPRING WATER (000036/1) 1878 TWIN VIEW BLVD REDDING, CA 96003-1501 | | | | | | | | | | |
| 2022/23 | 08/23/22 | | WATER SERV | 159999 | 09/12/22 | Audit | | 32 75 | | 32 75 |
| | | 2023 (003223) | 01-001-0000-0000-4510-0000-3600-100- | | | | | | | |
| Total Invoice Amount | | | | | | | | 32 75 | Check | |
| Direct Vendor MTN VALLEY SP ED JPA (000934/1) 10140 OREGON TRL REDDING, CA 96003 | | | | | | | | | | |
| 2022/23 | 09/06/22 | | SPEC ED SERV | INV23-00019 | 09/13/22 | Audit | | 83,529 71 | | 83,529 71 |
| | | | 7/1-8/31/2022 | | | | | | | |
| | | 2023 (004218) | 01-001-0000-3140-5801-0000-3140-100- | | | | 1,643 81 | | | |
| | | 2023 (006346) | 01-001-3213-3120-5801-0000-3120-100- | | | | 15,349 82 | | | |
| | | 2023 (004951) | 01-001-6500-0000-5801-5001-2110-100- | | | | 16,216 82 | | | |
| | | 2023 (005189) | 01-001-6500-0200-5801-5760-1110-100- | | | | 11,856 06 | | | |
| | | 2023 (005162) | 01-001-6500-0200-5805-7110-1110-100- | | | | 6,286 63 | | | |
| | | 2023 (006956) | 01-001-6500-0206-5101-5760-1110-100- | | | | 9,362 83 | | | |
| | | 2023 (006957) | 01-001-6500-0206-5805-5760-1110-100- | | | | 22,813 74 | | | |
| Total Invoice Amount | | | | | | | | 83,529 71 | Check | |
| Direct Vendor NORTH STATE GROCERY, INC (000476/1) P O BOX 439 COTTONWOOD, CA 96022 | | | | | | | | | | |
| 2022/23 | 08/22/22 | | PRESCHOOL FOOD | 003402363042 | 09/12/22 | Audit | | 14 06 | | 14 06 |
| | | 2023 (004765) | 01-060-0000-1573-4710-0001-3700-LC1- | | | | | | | |
| Total Invoice Amount | | | | | | | | 14 06 | Check | |

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|-------|--|-----------------------------|----------|--------------|--------------|-----------------|------------------|----------------|
| Direct Vendor | | | NORTHERN CAL SCHOOLS INS GRP (000027/2) 310 HEMSTED DR, #200 REDDING, CA 96002 | | | | | | | |
| 2022/23 | 07/01/22 | | EXCESS CYBER SECURITY COVERAGE | 07012022 | 09/15/22 | Audit | | 5,707 75 | | 5,707 75 |
| | | | 2023 (001305) 01-001-0000-7200-5450-0000-7200-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 5,707 75 | Check | |
| Direct Vendor | | | PACIFIC GAS AND ELECTRIC CO (000007/1) BOX 997300 SACRAMENTO, CA 95899-7300 | | | | | | | |
| 2022/23 | 09/08/22 | | CAFE ELECTRIC 8/2022 | 09082022 | 09/13/22 | Audit | | 4,214 46 | | 4,214 46 |
| | | | 2023 (001307) 01-001-0000-8260-5510-0000-8200-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 4,214 46 | Check | |
| Direct Vendor | | | PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231 | | | | | | | |
| 2022/23 | 08/15/22 | | DAIRY | 6352222709 | 09/12/22 | Audit | | 441 41 | | 441 41 |
| | | | 2023 (001890) 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/15/22 | | DAIRY | 6352222710 | 09/12/22 | Audit | | 267 09 | | 267 09 |
| | | | 2023 (001890) 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/18/22 | | DAIRY | 6352223048 | 09/12/22 | Audit | | 135 32 | | 135 32 |
| | | | 2023 (001890) 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/18/22 | | DAIRY | 6352223050 | 09/12/22 | Audit | | 202 06 | | 202 06 |
| | | | 2023 (001890) 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/22/22 | | DAIRY | 57940434 | 09/12/22 | Audit | | 428 89 | | 428 89 |
| | | | 2023 (001890) 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/22/22 | | DAIRY | 57940439 | 09/12/22 | Audit | | 418 22 | | 418 22 |
| | | | 2023 (001890) 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/25/22 | | DAIRY | 57945847 | 09/12/22 | Audit | | 344 48 | | 344 48 |
| | | | 2023 (001890) 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/25/22 | | DAIRY | 6352223723 | 09/12/22 | Audit | | 266 89 | | 266 89 |
| | | | 2023 (001890) 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/29/22 | | DAIRY | 6352224157 | 09/12/22 | Audit | | 403 06 | | 403 06 |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|---------------------------------------|--------------------------------------|-----------------------------|-------------|--------------|--------------|-----------------|------------------|----------------|
| Direct Vendor | | PRODUCERS DAIRY (000203/1) | | | (continued) | | | | | (continued) |
| 2022/23 | 08/29/22 | | DAIRY | 6352224157 (continued) | 09/12/22 | Audit | | (continued) | | |
| | 2023 | (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/29/22 | | DAIRY | 6352224158 | 09/12/22 | Audit | | 248 74 | | 248 74 |
| | 2023 | (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 09/01/22 | | DAIRY | 6352224401 | 09/12/22 | Audit | | 379 04 | | 379 04 |
| | 2023 | (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 09/01/22 | | DAIRY | 6352224494 | 09/12/22 | Audit | | 390 65 | | 390 65 |
| | 2023 | (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 09/08/22 | | DAIRY | 6352225161 | 09/13/22 | Audit | | 461 68 | | 461 68 |
| | 2023 | (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 09/08/22 | | DAIRY | 6352225162 | 09/13/22 | Audit | | 378 45 | | 378 45 |
| | 2023 | (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 4,765 98 | Check | |
| Direct Vendor | | PROFESSIONAL EXTERMINATORS (000403/1) | | | | | | | | |
| | | PO BOX 991507 | | | | | | | | |
| | | REDDING, CA 96099 | | | | | | | | |
| 2022/23 | 08/17/22 | | PEST CONTROL | 75574 | 09/12/22 | Audit | | 45 00 | | 45 00 |
| | 2023 | (004214) | 01-020-0000-8110-5801-0000-8110-100- | | | | | | | |
| Total Invoice Amount | | | | | | | | 45 00 | Check | |
| Direct Vendor | | PROPACIFIC FRESH (000491/1) | | | | | | | | |
| | | P O BOX 1069 | | | | | | | | |
| | | DURHAM, CA 95938 | | | | | | | | |
| 2022/23 | 05/20/22 | | OVER PAYMENT ON INV | 6934704OP | 09/12/22 | Audit | | 9 00- | | 9 00- |
| | 2023 | (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/12/22 | | FOOD | 6946955 | 09/12/22 | Audit | | 563 67 | | 563 67 |
| | 2023 | (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/19/22 | | FOOD | 6949837 | 09/12/22 | Audit | | 250 22 | | 250 22 |
| | 2023 | (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 08/26/22 | | FOOD | 6951302 | 09/12/22 | Audit | | 761 81 | | 761 81 |
| | 2023 | (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2022/23 | 09/02/22 | | FOOD | 6952944 | 09/13/22 | Audit | | 608 85 | | 608 85 |
| | 2023 | (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-------------|--------------|-------|---------|-----------------------------|-------|--------------|--------------|----------------|------------------|----------------|
|-------------|--------------|-------|---------|-----------------------------|-------|--------------|--------------|----------------|------------------|----------------|

Total Invoice Amount 2,175 55 Check

| | | | | | | | | | | |
|---------------|---|--|--|--|--|--|--|--|--|--|
| Direct Vendor | QUADIENT LEASING USA, INC (000917/1) DEPT 3682 P O BOX 123682 DALLAS, TX 75312-3682 | | | | | | | | | |
|---------------|---|--|--|--|--|--|--|--|--|--|

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|---------|----------|--|-----------------------|----------|----------|-------|--|--------|--|--------|
| 2022/23 | 08/19/22 | | POSTAGE MACHINE LEASE | N9546726 | 09/12/22 | Audit | | 566 27 | | 566 27 |
|---------|----------|--|-----------------------|----------|----------|-------|--|--------|--|--------|

2023 (001311) 01-001-0000-7200-5610-0000-7200-000-

Total Invoice Amount 566 27 Check

| | | | | | | | | | | |
|-----------|---|--|--|--|--|--|--|--|--|--|
| AP Vendor | RAINBOW RESOURCE CENTER (001017/1) 655 TOWNSHIP RD 500 E TOULON, IL 61483 | | | | | | | | | |
|-----------|---|--|--|--|--|--|--|--|--|--|

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|---------|----------|-------------|---------------------------|---------|----------|-------|--|----------|--|----------|
| 2022/23 | 08/31/22 | R4823-00153 | INST MATERIAL HOME SCHOOL | 3862787 | 09/13/22 | Audit | | 1,415 89 | | 1,415 89 |
|---------|----------|-------------|---------------------------|---------|----------|-------|--|----------|--|----------|

2023 (001162) 01-020-1100-0000-4310-1110-1000-100-
2023 (001188) 01-050-1100-0000-4310-1110-1000-100-

BatchId

Check Date

PO# P4823-00153

Register #

Total Invoice Amount 1,415 89 Check

| | | | | | | | | | | |
|-----------|---|--|--|--|--|--|--|--|--|--|
| AP Vendor | READ NATURALLY (000108/1) 1284 CORPORATE CENTER DR STE 600 SAINT PAUL, MN 55121 | | | | | | | | | |
|-----------|---|--|--|--|--|--|--|--|--|--|

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|---|---------|----------|-------------|---|--------|----------|-------|--|--------|--------|
| F | 2022/23 | 07/18/22 | R4823-00038 | INTERVENTION SEATS- READ LIVE LICENSE Q# 192264 | 255254 | 09/12/22 | Audit | | 690 00 | 690 00 |
|---|---------|----------|-------------|---|--------|----------|-------|--|--------|--------|

2023 (001235) 01-050-6300-0000-4310-1110-1000-LC1-

BatchId

Check Date

PO# P4823-00038

Register #

Total Invoice Amount 690 00 Check

| | | | | | | | | | | |
|-----------|--|--|--|--|--|--|--|--|--|--|
| AP Vendor | REALLY GREAT READING CO LLC (000964/1) PO BOX 46 CABIN JOHN, MD 20818-0046 | | | | | | | | | |
|-----------|--|--|--|--|--|--|--|--|--|--|

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|---|---------|----------|-------------|------------------------------|-------|----------|-------|--|--------|--------|
| F | 2022/23 | 07/19/22 | R4823-00044 | BLAST ONLINE READING Q-23085 | 35292 | 09/12/22 | Audit | | 822 00 | 822 00 |
|---|---------|----------|-------------|------------------------------|-------|----------|-------|--|--------|--------|

2023 (006375) 01-050-3212-0000-4310-1110-1000-000-

BatchId

Check Date

PO# P4823-00044

Register #

Total Invoice Amount 822 00 Check

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---------------|--------------------------------------|-----------|-----------------------------|----------|--------------|--------------|----------------|------------------|----------------|
| Direct Vendor RYAN'S LAWN CARE (000526/5) 3873 WOLVERINE DR REDDING, CA 96001 | | | | | | | | | | |
| 2022/23 | 08/14/22 | | LAWN SERV | 2247 | 09/12/22 | Audit | | 750 00 | | 750 00 |
| | 2023 (004214) | 01-020-0000-8110-5801-0000-8110-100- | | | | 375 00 | | | | |
| | 2023 (004217) | 01-050-0000-8110-5801-0000-8110-100- | | | | 375 00 | | | | |
| 2022/23 | 08/20/22 | | LAWN SERV | 2248 | 09/12/22 | Audit | | 750 00 | | 750 00 |
| | 2023 (004214) | 01-020-0000-8110-5801-0000-8110-100- | | | | 375 00 | | | | |
| | 2023 (004217) | 01-050-0000-8110-5801-0000-8110-100- | | | | 375 00 | | | | |
| 2022/23 | 08/27/22 | | LAWN SERV | 2249 | 09/12/22 | Audit | | 750 00 | | 750 00 |
| | 2023 (004214) | 01-020-0000-8110-5801-0000-8110-100- | | | | 375 00 | | | | |
| | 2023 (004217) | 01-050-0000-8110-5801-0000-8110-100- | | | | 375 00 | | | | |
| 2022/23 | 09/05/22 | | LAWN SERV | 2256 | 09/12/22 | Audit | | 750 00 | | 750 00 |
| | 2023 (004214) | 01-020-0000-8110-5801-0000-8110-100- | | | | 375 00 | | | | |
| | 2023 (004217) | 01-050-0000-8110-5801-0000-8110-100- | | | | 375 00 | | | | |
| 2022/23 | 09/11/22 | | LAWN SERV | 2257 | 09/12/22 | Audit | | 750 00 | | 750 00 |
| | 2023 (004214) | 01-020-0000-8110-5801-0000-8110-100- | | | | 375 00 | | | | |
| | 2023 (004217) | 01-050-0000-8110-5801-0000-8110-100- | | | | 375 00 | | | | |

& Employee Also

Total Invoice Amount 3,750 00 Check

| | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|
| AP Vendor SCHOOL DATEBOOKS (000940/1) 2880 US HIGHWAY 231 SOUTH LAFAYETTE, IN 47909 | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|

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|---|---------|----------|---------------|--|--------------|----------|-------|--------|--|--------|
| F | 2022/23 | 08/02/22 | R4823-00032 | CLASSIC ELEMENTARY MATRIX SEE ATTACHED QUOTE | SS22-0240999 | 09/12/22 | Audit | 726 97 | | 726 97 |
| | | | 2023 (001188) | 01-050-1100-0000-4310-1110-1000-100- | | | | | | |

Total Invoice Amount 726 97 Check

| | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|
| AP Vendor SCHOOL MATE (000966/1) PO BOX 2110 KEARNEY, NE 68848-2110 | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|

| | | | | | | | | | | |
|---|---------|----------|---------------|---|-------------|----------|--------|--------|-------|--------|
| F | 2022/23 | 08/23/22 | R4823-00122 | 5TH & 6TH GRADE PLANNERS QUOTE-PQ4182266652 | IN000582841 | 09/12/22 | Audit | 735 00 | 53 29 | 788 29 |
| | | | 2023 (001162) | 01-020-1100-0000-4310-1110-1000-100- | | | 788 29 | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-------------|------------------------|-------|-------------|-----------------------------|-------|--------------|--------------|----------------|------------------|----------------|
| AP Vendor | SCHOOL MATE (000966/1) | | (continued) | | | | | | | |

BatchId Check Date PO# P4823-00122 Register #

Total Invoice Amount 735 00 Check

| | | | | | | | | | | |
|-----------|--------------------------------|--|---------------------------------------|--|--|--|--|--|--|--|
| AP Vendor | SCHOOL NURSE SUPPLY (000552/1) | | P O BOX 68968 SCHAUMBURG, IL 60168 | | | | | | | |
|-----------|--------------------------------|--|---------------------------------------|--|--|--|--|--|--|--|

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|---|---------|----------|---------------|--------------------------------------|------------|----------|------------|-----------------|--|------------|
| F | 2022/23 | 07/26/22 | R4823-00050 | NURSE SUPPLIES | 0901327-IN | 09/12/22 | Audit | 1,138 62 | | 1,138 62 |
| | | | 2023 (006377) | 01-001-0000-0000-4510-0000-3140-100- | | | | | | |
| | | | 2023 (006976) | 01-001-9010-5640-4510-0000-3140-100- | | | 1,138 62 | | | |
| | | | | BatchId | | | Check Date | PO# P4823-00050 | | Register # |

| | | | | | | | | | | |
|---|---------|----------|---------------|--------------------------------------|------------|----------|------------|-----------------|--|------------|
| F | 2022/23 | 09/01/22 | R4823-00159 | SCHOOL NURSE SUPPLIES | 0908352-IN | 09/13/22 | Audit | 441 22 | | 441 22 |
| | | | 2023 (001248) | 01-001-5640-0000-4510-0000-3140-100- | | | | | | |
| | | | 2023 (006976) | 01-001-9010-5640-4510-0000-3140-100- | | | 441 22 | | | |
| | | | | BatchId | | | Check Date | PO# P4823-00159 | | Register # |

Total Invoice Amount 1,579 84 Check

| | | | | | | | | | | |
|---------------|--------------------------------------|--|---|--|--|--|--|--|--|--|
| Direct Vendor | SCHOOLYARD COMMUNICATIONS (000284/1) | | PO BOX 4953 SAN LUIS OBISPO, CA 93403-4953 | | | | | | | |
|---------------|--------------------------------------|--|---|--|--|--|--|--|--|--|

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|--|---------|----------|---------------|--------------------------------------|-----------|----------|--------|--------|--|--------|
| | 2022/23 | 08/19/22 | | RIGHTS & RESPONSIBILITIES BOOKLETS | 22-160842 | 09/12/22 | Audit | 577 55 | | 577 55 |
| | | | 2023 (001353) | 01-020-0000-2700-5801-0000-2700-100- | | | 279 76 | | | |
| | | | 2023 (001365) | 01-050-0000-2700-5801-0000-2700-100- | | | 297 79 | | | |

Total Invoice Amount 577 55 Check

| | | | | | | | | | | |
|---------------|---------------------------------|--|--|--|--|--|--|--|--|--|
| Direct Vendor | SCP DISTRIBUTORS LLC (000812/1) | | PO BOX 80248 CITY OF INDUSTRY, CA 91716 | | | | | | | |
|---------------|---------------------------------|--|--|--|--|--|--|--|--|--|

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|--|---------|----------|---------------|--------------------------------------|----------|----------|-------|---------|--|---------|
| | 2022/23 | 07/05/22 | | CREDIT FOR POOL SUPPLIES | SN084828 | 09/12/22 | Audit | 200 00- | | 200 00- |
| | | | 2023 (001254) | 01-001-0000-8210-4510-0000-8200-100- | | | | | | |
| | 2022/23 | 07/19/22 | | CREDIT FOR POOL SUPPLIES | SN085973 | 09/12/22 | Audit | 214 47- | | 214 47- |
| | | | 2023 (001254) | 01-001-0000-8210-4510-0000-8200-100- | | | | | | |
| | 2022/23 | 07/19/22 | | CREDIT FOR POOL SUPPLIES | SN085976 | 09/12/22 | Audit | 170 00- | | 170 00- |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

Scheduled 09/09/2022 - 09/15/2022 **Bank Account COUNTY - County**

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|---------------------------------|--------------------------------------|-----------------------------|-------------|--------------|--------------|-----------------|------------------|----------------|
| Direct Vendor | | SCP DISTRIBUTORS LLC (000812/1) | | | (continued) | | | | (continued) | |
| 2022/23 | 07/19/22 | | CREDIT FOR POOL SUPPLIES | SN085976 (continued) | 09/12/22 | Audit | | (continued) | | |
| | | 2023 (001254) | 01-001-0000-8210-4510-0000-8200-100- | | | | | | | |
| 2022/23 | 08/05/22 | | POOL SUPPLIES | SN087264 | 09/12/22 | Audit | | 759 63 | | 759 63 |
| | | 2023 (001254) | 01-001-0000-8210-4510-0000-8200-100- | | | | | | | |
| 2022/23 | 08/08/22 | | CREDIT FOR POOL SUPPLIES | SN087432 | 09/12/22 | Audit | | 60 00- | | 60 00- |
| | | 2023 (001254) | 01-001-0000-8210-4510-0000-8200-100- | | | | | | | |
| 2022/23 | 08/08/22 | | CREDIT FOR POOL SUPPLIES | SN087434 | 09/12/22 | Audit | | 26 81- | | 26 81- |
| | | 2023 (001254) | 01-001-0000-8210-4510-0000-8200-100- | | | | | | | |
| 2022/23 | 08/22/22 | | POOL SUPPLIES | SN088272 | 09/12/22 | Audit | | 996 36 | | 996 36 |
| | | 2023 (001254) | 01-001-0000-8210-4510-0000-8200-100- | | | | | | | |
| Total Invoice Amount | | | | | | | | 1,084 71 | Check | |

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|-----------------------------|----------|---|--------------------------------------|------------|----------|-------|--|---------------|--------------|--------|
| Direct Vendor | | SHASTA CO DEPT OF RSOURCE MGMTENVIRONMENTAL HEALTH DIV (000023/1) 1855 PLACER ST STE 201 REDDING, CA 96001 | | | | | | | | |
| 2022/23 | 09/01/22 | | FOOD PERMIT NORTH | NORTH 2223 | 09/12/22 | Audit | | 361 28 | | 361 28 |
| | | 2023 (001894) | 13-001-5310-0000-5801-0000-3700-000- | | | | | | | |
| 2022/23 | 09/01/22 | | FOOD PERMIT WEST | WEST 2223 | 09/12/22 | Audit | | 361 28 | | 361 28 |
| | | 2023 (001894) | 13-001-5310-0000-5801-0000-3700-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 722 56 | Check | |

| | | | | | | | | | | |
|---------------|----------|--|--------------------------------------|-------------|----------|-------|--|----------|--|----------|
| Direct Vendor | | SHASTA CO OFFICE OF EDUCATION (000055/1) 1644 MAGNOLIA AVE REDDING, CA 96001 | | | | | | | | |
| 2022/23 | 08/08/22 | | EXCEL EXT YR | INV23-00299 | 09/12/22 | Audit | | 1,792 00 | | 1,792 00 |
| | | 2023 (005162) | 01-001-6500-0200-5805-7110-1110-100- | | | | | | | |
| 2022/23 | 08/16/22 | | DOCUMENT TRACKING SERVICES | INV23-00332 | 09/12/22 | Audit | | 585 00 | | 585 00 |
| | | 2023 (001358) | 01-001-0000-7200-5801-0000-7200-000- | | | | | | | |

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|--|--------------|----------|-------------|---|---|--------------|-----------------|-----------------------------|------------------|----------------|
| | | | | | | | | Total Invoice Amount | 2,377 00 | Check |
| AP Vendor SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619 | | | | | | | | | | |
| F | 2022/23 | 09/06/22 | R4823-00156 | SPED DIRECTOR/NVP BUSINESS CARDS | 16457 | 09/12/22 | Audit | 49 34 | | 49 34 |
| | | | | | 2023 (001257) 01-050-0000-2700-4510-0000-2700-100- Batchld | Check Date | PO# P4823-00156 | Register # | | |
| | | | | | | | | Total Invoice Amount | 49 34 | Check |
| AP Vendor SOLUTION TREE (000639/1) 555 NORTH MORTON STREET BLOOMINGTON, IN 47404 | | | | | | | | | | |
| F | 2022/23 | 04/29/22 | R4823-00002 | BEHAVIOR SOLUTIONS SALT LAKE CTY UTAH 11/9-11/10 | S258221 | 09/12/22 | Audit | 2,756 00 | | 2,756 00 |
| | | | | | 2023 (006366) 01-001-6266-0000-5210-1110-1000-000- Batchld | Check Date | PO# P4823-00002 | Register # | | |
| F | 2022/23 | 05/01/22 | R4823-00004 | PLC TRAINING LONG BEACH 11/2-11/4 | S258363 | 09/12/22 | Audit | 4,134 00 | | 4,134 00 |
| | | | | | 2023 (006366) 01-001-6266-0000-5210-1110-1000-000- Batchld | Check Date | PO# P4823-00004 | Register # | | |
| F | 2022/23 | 05/05/22 | R4823-00005 | PLC TRAINING LONG BEACH 11/2-11/4 | S258537 | 09/12/22 | Audit | 2,756 00 | | 2,756 00 |
| | | | | | 2023 (006366) 01-001-6266-0000-5210-1110-1000-000- Batchld | Check Date | PO# P4823-00005 | Register # | | |
| F | 2022/23 | 05/26/22 | R4823-00009 | PLC AT WORK INST LONG BEACH | S259576 | 09/12/22 | Audit | 689 00 | | 689 00 |
| | | | | | 2023 (006366) 01-001-6266-0000-5210-1110-1000-000- Batchld | Check Date | PO# P4823-00009 | Register # | | |
| | | | | | | | | Total Invoice Amount | 10,335 00 | Check |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|--------------|----------|-------------|-----------------------------|-------|--------------|--------------|-----------------|------------------|----------------|
| AP Vendor SST (000338/1) PO BOX 990327 REDDING, CA 96099--327 | | | | | | | | | | |
| F | 2022/23 | 08/31/22 | R4823-00145 | DEF FUEL | 6227 | 09/12/22 | Audit | 146 88 | | 146 88 |
| 2023 (003196) 01-001-0000-0000-4602-0000-3600-000- BatchId | | | | | | | | | | |
| | | | | | | | Check Date | PO# P4823-00145 | Register # | |
| Total Invoice Amount | | | | | | | | 146 88 | Check | |

| | | | | | | | | | | |
|--|---------|----------|--|------------------|--------|----------|-------|---------------|--------------|--------|
| Direct Vendor STATE OF CALIFORNIA DEPARTMENT OF JUSTICE (000111/1) ACCOUNTING OFFICE PO BOX 944255 SACRAMENTO, CA 94244-2550 | | | | | | | | | | |
| | 2022/23 | 08/04/22 | | FINGERPRINTS | 595797 | 09/09/22 | Audit | 49 00 | | 49 00 |
| 2023 (001360) 01-001-0000-7207-5801-0000-7200-000- BatchId | | | | | | | | | | |
| | 2022/23 | 09/06/22 | | FINGERPRINTS AUG | 601807 | 09/12/22 | Audit | 407 00 | | 407 00 |
| 2023 (001360) 01-001-0000-7207-5801-0000-7200-000- BatchId | | | | | | | | | | |
| Total Invoice Amount | | | | | | | | 456 00 | Check | |

| | | | | | | | | | | |
|--|---------|----------|-------------|---------------|--------|----------|------------|------------------|--------------|-----------|
| AP Vendor STEWART SIGNS (000628/1) 2201 CANTU COURT SUITE 215 SARASOTA, FL 34232-6255 | | | | | | | | | | |
| | 2022/23 | 08/19/22 | R4823-00139 | SIGN REPAIR - | 219268 | 09/13/22 | Audit | 21,991 00 | | 21,991 00 |
| 2023 (006548) 01-050-0000-8110-6510-0000-8110-000- BatchId | | | | | | | | | | |
| | | | | | | | Check Date | PO# P4823-00139 | Register # | |
| Total Invoice Amount | | | | | | | | 21,991 00 | Check | |

| | | | | | | | | | | |
|--|---------|----------|-------------|----------------|--------|----------|------------|-----------------|--------------|----------|
| AP Vendor STUDIES WEEKLY (000826/1) 1140 N 1430 W OREM, UT 84057 | | | | | | | | | | |
| F | 2022/23 | 08/22/22 | R4823-00035 | STUDIES WEEKLY | 443270 | 09/12/22 | Audit | 4,894 89 | | 4,894 89 |
| 2023 (001188) 01-050-1100-0000-4310-1110-1000-100- BatchId | | | | | | | | | | |
| | | | | | | | Check Date | PO# P4823-00035 | Register # | |
| Total Invoice Amount | | | | | | | | 4,894 89 | Check | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053,
 Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount | |
|--|---------------|--------------------------------------|--------------------------|-----------------------------|----------|--------------|--------------|-----------------|------------------|----------------|--|
| Direct Vendor SYSCO FOOD SVCS OF SACRAMENTO (000169/1) PO BOX 138007 SACRAMENTO, CA 95813-8007 | | | | | | | | | | | |
| 2022/23 | 08/11/22 | | FOOD | 331856044 | 09/12/22 | Audit | | 333 40 | | 333 40 | |
| | 2023 (001889) | 13-001-5310-0000-4510-0000-3700-000- | | | | 42 48 | | | | | |
| | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | 264 72 | | | | | |
| | 2023 (001891) | 13-001-5310-0000-4790-0000-3700-000- | | | | 26 20 | | | | | |
| 2022/23 | 08/18/22 | | FOOD | 331867402 | 09/12/22 | Audit | | 625 07 | | 625 07 | |
| | 2023 (001889) | 13-001-5310-0000-4510-0000-3700-000- | | | | 161 70 | | | | | |
| | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | 346 69 | | | | | |
| | 2023 (001891) | 13-001-5310-0000-4790-0000-3700-000- | | | | 116 68 | | | | | |
| 2022/23 | 08/20/22 | | CREDIT OUT OF STOCK ITEM | 331872026 | 09/12/22 | Audit | | 22 65- | | 22 65- | |
| | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | | | |
| 2022/23 | 08/26/22 | | FOOD | 331880753 | 09/12/22 | Audit | | 409 99 | | 409 99 | |
| | 2023 (001889) | 13-001-5310-0000-4510-0000-3700-000- | | | | 7 51 | | | | | |
| | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | 402 48 | | | | | |
| 2022/23 | 08/30/22 | | TEST STRIP TAPE | 331887573 | 09/12/22 | Audit | | 27 99 | | 27 99 | |
| | 2023 (001889) | 13-001-5310-0000-4510-0000-3700-000- | | | | | | | | | |
| 2022/23 | 09/01/22 | | FOOD | 331892630 | 09/12/22 | Audit | | 939 26 | | 939 26 | |
| | 2023 (001889) | 13-001-5310-0000-4510-0000-3700-000- | | | | 248 61 | | | | | |
| | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | 626 55 | | | | | |
| | 2023 (001891) | 13-001-5310-0000-4790-0000-3700-000- | | | | 64 10 | | | | | |
| 2022/23 | 09/02/22 | | KITCHEN SUPPLIES | 331895821 | 09/12/22 | Audit | | 38 34 | | 38 34 | |
| | 2023 (001889) | 13-001-5310-0000-4510-0000-3700-000- | | | | | | | | | |
| 2022/23 | 09/08/22 | | FOOD | 331904059 | 09/13/22 | Audit | | 489 81 | | 489 81 | |
| | 2023 (001889) | 13-001-5310-0000-4510-0000-3700-000- | | | | 236 45 | | | | | |
| | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | 253 36 | | | | | |
| Total Invoice Amount | | | | | | | | 2,841 21 | Check | | |

| | | | | | | | | | | |
|--|---------------|--------------------------------------|------|--------|----------|--------|--|----------|--|----------|
| Direct Vendor THE DANIELSON COMPANY (000495/1) 435 SOUTHGATE COURT CHICO, CA 95928 | | | | | | | | | | |
| 2022/23 | 08/12/22 | | FOOD | 282316 | 09/12/22 | Audit | | 1,548 88 | | 1,548 88 |
| | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | 845 79 | | | | |
| | 2023 (001891) | 13-001-5310-0000-4790-0000-3700-000- | | | | 703 09 | | | | |
| 2022/23 | 08/19/22 | | FOOD | 283344 | 09/12/22 | Audit | | 1,046 47 | | 1,046 47 |
| | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount | |
|-----------------------------|---------------|--------------------------------------|---------|-----------------------------|-------------|--------------|--------------|-----------------|------------------|----------------|-------------|
| Direct Vendor | | THE DANIELSON COMPANY (000495/1) | | | (continued) | | | | | | (continued) |
| 2022/23 | 08/19/22 | | FOOD | 283344 (continued) | 09/12/22 | Audit | | (continued) | | | |
| 2022/23 | 08/26/22 | | FOOD | 284006 | 09/12/22 | Audit | | 1,473 39 | | 1,473 39 | |
| | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | 1,198 35 | | | | | |
| | 2023 (001891) | 13-001-5310-0000-4790-0000-3700-000- | | | | 275 04 | | | | | |
| 2022/23 | 09/02/22 | | FOOD | 284684 | 09/13/22 | Audit | | 1,580 46 | | 1,580 46 | |
| | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | 1,260 78 | | | | | |
| | 2023 (001891) | 13-001-5310-0000-4790-0000-3700-000- | | | | 319 68 | | | | | |
| 2022/23 | 09/09/22 | | FOOD | 285301 | 09/13/22 | Audit | | 1,228 92 | | 1,228 92 | |
| | 2023 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | | | |
| Total Invoice Amount | | | | | | | | 6,878 12 | Check | | |

| | | | | | | | | | | |
|-----------------------------|---------|--|---------------|---|--------|----------|------------|-----------------|--------------|--------|
| AP Vendor | | THINK SOCIAL PUBLISHING, INC (001013/1) 404 SARATOGA AVE SUITE 200 SANTA CLARA, CA 95050 | | | | | | | | |
| F | 2022/23 | 08/15/22 | R4823-00113 | INST MATERIALS - SMART | 258660 | 09/12/22 | Audit | 196 88 | | 196 88 |
| | | | 2023 (001208) | 01-050-6500-0201-4310-5760-1120-100- BatchId | | | Check Date | PO# P4823-00113 | Register # | |
| Total Invoice Amount | | | | | | | | 196 88 | Check | |

| | | | | | | | | | | |
|---------------|----------|--|--|-----------------|----------|-------|--|--------|--|--------|
| Direct Vendor | | TRI-COUNTIES BANK (000371/2) P O BOX 60532 CITY OF INDUSTRY, CA 91716-0532 | | | | | | | | |
| 2022/23 | 08/28/22 | | INST MATERIAL/ CLEANING SUPPLIES | 302240553296621 | 09/12/22 | Audit | | 16 94 | | 16 94 |
| | | 2023 (004282) | 01-060-0000-1573-4310-0001-1000-LC1- | | | 7 93 | | | | |
| | | 2023 (004764) | 01-060-0000-1573-4510-0001-2700-LC1- | | | 9 01 | | | | |
| 2022/23 | 08/28/22 | | FOOD | 582240552728125 | 09/12/22 | Audit | | 208 86 | | 208 86 |
| | | 2023 (004765) | 01-060-0000-1573-4710-0001-3700-LC1- | | | | | | | |
| 2022/23 | 09/08/22 | | FOOD | 58225014761362 | 09/12/22 | Audit | | 4 82 | | 4 82 |
| | | 2023 (004765) | 01-060-0000-1573-4710-0001-3700-LC1- | | | | | | | |
| 2022/23 | 09/11/22 | | FOOD | 011427 | 09/13/22 | Audit | | 147 12 | | 147 12 |
| | | 2023 (004765) | 01-060-0000-1573-4710-0001-3700-LC1- | | | | | | | |
| 2022/23 | 09/11/22 | | INST MATERIAL | 011618 | 09/13/22 | Audit | | 15 08 | | 15 08 |
| | | 2023 (004282) | 01-060-0000-1573-4310-0001-1000-LC1- | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|---------------|--------------------------------------|-----------------------------|----------|--------------|--------------|-----------------|------------------|----------------|
| Direct Vendor | | | TRI-COUNTIES BANK (000371/2) | | | | | | | (continued) |
| 2022/23 | 09/11/22 | | CLEANING SUPPLIES | 011905 | 09/13/22 | Audit | | 16 99 | | 16 99 |
| | | 2023 (004764) | 01-060-0000-1573-4510-0001-2700-LC1- | | | | | | | |
| Total Invoice Amount | | | | | | | | 409 81 | Check | |
| Direct Vendor | | | US BANK EQUIPMENT FINANCE (000558/1) | | | | | | | |
| | | | P O BOX 790448 | | | | | | | |
| | | | ST LOUIS, MO 63179-0448 | | | | | | | |
| 2022/23 | 08/26/22 | | COPIERS | 480960764 | 09/12/22 | Audit | | 4,750 34 | | 4,750 34 |
| | | 2023 (001312) | 01-020-1100-1120-5610-1110-1000-100- | | | | | 2,375 17 | | |
| | | 2023 (001321) | 01-050-1100-1120-5610-1110-1000-100- | | | | | 2,375 17 | | |
| Total Invoice Amount | | | | | | | | 4,750 34 | Check | |
| Direct Vendor | | | US OMNI & TSACG COMPLANCE (000986/1) | | | | | | | |
| | | | PO BOX 2799 | | | | | | | |
| | | | FORT WALTON BEACH, FL 32549 | | | | | | | |
| 2022/23 | 08/16/22 | | 403BS JULY 2022 | 83929 | 09/12/22 | Audit | | 3 76 | | 3 76 |
| | | 2023 (001358) | 01-001-0000-7200-5801-0000-7200-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 3 76 | Check | |
| Direct Vendor | | | VALLEY PACIFIC PETROLEUM (001010/1) | | | | | | | |
| | | | PO BOX 1245 | | | | | | | |
| | | | FRENCH CAMP, CA 95231-1245 | | | | | | | |
| 2022/23 | 08/15/22 | | FUEL | CL-22-530382 | 09/12/22 | Audit | | 254 34 | | 254 34 |
| | | 2023 (001250) | 01-001-0000-8120-4510-0000-8110-100- | | | | | | | |
| 2022/23 | 08/31/22 | | FUEL | CL 22 531941 | 09/12/22 | Audit | | 3,383 33 | | 3,383 33 |
| | | 2023 (003195) | 01-001-0000-0000-4601-0000-3600-000- | | | | | 3,255 63 | | |
| | | 2023 (001889) | 13-001-5310-0000-4510-0000-3700-000- | | | | | 127 70 | | |
| Total Invoice Amount | | | | | | | | 3,637 67 | Check | |
| Direct Vendor | | | VALLEY WEST ACE HARDWARE (000241/1) | | | | | | | |
| | | | 20639 GAS POINT RD | | | | | | | |
| | | | COTTONWOOD, CA 96022 | | | | | | | |
| 2022/23 | 08/02/22 | | MAINT SUPPLIES | 074969 | 09/12/22 | Audit | | 10 92 | | 10 92 |
| | | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | |
| 2022/23 | 08/10/22 | | MAINT SUPPLIES | 075051 | 09/12/22 | Audit | | 18 22 | | 18 22 |
| | | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | |
| 2022/23 | 08/10/22 | | MAINT SUPPLIES | 075053 | 09/12/22 | Audit | | 16 58 | | 16 58 |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

ReqPay05a

Payment Register

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---------------|-------------------------------------|--------------------------------------|----------------|-----------------------------|----------|--------------|--------------|----------------|------------------|----------------|
| Direct Vendor | VALLEY WEST ACE HARDWARE (000241/1) | | (continued) | | | | | | (continued) | |
| 2022/23 | 08/10/22 | | MAINT SUPPLIES | 075053 (continued) | 09/12/22 | Audit | | (continued) | | |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/11/22 | | MAINT SUPPLIES | 075063 | 09/12/22 | Audit | | 2 56 | | 2 56 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/11/22 | | MAINT SUPPLIES | 075064 | 09/12/22 | Audit | | 7 12 | | 7 12 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/17/22 | | MAINT SUPPLIES | 075113 | 09/12/22 | Audit | | 6 42 | | 6 42 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/18/22 | | MAINT SUPPLIES | 075136 | 09/12/22 | Audit | | 25 58 | | 25 58 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/18/22 | | MAINT SUPPLIES | 075141 | 09/12/22 | Audit | | 26 79 | | 26 79 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/22/22 | | MAINT SUPPLIES | 075168 | 09/12/22 | Audit | | 40 71 | | 40 71 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/23/22 | | MAINT SUPPLIES | 075188 | 09/12/22 | Audit | | 62 57 | | 62 57 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/23/22 | | MAINT SUPPLIES | 075191 | 09/12/22 | Audit | | 5 13 | | 5 13 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/23/22 | | MAINT SUPPLIES | 075192 | 09/12/22 | Audit | | 9 85 | | 9 85 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/23/22 | | MAINT SUPPLIES | 075194 | 09/12/22 | Audit | | 4 28 | | 4 28 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/24/22 | | MAINT SUPPLIES | 075205 | 09/12/22 | Audit | | 54 80 | | 54 80 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/24/22 | | MAINT SUPPLIES | 075206 | 09/12/22 | Audit | | 31 07 | | 31 07 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/25/22 | | MAINT SUPPLIES | 075207 | 09/12/22 | Audit | | 32 78 | | 32 78 |
| | 2023 (001255) | 01-050-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/25/22 | | MAINT SUPPLIES | 075217 | 09/12/22 | Audit | | 69 92 | | 69 92 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/25/22 | | MAINT SUPPLIES | 075218 | 09/12/22 | Audit | | 8 54 | | 8 54 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |
| 2022/23 | 08/29/22 | | MAINT SUPPLIES | 075230 | 09/12/22 | Audit | | 6 63 | | 6 63 |
| | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|-------------------------------------|--------------------------------------|-----------------------------|-------------|--------------|--------------|----------------|------------------|----------------|
| Direct Vendor | | VALLEY WEST ACE HARDWARE (000241/1) | | | (continued) | | | | | (continued) |
| 2022/23 | 08/29/22 | | MAINT SUPPLIES | 075230 (continued) | 09/12/22 | Audit | | (continued) | | |
| 2022/23 | 08/29/22 | | MAINT SUPPLIES | 075231 | 09/12/22 | Audit | | 86- | | 86- |
| | | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | |
| 2022/23 | 08/29/22 | | MAINT SUPPLIES | 075240 | 09/12/22 | Audit | | 35 55 | | 35 55 |
| | | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | |
| 2022/23 | 08/29/22 | | MAINT SUPPLIES | 075243 | 09/12/22 | Audit | | 10 68 | | 10 68 |
| | | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | |
| 2022/23 | 08/30/22 | | MAINT SUPPLIES | 075249 | 09/12/22 | Audit | | 24 32 | | 24 32 |
| | | 2023 (001255) | 01-050-0000-8110-4510-0000-8110-100- | | | | | | | |
| 2022/23 | 08/30/22 | | MAINT SUPPLIES | 075257 | 09/12/22 | Audit | | 25 73 | | 25 73 |
| | | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | |
| 2022/23 | 08/31/22 | | MAINT SUPPLIES | 075270 | 09/12/22 | Audit | | 95 97 | | 95 97 |
| | | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | |
| 2022/23 | 08/31/22 | | MAINT SUPPLIES | 075272 | 09/12/22 | Audit | | 4 70 | | 4 70 |
| | | 2023 (001245) | 01-020-0000-8110-4510-0000-8110-100- | | | | | | | |
| Total Invoice Amount | | | | | | | | 636 56 | Check | |
| Direct Vendor | | VERIZON WIRELESS (000208/2) | | | | | | | | |
| | | P O BOX 660108 | | | | | | | | |
| | | DALLAS, TX 75266-0108 | | | | | | | | |
| 2022/23 | 08/17/22 | | HOT SPOTS | 9913692305 | 09/12/22 | Audit | | 106 19 | | 106 19 |
| | | 2023 (006390) | 01-001-3212-2420-5801-1110-1000-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 106 19 | Check | |
| Direct Vendor | | VERIZON WIRELESS (000208/2) | | | | | | | | |
| | | P O BOX 660108 | | | | | | | | |
| | | DALLAS, TX 75266-0108 | | | | | | | | |
| 2022/23 | 08/26/22 | | MAINT CELL PHONE | 9914415310 | 09/12/22 | Audit | | 23 80 | | 23 80 |
| | | 2023 (001384) | 01-001-0000-7200-5910-0000-7200-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 23 80 | Check | |
| Direct Vendor | | WILGUS FIRE CONTROL, INC (000660/2) | | | | | | | | |
| | | 4544 MOUNTAIN LAKES BLVD | | | | | | | | |
| | | REDDING, CA 96003 | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

Scheduled 09/09/2022 - 09/15/2022

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|--------------|-------|-------------------------------|-----------------------------|----------|--------------|--------------|----------------|------------------|----------------|
| Direct Vendor WILGUS FIRE CONTROL, INC (000660/2) (continued) | | | | | | | | | | |
| 2022/23 | 08/10/22 | | FIRE EXTINGUISHER YEARLY SERV | 138998 | 09/12/22 | Audit | | 753 85 | | 753 85 |
| 2023 (001337) 01-020-0000-8200-5630-0000-8200-100- | | | | | | | | | | |
| 2022/23 | 08/10/22 | | FIRE EXTINGUISHER YEARLY SERV | 138999 | 09/12/22 | Audit | | 337 34 | | 337 34 |
| 2023 (003205) 01-001-0000-0000-5630-0000-3600-000- | | | | | | | | | | |
| 2022/23 | 08/10/22 | | KITCHEN INSPECTION | 36947 | 09/12/22 | Audit | | 207 21 | | 207 21 |
| 2023 (001337) 01-020-0000-8200-5630-0000-8200-100- | | | | | | | | | | |
| 2022/23 | 08/12/22 | | ANNUAL SPRINKLER INSPECTION | 36948 | 09/12/22 | Audit | | 875 00 | | 875 00 |
| 2023 (001322) 01-050-0000-8200-5630-0000-8200-100- | | | | | | | | | | |

Total Invoice Amount 2,173 40 Check

| | | | | | | | | | | |
|--|----------|--|-----------|-------|----------|-------|--|-------|--|-------|
| Direct Vendor WORLD TELECOM, INC (000509/1) 1819 KEYSTONE CT REDDING, CA 96003 | | | | | | | | | | |
| 2022/23 | 08/26/22 | | SERV CALL | 24794 | 09/12/22 | Audit | | 93 75 | | 93 75 |
| 2023 (001343) 01-001-0000-8200-5630-0000-8200-000- | | | | | | | | | | |

Total Invoice Amount 93 75 Check

| | | | | | | | | | | |
|---|---------|----------|-------------|------------------------------------|-------|----------|-------|--------|--|--------|
| AP Vendor ZOO PHONICS (000825/1) 995 MORNING STAR DR , STE B SONORA, CA 95370 | | | | | | | | | | |
| F | 2022/23 | 07/18/22 | R4823-00036 | BASIC PRESCHOOL KIT - TK CLASSROOM | 60750 | 09/13/22 | Audit | 386 87 | | 386 87 |
| 2023 (001188) 01-050-1100-0000-4310-1110-1000-100- | | | | | | | | | | |

BatchId Check Date PO# P4823-00036 Register #

Total Invoice Amount 386 87 Check

| EXPENSES BY FUND - Bank Account COUNTY | | | |
|--|------------|---------------|---------------|
| Fund | Expense | Cash Balance | Difference |
| 01 | 388,025 11 | 1,805,040 66- | 2,193,065 77- |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

| EXPENSES BY FUND - Bank Account COUNTY | | | |
|--|-------------------|--------------|------------|
| Fund | Expense | Cash Balance | Difference |
| 13 | 25,227 68 | 46,414 91 | 21,187 23 |
| Total | 413,252 79 | | |

(continued)

| | | |
|--|---------------------|--------------|
| Number of Payments | 231 | |
| Number of Checks | 78 | \$413,252 79 |
| Number of ACH Advice | 0 | |
| Number of vCard Advice | 0 | |
| Total Check/Advice Amount | \$413,163 83 | |
| Total Unpaid Sales Tax | \$88 96 | |
| Total Expense Amount | \$413,252 79 | |
| CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS | | |
| \$0 - \$99 | 9 | |
| \$100 - \$499 | 11 | |
| \$500 - \$999 | 14 | |
| \$1,000 - \$4,999 | 29 | |
| \$5,000 - \$9,999 | 5 | |
| \$10,000 - \$14,999 | 4 | |
| \$15,000 - \$99,999 | 6 | |
| \$100,000 - \$199,999 | | |
| \$200,000 - \$499,999 | | |
| \$500,000 - \$999,999 | | |
| \$1,000,000 - | | |
| ***** ITEMS OF INTEREST ***** | | |
| * Number of payments to a different vendor | | |
| ! Number of Prepaid payments | | |
| @ Number of Liability payments | | |
| & Number of Employee Also Vendors | 1 | |
| ? denotes check name different than payment name | | |
| F denotes Final Payment | | |

APPROVAL DATE _____

Report Totals - Payment Count **231** Check Count **78** ACH Count **0** vCard Count **0** Total Check/Advice Amount **\$413,163 83**
\$955,633 35

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027053,
 Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

Page 32 of 32

**RESOLUTION REGARDING SUFFICIENCY OR INSUFFICIENCY
OF INSTRUCTIONAL MATERIALS
EDUCATION CODE SECTION 60119
FOR FISCAL YEAR 2022/2023**

Resolution #2022-15

WHEREAS, the governing board of the Cottonwood Union School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on September 20, 2022 at 6.30 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 (if the district or county office has a bargaining unit) 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 district/county office of education, 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: in 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,

NOW, THEREFORE, IT IS RESOLVED, that for the 2022/2023 school year, the Cottonwood Union 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

DULY ADOPTED THIS 20th day of September, 2022, by the governing board of the Cottonwood Union School District, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

Heather Sulzer, Clerk

Notice of Public Hearing

Whereas, the governing board of the Cottonwood Union School District, in order to comply with the requirements of *Education Code* Section 60119 will hold a public hearing which will not take place during or immediately following school hours, and:

Whereas, the governing board is providing 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 encourages participation by parents, teachers, members of the community, and bargaining unit leaders and;

Whereas, information provided at the public hearing and to the governing board at the public meeting will detail the extent to which textbooks and instructional materials are provided to all students, including English learners, in the 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 to complete required homework assignments, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, in mathematics, science, history-social science, and English/language arts, including the English language development component of an adopted program, consistent with the cycles and content of the curriculum frameworks, and;

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes.

WHERE: West Cottonwood School Library
20512 W. First Street, Cottonwood

WHEN: September 20, 2022

TIME: 6:30 p.m.

**COTTONWOOD UNION SCHOOL DISTRICT
2021/2022 UNAUDITED ACTUALS
SEPTEMBER 20, 2022**

This Unaudited Actuals Report covers the period of July 1, 2021, through June 30, 2022. Highlighted below are the notable budget assumptions and changes **since the Second Interim Budget**.

Average Daily Attendance (ADA): The District’s P-2 ADA was 825.32. This includes 0.17 ADA from students in outside placement in SCOE programs and 2.49 ADA from students in outside placement in Non-Public Schools.

Number of Teachers: The school district had a teaching staff of **53.0 FTE**, which includes the two curriculum coaches.

REVENUES

| | 2021-22 Adopted Budget | 2021-22 First Interim | 2021-22 Second Interim | 2021-22 Unaudited Actuals | Change |
|----------------------|------------------------------|-----------------------------|------------------------------|---------------------------------|------------------|
| Revenue Limit (LCFF) | \$8,892,544 | \$8,841,661 | \$8,843,254 | \$8,840,415 | -\$2,839 |
| Federal Revenue | \$3,075,934 | \$1,832,901 | \$2,019,331 | \$1,793,887 | -\$225,444 |
| State Revenue | \$1,355,374 | \$1,629,538 | \$1,303,650 | \$1,760,194 | \$456,544 |
| Local Revenue | \$867,721 | \$917,797 | \$911,297 | \$816,515 | -\$94,782 |
| Other Income Source | | | | | |
| Total Revenue | \$14,191,573 | \$13,221,897 | \$13,077,532 | \$13,211,011 | \$133,479 |

The **LCFF Revenue** slightly decreased. The Unduplicated Pupil Count shows our **3-year rolling average 51.14%; current year is 48.13%**. As we are below 55% in our Unduplicated %, we do not receive “concentration” funds at this time.

Federal Revenue decreased (\$225,444) overall. Changes are as follows:

| | |
|------------------|-------------|
| Forest Reserve | \$ 4,197 |
| Special Ed Funds | \$ 7,801 |
| Title I | (\$ 26,175) |
| Title II | \$ 169 |
| Title IV | (\$ 45) |
| ESSER FUNDS | (\$211,391) |

State Revenue increased overall by \$456,544. Notable changes in the following areas:

| | |
|-------------------------|-----------|
| Child Nutrition Funds | \$ 37,422 |
| Lottery funds increased | \$ 5,758 |
| ELOP Funds | \$258,384 |
| ELO Funds | (\$ 149) |
| STRS On Behalf entry | \$ 42,355 |

State Revenue (continued)

| | |
|----------------------|-------------|
| AB130 (SpEd Funding) | \$ 12,013 |
| ASES Funds | (\$ 16,047) |
| Sp Ed PreK | \$116,801 |

Local revenue decreased overall by (\$94,782) Notable changes in the following areas

| | |
|------------------------|-------------|
| Interest | \$ 1,728 |
| Local Revenue | \$ 41,517 |
| Local Special Ed funds | \$ 32,046 |
| Fair Market Value | (\$170,095) |

EXPENDITURES

| | 2021-22 Adopted Budget | 2021-22 First Interim | 2021-22 Second Interim | 2021-22 Unaudited Actuals | Change |
|-----------------------------------|------------------------------|-----------------------------|------------------------------|---------------------------------|-------------------|
| Certificated Salaries | \$4,846,561 | \$4,760,254 | \$4,770,638 | \$4,832,099 | \$61,461 |
| Classified Salaries | \$1,807,448 | \$1,844,466 | \$1,767,269 | \$1,830,563 | \$63,294 |
| Employee Benefits | \$2,846,056 | \$2,845,857 | \$2,834,380 | \$2,835,846 | \$1,466 |
| Books & Supplies | \$424,065 | \$674,043 | \$663,420 | \$585,610 | -\$77,810 |
| Services & Other Exp's | \$2,174,457 | \$2,345,887 | \$2,480,375 | \$2,244,678 | -\$235,697 |
| Capital Outlay | \$135,000 | \$180,000 | \$180,000 | \$52,619 | -\$127,381 |
| Other Outgo | \$46,922 | \$46,922 | \$46,922 | \$46,922 | \$0 |
| Direct Support/ Indirect Costs | \$0 | \$0 | \$0 | \$0 | \$0 |
| Interfund Transfers Out | \$65,000 | \$65,000 | \$65,000 | \$75,000 | \$10,000 |
| Total Expenditures | \$12,345,509 | \$12,762,429 | \$12,808,004 | \$12,503,337 | -\$304,667 |

Certificated Salaries were based on 53.0 FTE teachers, increase of \$61,461 from 2nd interim

Classified Salaries were based on 48 69 FTE, increase of \$63,294 from 2nd interim

Employee Benefits increased over all by \$1,466

The above-mentioned increase in salaries and benefits are mainly from the summer school program.

Books & Supplies decreased (\$77,810)

Services & Other Exp's decreased overall by (\$235,697)

Capital Outlay decreased (\$127,381) as the district was unable to find a second van to purchase by year end and bathroom remediation was not completed

Other Outgo – no change

Interfund Transfers Out – increased \$10,000 for transfer to Fund 40 for pool repairs

INCREASE IN ENDING BALANCE/DEFICIT SPENDING

The district ended the year **with a surplus of \$707,674**. The 2nd Interim report projected a surplus of \$269,528

ENDING FUND BALANCE

The 2021/22 ending fund balance is **\$4,593,331.**

(See separate sheet with breakdown of Ending Fund Balance Components)

CASH BALANCE

The district closed the 2021/22 year with a **positive cash balance on June 30, 2022 of \$4,875,641.15**

OTHER FUNDS

Student Activity Special Revenue Fund (Fund 08) had a beginning balance of \$26,557.52 as of July 1, 2021. Revenues received totaled \$58,154.17. Expenditures totaled \$55,429.36. **The total Ending Fund balance as of June 30, 2022 is \$29,282.33.** The breakdown between the two sites is as follows: North Cottonwood's ending balance is \$10,385.56 and West Cottonwood's ending balance is \$18,896.77.

Cafeteria Fund (Fund 13) had a beginning balance of \$87,746. The General Fund made a \$35,000 contribution to this fund. Annual revenue collected was \$613,749. Total expenditures were \$468,508. The inventory at year-end is \$6,403.50. **Ending balance is \$267,987.02.**

Retiree Fund (Fund 20) had a beginning balance of \$203,918.75. Fair Market Value adjustment of (\$7,457). Interest received of \$1,187. **Ending Balance is \$197,648.57.**

Capital Facilities Fund (Fund 25) had a beginning balance of \$15,039. Revenue collected this year was \$128,688. Interest received was \$361. The fund was able to pay \$46,923 of the lease payment for North Cottonwood School. Fair Market Value adjustment of (\$3,077). Developer Fee Study Costs were \$5,763. **Ending Balance is \$88,326.**

Special Reserve Fund for Capital Outlay Projects (Fund 40) had a beginning balance of \$85,883. Interest earned totaled \$501. Fair Market Value entry was (\$4,465). A contribution of \$40,000 was made from the General Fund for pool repairs at West Cottonwood School. **Ending Balance is \$121,919.**

Bond Interest and Redemption Fund (Fund 51) had a beginning balance of \$260,710. Revenues received were \$202,952. Fair Market Value adjustment of (\$9,034). A payment of \$200,000 was made on the bond. **Ending Balance is \$263,662.**

Ending Balance Components
2021-22 Unaudited Actuals

| | 2021-22 Adopted Budget | 2021-22 First Interim | 2021-22 Second Interim | 2021-22 Unaudited Actuals | Change |
|---|------------------------------|-----------------------------|------------------------------|---------------------------------|--------------------|
| UNRESTRICTED | | | | | |
| Rev Cash/Ppds/Stores | \$ 2 000 | \$ 2,000 | \$ 2 000 | \$ 2 134 | \$ 134 |
| Economic Uncertainty | \$ 619 710 | \$ 638 123 | \$ 640 405 | \$ 625 170 | \$ (15 235) |
| Prepaid Expenses | | | | \$ 8 401 | \$ 8 401 |
| Other Assignments | | | | | |
| Lottery-Site 20 | \$ 78 816 | \$ 78 816 | \$ 83 200 | \$ 96 631 | \$ 13 431 |
| Lottery-Site 50 | \$ 26 200 | \$ 12 795 | \$ 20 845 | \$ 25 672 | \$ 4 827 |
| EPA (Assigned for Teacher Salaries) | | | | \$ 2 066 | \$ 2 066 |
| Assigned for Future District Priorities | \$ 3,291,569 | \$ 3,189 936 | \$ 3,175,537 | \$ 3,071,182 | \$ (104 355) |
| Future Bus Fleet Replacement | \$ 125 000 | \$ 125 000 | \$ 125 000 | \$ 125 000 | \$ - |
| Future Technology Needs | \$ 100 000 | \$ 100 000 | \$ 100 000 | \$ 100 000 | \$ - |
| Future Textbook Purchases | \$ 200 000 | \$ 200 000 | \$ 200 000 | \$ 200 000 | \$ - |
| Future Sp Ed Student Needs | \$ 250 000 | \$ 250 000 | \$ 250 000 | \$ 250 000 | \$ - |
| Future Staffing Needs/Growth | \$ 600 000 | \$ 600 000 | \$ 600 000 | \$ 600 000 | \$ - |
| Assigned for Retirement Incentives | | | | \$ 300 000 | \$ 300 000 |
| Future Cash Flow Needs | \$ 2 016 569 | \$ 1 914 936 | \$ 1 900 537 | \$ 1 496 182 | \$ (404 355) |
| Undesignated | \$ - | \$ - | \$ - | | |
| Total Unrestricted | \$ 4 018 295 | \$ 3 921 670 | \$ 3 921 987 | \$ 3 831 255 | \$ (90 732) |
| RESTRICTED | | | | | |
| Lottery | | | | | |
| Site 20 | \$ - | \$ - | \$ 8 545 | \$ 54 192 | \$ 45 647 |
| Site 50 | \$ 59 810 | \$ 59 890 | \$ 68 434 | \$ 100 451 | \$ 32 017 |
| State | | | | | |
| Expanded Learning Opp Prog (Resc 2600) | | | | \$ 173 384 | \$ 173 384 |
| Educator Effectiveness (Resc 6266) | | \$ 156 219 | \$ 156 219 | \$ 176 982 | \$ 20,763 |
| SpEd PreK (Resc 6547) | | | | \$ 116 801 | \$ 116 801 |
| Kitchen Infrastructure (Resc 7028) | | | | \$ 25 000 | \$ 25 000 |
| Food Service Training (Resc 7029) | | | | \$ 12 422 | \$ 12 422 |
| Expanded Learning Opp (ELO) (Resc 7425) | \$ - | \$ 207 346 | \$ - | \$ 88 777 | \$ 88 777 |
| Other Local Restricted (Medi-Cal Funds) | \$ 330 | \$ - | \$ - | \$ 14 065 | \$ 14 065 |
| Total Restricted | \$ 60 140 | \$ 423 455 | \$ 233 198 | \$ 762 075 | \$ 528 877 |
| TOTAL Ending Balance | \$ 4,078,435 | \$ 4 345,125 | \$ 4,155 185 | \$ 4,593,331 | \$ 438 146 |

Additional Covid/Cares Act Funding Summary
As of August 31, 2022 - 2021-22 Closing

| <u>RESC</u> | <u>Name of Funding</u> | <u>Total Apportionment</u> | <u>Expenses Actual/Budgeted</u> | | | |
|---------------|----------------------------|----------------------------|---------------------------------|----------------------|----------------------|--------------------|
| | | | <u>2020-21</u> | <u>2021-22</u> | <u>2022-23</u> | <u>2023-24</u> |
| 3215 | GEER | \$51,521 | \$19,644 | \$31,877 | | |
| 3212 | ESSER II | \$820,295 | \$36,509 | \$381,647 | \$402,139 | |
| 3213 | ESSER III | \$1,470,833 | \$0 | \$522,808 | \$798,158 | \$149,867 |
| 3214 | ESSER III (20% LLM) | \$367,708 | \$0 | \$177,066 | \$190,642 | \$0 |
| 7422 | IPI- IN PERSON INSTRUCTION | \$324,345 | \$169,413 | \$154,932 | \$0 | \$0 |
| 7425 | ELO GRANT | \$269,703 | \$98,941 | \$81,841 | \$88,921 | \$0 |
| 7426 | ELO PARA | \$58,673 | \$36,804 | \$21,869 | \$0 | \$0 |
| 3216 | ELO ESSER II (State) | \$86,675 | \$0 | \$86,675 | \$0 | |
| 3217 | ELO GEER II | \$19,889 | \$0 | \$19,889 | \$0 | |
| 3218 | ELO ESSER III (State) | \$56,460 | \$0 | \$1,127 | \$55,333 | \$0 |
| 3219 | ELO ESSER III (State LL) | \$97,330 | \$0 | \$0 | \$97,330 | \$0 |
| Totals | | \$3,623,432 | \$361,311 | \$1,479,731 | \$1,632,523 | \$149,867 |

**Highlighted cells indicate year funding expires

Total of Expenditures Above \$3,623,432

UNAUDITED ACTUAL FINANCIAL REPORT

To the County Superintendent of Schools

2021-22 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 _____
Clerk/Secretary of the Governing Board
(Original signature required)

Date of Meeting Sep 20, 2022

To the Superintendent of Public Instruction

2021-22 UNAUDITED ACTUAL FINANCIAL REPORT This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100

Signed _____
County Superintendent/Designee
(Original signature required)

Date _____

For additional information on the unaudited actual reports, please contact

For County Office of Education

For School District

De'An Chambless

Laura Merrick

Name

Name

Director of Business Services

Chief Business Official

Title

Title

530-245-7822

530-347-3165

Telephone

Telephone

dchambless@shastacoe.org

lmerrick@cwusd.com

E-mail Address

E-mail Address

| Description | Resource Codes | Object Codes | 2021 22 Unaudited Actuals | | | 2022-23 Budget | | | % Diff Column C & F |
|--|----------------|------------------------|---------------------------|----------------|--------------------------|------------------|----------------|--------------------------|---------------------|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col D + E (F) | |
| A REVENUES | | | | | | | | | |
| 1) LCFF Sources | | 8010-8099 | 8 840 414 96 | 0 00 | 8 840 414 96 | 8 679,554 00 | 0 00 | 8 679 554 00 | -1 8% |
| 2) Federal Revenue | | 8100-8299 | 14 802 00 | 1 779,064 74 | 1 793,866 74 | 13,982 00 | 1 793,100 00 | 1 807 062 00 | 0 7% |
| 3) Other State Revenue | | 8300 8599 | 179 850 33 | 1 580 344 10 | 1 760 194 43 | 171 260 00 | 1,284,738 00 | 1,455,998 00 | -17 3% |
| 4) Other Local Revenue | | 8600-8799 | 203 031 77 | 613,483 15 | 816 514 92 | 363 017 00 | 592 515 00 | 955 532 00 | 17 0% |
| 5) TOTAL, REVENUES | | | 9,238,099 06 | 3,972,911 99 | 13,211,011 05 | 9,227,813 00 | 3,670,353 00 | 12,898,166 00 | 2 4% |
| B EXPENDITURES | | | | | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 3 553 818 35 | 1 278,280 79 | 4 832,099 14 | 3 382,097 00 | 1,224,420 00 | 4 606,517 00 | -4 7% |
| 2) Classified Salaries | | 2000 2999 | 1 414 317 69 | 416 245 22 | 1 830 562 91 | 1 619 937 00 | 430 299 00 | 2 050,236 00 | 12 0% |
| 3) Employee Benefits | | 3000 3999 | 1 846 110 51 | 989 734 99 | 2 835 845 50 | 1 965 650 00 | 1 197 344 00 | 3 162 994 00 | 11 5% |
| 4) Books and Supplies | | 4000-4999 | 272 874 38 | 312 735 37 | 585 609 75 | 249,423 00 | 222 574 00 | 471 997 00 | 19 4% |
| 5) Services and Other Operating Expenditures | | 5000 5999 | 964 933 63 | 1 279,744 52 | 2 244 678 15 | 1 007 886 00 | 1 640 946 00 | 2 648 832 00 | 18 0% |
| 6) Capital Outlay | | 6000 6999 | 47,919 44 | 4 700 00 | 52 619 44 | 77 000 00 | 130 700 00 | 207 700 00 | 294 7% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299 7400-7499 | 46 922 03 | 0 00 | 46 922 03 | 0 00 | 0 00 | 0 00 | 100 0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300 7399 | (79 400 61) | 79,400 61 | 0 00 | (94,893 00) | 94 893 00 | 0 00 | 0 0% |
| 9) TOTAL, EXPENDITURES | | | 8,067,495 42 | 4,360,841 50 | 12,428,336 92 | 8,207,100 00 | 4,941,176 00 | 13,148,276 00 | 5 8% |
| C EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9) | | | | | | | | | |
| | | | 1,170,603 64 | (387,929 51) | 782,674 13 | 1,020,713 00 | (1,270,823 00) | (250,110 00) | -132 0% |
| D OTHER FINANCING SOURCES/USES | | | | | | | | | |
| 1) Interfund Transfers | | | | | | | | | |
| a) Transfers In | | 8900 8929 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| b) Transfers Out | | 7600-7629 | 35,000 00 | 40 000 00 | 75,000 00 | 0 00 | 30,000 00 | 30,000 00 | -60 0% |
| 2) Other Sources/Uses | | | | | | | | | |
| a) Sources | | 8930 8979 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| b) Uses | | 7630-7699 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| 3) Contributions | | 8980 8999 | (926 024 48) | 926 024 48 | 0 00 | (1 259 070 00) | 1 259 070 00 | 0 00 | 0 0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | (961,024 48) | 886,024 48 | (75,000 00) | (1,259,070 00) | 1,229,070 00 | (30,000 00) | 60 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | | | 2022 23 Budget | | | % Diff Column C & F |
|---|----------------|--------------|---------------------------|----------------|--------------------------|------------------|----------------|--------------------------|---------------------|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col D + E (F) | |
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 209,579.16 | 498,094.97 | 707,674.13 | (238,357.00) | (41,753.00) | (280,110.00) | 139.6% |
| F FUND BALANCE, RESERVES | | | | | | | | | |
| 1) Beginning Fund Balance | | | | | | | | | |
| a) As of July 1 Unaudited | | | 3,621,676.33 | 263,980.42 | 3,885,656.75 | 3,831,255.49 | 762,075.39 | 4,593,330.88 | 18.2% |
| b) Audit Adjustments | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 Audited (F1a + F1b) | | | 3,621,676.33 | 263,980.42 | 3,885,656.75 | 3,831,255.49 | 762,075.39 | 4,593,330.88 | 18.2% |
| d) Other Restatements | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 3,621,676.33 | 263,980.42 | 3,885,656.75 | 3,831,255.49 | 762,075.39 | 4,593,330.88 | 18.2% |
| 2) Ending Balance June 30 (E + F1e) | | | 3,831,255.49 | 762,075.39 | 4,593,330.88 | 3,592,898.49 | 720,322.39 | 4,313,220.88 | 6.1% |
| Components of Ending Fund Balance | | | | | | | | | |
| a) Nonspendable | | | | | | | | | |
| Revolving Cash | | | 2,134.06 | 0.00 | 2,134.06 | 2,000.00 | 0.00 | 2,000.00 | 6.3% |
| Stores | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | | 8,400.77 | 0.00 | 8,400.77 | 0.00 | 0.00 | 0.00 | 100.0% |
| All Others | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | | 0.00 | 762,075.39 | 762,075.39 | 0.00 | 720,322.39 | 720,322.39 | 5.5% |
| c) Committed | | | | | | | | | |
| Stabilization Arrangements | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Commitments | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | | | | | |
| Other Assignments | | | 3,195,550.72 | 0.00 | 3,195,550.72 | 2,931,978.49 | 0.00 | 2,931,978.49 | 8.2% |
| Future Bus Fleet Replacement 0000 | | | 125,000.00 | | 125,000.00 | | | | |
| Future Technology Needs 0000 | | | 100,000.00 | | 100,000.00 | | | | |
| Future Textbook Purchases 0000 | | | 200,000.00 | | 200,000.00 | | | | |
| Future Sp Ed Student Needs 0000 | | | 250,000.00 | | 250,000.00 | | | | |
| Future Staffing Needs/Growth 0000 | | | 600,000.00 | | 600,000.00 | | | | |
| Assigned for Retirement Incentives 0000 | | | 300,000.00 | | 300,000.00 | | | | |
| Future Cash Flow Needs 0000 | | | 1,496,182.00 | | 1,496,182.00 | | | | |
| Assigned to West Cottonwood School 1100 | | | 96,631.46 | | 96,631.46 | | | | |
| Assigned to North Cottonwood School 1100 | | | 25,671.75 | | 25,671.75 | | | | |
| e) Unassigned/Unappropriated | | | | | | | | | |
| Reserve for Economic Uncertainties | | | 625,169.94 | 0.00 | 625,169.94 | 658,920.00 | 0.00 | 658,920.00 | 5.4% |
| Unassigned/Unappropriated Amount | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | | | 2022 23 Budget | | | % Diff Column C & F |
|---|----------------|--------------|---------------------------|----------------|--------------------------|------------------|----------------|--------------------------|---------------------|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col D + E (F) | |
| G ASSETS | | | | | | | | | |
| 1) Cash | | | | | | | | | |
| a) in County Treasury | | 9110 | 4,741,518.51 | 90,447.96 | 4,831,966.47 | | | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | (160,070.00) | 0.00 | (160,070.00) | | | | |
| b) in Banks | | 9120 | 5,383.60 | 0.00 | 5,383.60 | | | | |
| c) in Revolving Cash Account | | 9130 | 2,134.06 | 0.00 | 2,134.06 | | | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | 0.00 | 0.00 | | | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | 0.00 | 0.00 | | | | |
| 2) Investments | | 9150 | 0.00 | 0.00 | 0.00 | | | | |
| 3) Accounts Receivable | | 9200 | 3,149.54 | 16,102.00 | 19,251.54 | | | | |
| 4) Due from Grantor Government | | 9290 | 148,414.18 | 1,181,704.85 | 1,330,119.03 | | | | |
| 5) Due from Other Funds | | 9310 | 0.00 | 0.00 | 0.00 | | | | |
| 6) Stores | | 9320 | 0.00 | 0.00 | 0.00 | | | | |
| 7) Prepaid Expenditures | | 9330 | 8,400.77 | 0.00 | 8,400.77 | | | | |
| 8) Other Current Assets | | 9340 | 0.00 | 0.00 | 0.00 | | | | |
| 9) Lease Receivable | | 9380 | 0.00 | 0.00 | 0.00 | | | | |
| 10) TOTAL, ASSETS | | | 4,748,930.66 | 1,288,254.81 | 6,037,185.47 | | | | |
| H DEFERRED OUTFLOWS OF RESOURCES | | | | | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | 0.00 | 0.00 | | | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | 0.00 | 0.00 | | | | |
| I LIABILITIES | | | | | | | | | |
| 1) Accounts Payable | | 9500 | 143,584.17 | 226,069.03 | 369,653.20 | | | | |
| 2) Due to Grantor Governments | | 9590 | 774,091.00 | 91,063.00 | 865,154.00 | | | | |
| 3) Due to 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 | 209,047.39 | 209,047.39 | | | | |
| 6) TOTAL, LIABILITIES | | | 917,675.17 | 526,179.42 | 1,443,854.59 | | | | |
| J DEFERRED INFLOWS OF RESOURCES | | | | | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 0.00 | 0.00 | 0.00 | | | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 0.00 | 0.00 | 0.00 | | | | |
| K FUND EQUITY | | | | | | | | | |
| Ending Fund Balance June 30 | | | | | | | | | |
| (must agree with line F2) (G9 + H2) - (I6 + J2) | | | 3,831,255.49 | 762,075.39 | 4,593,330.88 | | | | |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | | | 2022 23 Budget | | | % Diff Column C & F |
|--|----------------|--------------|---------------------------|----------------|--------------------------|---------------------|----------------|--------------------------|---------------------|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col D + E (F) | |
| LCFF SOURCES | | | | | | | | | |
| Principal Apportionment | | | | | | | | | |
| State Aid Current Year | | 8011 | 3,464,945.00 | 0.00 | 3,464,945.00 | 4,654,528.00 | 0.00 | 4,654,528.00 | 34.3% |
| Education Protection Account State Aid Current Year | | 8012 | 3,369,337.00 | 0.00 | 3,369,337.00 | 2,097,959.00 | 0.00 | 2,097,959.00 | 37.7% |
| State Aid - Prior Years | | 8019 | 4,807.00 | 0.00 | 4,807.00 | 0.00 | 0.00 | 0.00 | -100.0% |
| Tax Relief Subventions | | | | | | | | | |
| Homeowners Exemptions | | 8021 | 29,893.08 | 0.00 | 29,893.08 | 29,894.00 | 0.00 | 29,894.00 | 0.0% |
| Timber Yield Tax | | 8022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Subventions/In-Lieu Taxes | | 8029 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| County & District Taxes | | | | | | | | | |
| Secured Roll Taxes | | 8041 | 2,427,344.23 | 0.00 | 2,427,344.23 | 2,451,745.00 | 0.00 | 2,451,745.00 | 1.0% |
| Unsecured Roll Taxes | | 8042 | 120,577.35 | 0.00 | 120,577.35 | 118,359.00 | 0.00 | 118,359.00 | 1.8% |
| Prior Years Taxes | | 8043 | 2,740.37 | 0.00 | 2,740.37 | 1,715.00 | 0.00 | 1,715.00 | 37.4% |
| Supplemental Taxes | | 8044 | 90,576.50 | 0.00 | 90,576.50 | 32,505.00 | 0.00 | 32,505.00 | 64.1% |
| Education Revenue Augmentation Fund (ERAF) | | 8045 | (122,256.74) | 0.00 | (122,256.74) | (103,145.00) | 0.00 | (103,145.00) | -15.6% |
| Community Redevelopment Funds (SB 617/699/1992) | | 8047 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Penalties and Interest from Delinquent Taxes | | 8048 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Miscellaneous Funds (EC 41604) | | | | | | | | | |
| Royalties and Bonuses | | 8081 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other In-Lieu Taxes | | 8082 | 40.35 | 0.00 | 40.35 | 0.00 | 0.00 | 0.00 | -100.0% |
| Less Non-LCFF (50%) Adjustment | | 8089 | (20.18) | 0.00 | (20.18) | 0.00 | 0.00 | 0.00 | -100.0% |
| Subtotal LCFF Sources | | | 9,387,983.96 | 0.00 | 9,387,983.96 | 9,283,560.00 | 0.00 | 9,283,560.00 | 1.1% |
| LCFF Transfers | | | | | | | | | |
| Unrestricted LCFF Transfers Current Year | 0000 | 8091 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.0% |
| All Other LCFF Transfers Current Year | All Other | 8091 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers to Charter Schools in Lieu of Property Taxes | | 8096 | (547,569.00) | 0.00 | (547,569.00) | (604,006.00) | 0.00 | (604,006.00) | 10.3% |
| Property Taxes Transfers | | 8097 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| LCFF/Revenue Limit Transfers - Prior Years | | 8099 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL LCFF SOURCES | | | 8,840,414.96 | 0.00 | 8,840,414.96 | 8,679,554.00 | 0.00 | 8,679,554.00 | -1.8% |
| FEDERAL REVENUE | | | | | | | | | |
| Maintenance and Operations | | 8110 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Special Education Entitlement | | 8181 | 0.00 | 208,975.00 | 208,975.00 | 0.00 | 209,961.00 | 209,961.00 | 0.5% |
| Special Education Discretionary Grants | | 8182 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Child Nutrition Programs | | 8220 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Donated Food Commodities | | 8221 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Forest Reserve Funds | | 8260 | 14,802.00 | 0.00 | 14,802.00 | 13,982.00 | 0.00 | 13,982.00 | 5.5% |
| Flood Control Funds | | 8270 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Wildlife Reserve Funds | | 8280 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| FEMA | | 8281 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Interagency Contracts Between LEAs | | 8285 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Pass-Through Revenues from Federal Sources | | 8287 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Title I Part A Basic | 3010 | 8290 | | 281,284.05 | 281,284.05 | | 307,459.00 | 307,459.00 | 9.3% |
| Title I Part D Local Delinquent Programs | 3025 | 8290 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Title II Part A Supporting Effective Instruction | 4035 | 8290 | | 41,772.07 | 41,772.07 | | 41,603.00 | 41,603.00 | -0.4% |
| Title III Part A Immigrant Student Program | 4201 | 8290 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | | | 2022-23 Budget | | | % Diff Column C & F |
|--|--|--------------|---------------------------|---------------------|--------------------------|-------------------|---------------------|--------------------------|---------------------|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col D + E (F) | |
| Title III Part A English Learner Program | 4203 | 8290 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| Public Charter Schools Grant Program (PCSGP) | 4610 | 8290 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| | 3040 3045 3060 3061 3110 3150 3155 3180 3182 4037 4123 4124 4126 4127 4128 | | | | | | | | |
| Other NCLB / Every Student Succeeds Act | 5630 | 8290 | | 18 058 46 | 18 058 46 | | 18 104 00 | 18 104 00 | 0 3% |
| Career and Technical Education | 3500 3599 | 8290 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| All Other Federal Revenue | All Other | 8290 | 0 00 | 1 228 995 16 | 1 228 995 16 | 0 00 | 1 215 973 00 | 1 215 973 00 | -1 1% |
| TOTAL FEDERAL REVENUE | | | 14 802 00 | 1 779 084 74 | 1 793 886 74 | 13 982 00 | 1 793 100 00 | 1 807 082 00 | 0 7% |
| OTHER STATE REVENUE | | | | | | | | | |
| Other State Apportionments | | | | | | | | | |
| ROC/P Entitlement Prior Years | 6360 | 8319 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| Special Education Master Plan Current Year | 6500 | 8311 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| Prior Years | 6500 | 8319 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| All Other State Apportionments Current Year | All Other | 8311 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| All Other State Apportionments - Prior Years | All Other | 8319 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Child Nutrition Programs | | 8520 | 0 00 | 37 422 00 | 37 422 00 | 0 00 | 0 00 | 0 00 | 100 0% |
| Mandated Costs Reimbursements | | 8550 | 29 463 00 | 0 00 | 29 463 00 | 31 036 00 | 0 00 | 31 036 00 | 5 3% |
| Lottery - Unrestricted and Instructional Materials | | 8560 | 150 387 33 | 69 658 99 | 220 046 32 | 140 224 00 | 55 918 00 | 196 142 00 | -10 9% |
| Tax Relief Subventions Restricted Levies Other | | | | | | | | | |
| Homeowners Exemptions | | 8575 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Other Subventions/In Lieu Taxes | | 8576 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Pass Through Revenues from State Sources | | 8587 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| After School Education and Safety (ASES) | 6010 | 8590 | | 219 570 51 | 219 570 51 | | 235 617 00 | 235 617 00 | 7 3% |
| Charter School Facility Grant | 6030 | 8590 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| Drug/Alcohol/Tobacco Funds | 6650 6690 6695 | 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 Incentive Grant Program | 6387 | 8590 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| American Indian Early Childhood Education | 7210 | 8590 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| Specialized Secondary | 7370 | 8590 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| All Other State Revenue | All Other | 8590 | 0 00 | 1 253 692 60 | 1 253 692 60 | 0 00 | 993 203 00 | 993 203 00 | 20 8% |
| TOTAL OTHER STATE REVENUE | | | 179 850 33 | 1 580 344 10 | 1 760 194 43 | 171 260 00 | 1 284 738 00 | 1 455 998 00 | 17 3% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | | | 2022 23 Budget | | | % Diff Column C & F |
|--|----------------|--------------|---------------------------|---------------------|--------------------------|---------------------|---------------------|--------------------------|---------------------|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col D + E (F) | |
| OTHER LOCAL REVENUE | | | | | | | | | |
| Other Local Revenue | | | | | | | | | |
| County and District Taxes | | | | | | | | | |
| Other Restricted Levies | | | | | | | | | |
| Secured Roll | | 8615 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Unsecured Roll | | 8616 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Prior Years Taxes | | 8617 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Supplemental Taxes | | 8618 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Non Ad Valorem Taxes | | | | | | | | | |
| Parcel Taxes | | 8621 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Other | | 8622 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Community Redevelopment Funds | | | | | | | | | |
| Not Subject to LCFF Deduction | | 8625 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Penalties and Interest from Delinquent Non LCFF Taxes | | 8629 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Sales | | | | | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Sale of Publications | | 8632 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Food Service Sales | | 8634 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| All Other Sales | | 8639 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Leases and Rentals | | 8650 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Interest | | 8660 | 19 728 44 | 0 00 | 19 728 44 | 15 000 00 | 0 00 | 15 000 00 | -24 0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | (170 095 00) | 0 00 | (170 095 00) | 0 00 | 0 00 | 0 00 | -100 0% |
| Fees and Contracts | | | | | | | | | |
| Adult Education Fees | | 8671 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Non-Resident Students | | 8672 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Transportation Fees From Individuals | | 8675 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Interagency Services | | 8677 | 158 076 00 | 0 00 | 158 076 00 | 171 267 00 | 0 00 | 171 267 00 | 8 3% |
| Mitigation/Developer Fees | | 8681 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| All Other Fees and Contracts | | 8689 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Other Local Revenue | | | | | | | | | |
| Plus Misc Funds Non LCFF (50%) Adjustment | | 8691 | 20 18 | 0 00 | 20 18 | 0 00 | 0 00 | 0 00 | -100 0% |
| Pass Through Revenues From Local Sources | | 8697 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| All Other Local Revenue | | 8699 | 195 302 15 | 14 115 15 | 209 417 30 | 176 750 00 | 0 00 | 176 750 00 | 15 6% |
| Tuition | | 8710 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| All Other Transfers In | | 8781-8783 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Transfers of Apportionments | | | | | | | | | |
| Special Education SELPA Transfers | | | | | | | | | |
| From Districts or Charter Schools | 6500 | 8791 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| From County Offices | 6500 | 8792 | | 599 368 00 | 599 368 00 | | 592 515 00 | 592 515 00 | 1 1% |
| From JPAs | 6500 | 8793 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| ROC/P Transfers | | | | | | | | | |
| From Districts or Charter Schools | 6360 | 8791 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| From County Offices | 6360 | 8792 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| From JPAs | 6360 | 8793 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| Other Transfers of Apportionments | | | | | | | | | |
| From Districts or Charter Schools | All Other | 8791 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| From County Offices | All Other | 8792 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| From JPAs | All Other | 8793 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| All Other Transfers In from All Others | | 8799 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| TOTAL OTHER LOCAL REVENUE | | | 203,031 77 | 613,483 15 | 816,514 92 | 363,017 00 | 592,515 00 | 955,532 00 | 17 0% |
| TOTAL REVENUES | | | 9,238,099 06 | 3,972,911 99 | 13,211,011 05 | 9,227,813 00 | 3,670,353 00 | 12,898,166 00 | 2 4% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | | | 2022-23 Budget | | | % Diff Column C & F |
|---|----------------|--------------|---------------------------|---------------------|--------------------------|---------------------|---------------------|--------------------------|---------------------|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col D + E (F) | |
| CERTIFICATED SALARIES | | | | | | | | | |
| Certificated Teachers Salaries | | 1100 | 2 926 890 60 | 1 008 400 48 | 3 935 291 08 | 2 883 931 00 | 973 469 00 | 3 857 400 00 | 2 0% |
| Certificated Pupil Support Salaries | | 1200 | 274 914 35 | 129 014 54 | 403 928 89 | 126 587 00 | 75 334 00 | 201 921 00 | 50 0% |
| Certificated Supervisors and Administrators Salaries | | 1300 | 352 013 40 | 140 865 77 | 492 879 17 | 371 579 00 | 175 617 00 | 547 196 00 | 11 0% |
| Other Certificated Salaries | | 1900 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| TOTAL, CERTIFICATED SALARIES | | | 3 553 818 35 | 1 278 280 79 | 4 832 099 14 | 3 382 097 00 | 1 224 420 00 | 4 606 517 00 | 4 7% |
| CLASSIFIED SALARIES | | | | | | | | | |
| Classified Instructional Salaries | | 2100 | 349 490 80 | 251 607 68 | 601 098 48 | 428 151 00 | 320 357 00 | 748 508 00 | 24 5% |
| Classified Support Salaries | | 2200 | 404 860 28 | 134 202 45 | 539 062 73 | 490 912 00 | 107 692 00 | 598 604 00 | 11 0% |
| Classified Supervisors and Administrators' Salaries | | 2300 | 340 276 03 | 15 337 67 | 355 613 70 | 378 548 00 | 0 00 | 378 548 00 | 6 4% |
| Clerical Technical and Office Salaries | | 2400 | 174 184 41 | 11 260 82 | 185 445 23 | 175 851 00 | 0 00 | 175 851 00 | 5 2% |
| Other Classified Salaries | | 2900 | 145 506 17 | 3 836 60 | 149 342 77 | 146 475 00 | 2 250 00 | 148 725 00 | 0 4% |
| TOTAL CLASSIFIED SALARIES | | | 1 414 317 69 | 416 245 22 | 1 830 562 91 | 1 619 937 00 | 430 299 00 | 2 050 236 00 | 12 0% |
| EMPLOYEE BENEFITS | | | | | | | | | |
| STRS | | 3101 3102 | 584 899 11 | 610 848 12 | 1 195 747 23 | 634 920 00 | 832 772 00 | 1 467 692 00 | 22 7% |
| PERS | | 3201-3202 | 264 438 13 | 107 322 88 | 371 761 01 | 361 556 00 | 115 435 00 | 476 991 00 | 28 3% |
| OASDI/Medicare/Alternative | | 3301 3302 | 155 408 09 | 59 221 36 | 214 629 45 | 174 488 00 | 65 832 00 | 240 320 00 | 12 0% |
| Health and Welfare Benefits | | 3401-3402 | 686 609 46 | 165 923 84 | 852 533 30 | 646 397 00 | 146 292 00 | 792 689 00 | 7 0% |
| Unemployment Insurance | | 3501 3502 | 24 259 48 | 7 591 70 | 31 851 18 | 24 236 00 | 8 029 00 | 32 265 00 | 1 3% |
| Workers Compensation | | 3601-3602 | 87 348 38 | 29 773 11 | 117 121 49 | 77 567 00 | 25 479 00 | 103 046 00 | 12 0% |
| OPEB Allocated | | 3701-3702 | 14 824 52 | 4 097 00 | 18 921 52 | 18 922 00 | 0 00 | 18 922 00 | 0 0% |
| OPEB Active Employees | | 3751 3752 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Other Employee Benefits | | 3901-3902 | 28 323 34 | 4 956 98 | 33 280 32 | 27 564 00 | 3 505 00 | 31 069 00 | 6 6% |
| TOTAL EMPLOYEE BENEFITS | | | 1 846 110 51 | 989 734 99 | 2 835 845 50 | 1 965 650 00 | 1 197 344 00 | 3 162 994 00 | 11 5% |
| BOOKS AND SUPPLIES | | | | | | | | | |
| Approved Textbooks and Core Curricula Materials | | 4100 | 0 00 | 0 00 | 0 00 | 8 000 00 | 0 00 | 8 000 00 | New |
| Books and Other Reference Materials | | 4200 | 12 816 72 | 0 00 | 12 816 72 | 5 123 00 | 0 00 | 5 123 00 | -60 0% |
| Materials and Supplies | | 4300 | 239 611 13 | 162 753 46 | 402 364 59 | 233 800 00 | 213 074 00 | 446 874 00 | 11 1% |
| Noncapitalized Equipment | | 4400 | 17 741 20 | 149 981 91 | 167 723 11 | 0 00 | 9 500 00 | 9 500 00 | 94 3% |
| Food | | 4700 | 2 705 33 | 0 00 | 2 705 33 | 2 500 00 | 0 00 | 2 500 00 | 7 6% |
| TOTAL BOOKS AND SUPPLIES | | | 272 874 38 | 312 735 37 | 585 609 75 | 249 423 00 | 222 574 00 | 471 997 00 | 19 4% |
| SERVICES AND OTHER OPERATING EXPENDITURES | | | | | | | | | |
| Subagreements for Services | | 5100 | 0 00 | 423 856 27 | 423 856 27 | 0 00 | 495 991 00 | 495 991 00 | 17 0% |
| Travel and Conferences | | 5200 | 24 860 35 | 70 199 22 | 95 059 57 | 21 500 00 | 69 650 00 | 91 150 00 | 4 1% |
| Dues and Memberships | | 5300 | 18 007 00 | 0 00 | 18 007 00 | 18 900 00 | 0 00 | 18 900 00 | 5 0% |
| Insurance | | 5400 - 5450 | 115 906 55 | 0 00 | 115 906 55 | 146 500 00 | 0 00 | 146 500 00 | 26 4% |
| Operations and Housekeeping Services | | 5500 | 298 928 26 | 0 00 | 298 928 26 | 321 400 00 | 0 00 | 321 400 00 | 7 5% |
| Rentals Leases Repairs and Noncapitalized Improvements | | 5600 | 136 919 91 | 105 811 36 | 242 731 27 | 147 594 00 | 178 529 00 | 326 123 00 | 34 4% |
| Transfers of Direct Costs | | 5710 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Transfers of Direct Costs Interfund | | 5750 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Professional/Consulting Services and Operating Expenditures | | 5800 | 350 743 91 | 679 877 67 | 1 030 621 58 | 332 092 00 | 896 776 00 | 1 228 868 00 | 19 2% |
| Communications | | 5900 | 19 567 65 | 0 00 | 19 567 65 | 19 900 00 | 0 00 | 19 900 00 | 1 7% |
| TOTAL SERVICES AND OTHER OPERATING EXPENDITURES | | | 964 933 63 | 1 279 744 52 | 2 244 678 15 | 1 007 886 00 | 1 640 946 00 | 2 648 832 00 | 18 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | | | 2022-23 Budget | | | % Diff Column C & F |
|---|----------------|--------------|---------------------------|---------------------|--------------------------|---------------------|---------------------|--------------------------|---------------------|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col D + E (F) | |
| CAPITAL OUTLAY | | | | | | | | | |
| Land | | 6100 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Land Improvements | | 6170 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Buildings and Improvements of Buildings | | 6200 | 0 00 | 4 700 00 | 4,700 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 | 47,919 44 | 0 00 | 47 919 44 | 77,000 00 | 130 700 00 | 207 700 00 | 333 4% |
| Equipment Replacement | | 6500 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Lease Assets | | 6600 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| TOTAL CAPITAL OUTLAY | | | 47,919 44 | 4 700 00 | 52 619 44 | 77 000 00 | 130 700 00 | 207,700 00 | 294 7% |
| OTHER OUTGO (excluding Transfers of Indirect Costs) | | | | | | | | | |
| Tuition | | | | | | | | | |
| Tuition for Instruction Under Interdistrict Attendance Agreements | | 7110 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| State Special Schools | | 7130 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Tuition Excess Costs and/or Deficit Payments Payments to Districts or Charter Schools | | 7141 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Payments to County Offices | | 7142 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Payments to JPAs | | 7143 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Transfers of Pass Through Revenues To Districts or Charter Schools | | 7211 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| To County Offices | | 7212 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| To JPAs | | 7213 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Special Education SELPA Transfers of Apportionments To Districts or Charter Schools | 6500 | 7221 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| To County Offices | 6500 | 7222 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| To JPAs | 6500 | 7223 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| ROC/P Transfers of Apportionments To Districts or Charter Schools | 6360 | 7221 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| To County Offices | 6360 | 7222 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| To JPAs | 6360 | 7223 | | 0 00 | 0 00 | | 0 00 | 0 00 | 0 0% |
| Other Transfers of Apportionments All Other | | 7221-7223 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| All Other Transfers | | 7281 7283 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| All Other Transfers Out to All Others | | 7299 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Debt Service | | | | | | | | | |
| Debt Service Interest | | 7438 | 13,281 55 | 0 00 | 13 281 55 | 0 00 | 0 00 | 0 00 | 100 0% |
| Other Debt Service - Pncipal | | 7439 | 33 640 48 | 0 00 | 33,640 48 | 0 00 | 0 00 | 0 00 | 100 0% |
| TOTAL OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 46 922 03 | 0 00 | 46 922 03 | 0 00 | 0 00 | 0 00 | -100 0% |
| OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | | | | | | | |
| Transfers of Indirect Costs | | 7310 | (79 400 61) | 79 400 61 | 0 00 | (94 893 00) | 94 893 00 | 0 00 | 0 0% |
| Transfers of Indirect Costs Interfund | | 7350 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| TOTAL OTHER OUTGO TRANSFERS OF INDIRECT COSTS | | | (79 400 61) | 79,400 61 | 0 00 | (94,893 00) | 94,893 00 | 0 00 | 0 0% |
| TOTAL EXPENDITURES | | | 8 067 495 42 | 4 360,841 50 | 12 428 336 92 | 8 207 100 00 | 4 941 176 00 | 13 148 276 00 | 5 8% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | | | 2022 23 Budget | | | % Diff Column C & F |
|--|----------------|--------------|---------------------------|----------------|--------------------------|------------------|----------------|--------------------------|---------------------|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col D + E (F) | |
| INTERFUND TRANSFERS | | | | | | | | | |
| INTERFUND TRANSFERS IN | | | | | | | | | |
| From Special Reserve Fund | | 8912 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| From Bond Interest and Redemption Fund | | 8914 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Other Authorized Interfund Transfers In | | 8919 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| INTERFUND TRANSFERS OUT | | | | | | | | | |
| To Child Development Fund | | 7611 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| To Special Reserve Fund | | 7612 | 0 00 | 40 000 00 | 40 000 00 | 0 00 | 30 000 00 | 30 000 00 | 25 0% |
| To State School Building Fund/ County School Facilities Fund | | 7613 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| To Cafeteria Fund | | 7616 | 35 000 00 | 0 00 | 35 000 00 | 0 00 | 0 00 | 0 00 | -100 0% |
| Other Authorized Interfund Transfers Out | | 7619 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 35 000 00 | 40 000 00 | 75 000 00 | 0 00 | 30 000 00 | 30 000 00 | 60 0% |
| OTHER SOURCES/USES | | | | | | | | | |
| SOURCES | | | | | | | | | |
| State Apportionments | | | | | | | | | |
| Emergency Apportionments | | 8931 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Proceeds | | | | | | | | | |
| Proceeds from Disposal of Capital Assets | | 8953 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Other Sources | | | | | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Long-Term Debt Proceeds | | | | | | | | | |
| Proceeds from Certificates of Participation | | 8971 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Proceeds from Leases | | 8972 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| Proceeds from Lease Revenue Bonds | | 8973 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| All Other Financing Sources | | 8979 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| (c) TOTAL SOURCES | | | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| USES | | | | | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| All Other Financing Uses | | 7699 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| (d) TOTAL USES | | | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| CONTRIBUTIONS | | | | | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | (926 024 48) | 926 024 48 | 0 00 | (1 259 070 00) | 1 259 070 00 | 0 00 | 0 0% |
| Contributions from Restricted Revenues | | 8990 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 0% |
| (e) TOTAL CONTRIBUTIONS | | | (926 024 48) | 926 024 48 | 0 00 | (1 259 070 00) | 1 259 070 00 | 0 00 | 0 0% |
| TOTAL, OTHER FINANCING SOURCES/USES | | | | | | | | | |
| (a - b + c - d + e) | | | (961,024 48) | 886,024 48 | (75,000 00) | (1,259,070 00) | 1,229,070 00 | (30,000 00) | 60 0% |

| Description | Function Codes | Object Codes | 2021-22 Unaudited Actuals | | | 2022 23 Budget | | | % Diff Column C & F |
|---|----------------|------------------|---------------------------|----------------|--------------------------|------------------|----------------|--------------------------|---------------------|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col D + E (F) | |
| A REVENUES | | | | | | | | | |
| 1) LCFF Sources | | 8010-8099 | 8,840,414.96 | 0.00 | 8,840,414.96 | 8,679,554.00 | 0.00 | 8,679,554.00 | -1.8% |
| 2) Federal Revenue | | 8100 8299 | 14,802.00 | 1,779,084.74 | 1,793,886.74 | 13,982.00 | 1,793,100.00 | 1,807,082.00 | 0.7% |
| 3) Other State Revenue | | 8300-8599 | 179,850.33 | 1,580,344.10 | 1,760,194.43 | 171,260.00 | 1,284,738.00 | 1,455,998.00 | 17.3% |
| 4) Other Local Revenue | | 8600 8799 | 203,031.77 | 613,483.15 | 816,514.92 | 363,017.00 | 592,515.00 | 955,532.00 | 17.0% |
| 5) TOTAL, REVENUES | | | 9,238,099.06 | 3,972,911.99 | 13,211,011.05 | 9,227,813.00 | 3,670,353.00 | 12,898,166.00 | 2.4% |
| B EXPENDITURES (Objects 1000-7999) | | | | | | | | | |
| 1) Instruction | 1000 | 1999 | 4,730,963.53 | 2,871,989.58 | 7,602,953.11 | 4,864,576.00 | 3,366,003.00 | 8,230,579.00 | 8.3% |
| 2) Instruction Related Services | 2000 | 2999 | 912,232.23 | 339,434.49 | 1,251,666.72 | 936,144.00 | 417,710.00 | 1,353,854.00 | 8.2% |
| 3) Pupil Services | 3000 | 3999 | 866,279.25 | 377,316.30 | 1,243,595.55 | 709,467.00 | 310,683.00 | 1,020,150.00 | -18.0% |
| 4) Ancillary Services | 4000-4999 | | 16,852.37 | 224,579.51 | 241,431.88 | 19,820.00 | 235,650.00 | 255,470.00 | 5.8% |
| 5) Community Services | 5000 | 5999 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 6) Enterprise | 6000-6999 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 7) General Administration | 7000 | 7999 | 725,976.15 | 110,727.22 | 836,703.37 | 809,426.00 | 124,930.00 | 934,356.00 | 11.7% |
| 8) Plant Services | 8000 | 8999 | 768,269.86 | 436,794.40 | 1,205,064.26 | 867,667.00 | 486,200.00 | 1,353,867.00 | 12.3% |
| 9) Other Outgo | 9000 | 9999 | 46,922.03 | 0.00 | 46,922.03 | 0.00 | 0.00 | 0.00 | 100.0% |
| 10) TOTAL, EXPENDITURES | | Except 7600-7699 | 8,067,495.42 | 4,360,841.50 | 12,428,336.92 | 8,207,100.00 | 4,941,176.00 | 13,148,276.00 | 5.8% |
| C EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 B10) | | | | | | | | | |
| | | | 1,170,603.64 | (387,929.51) | 782,674.13 | 1,020,713.00 | (1,270,823.00) | (250,110.00) | 132.0% |
| D OTHER FINANCING SOURCES/USES | | | | | | | | | |
| 1) Interfund Transfers | | | | | | | | | |
| a) Transfers In | | 8900 8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600 7629 | 35,000.00 | 40,000.00 | 75,000.00 | 0.00 | 30,000.00 | 30,000.00 | -60.0% |
| 2) Other Sources/Uses | | | | | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | (926,024.48) | 926,024.48 | 0.00 | (1,259,070.00) | 1,259,070.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | (961,024.48) | 886,024.48 | (75,000.00) | (1,259,070.00) | 1,229,070.00 | (30,000.00) | -60.0% |

| Description | Function Codes | Object Codes | 2021 22 Unaudited Actuals | | | 2022 23 Budget | | | % Diff Column C & F |
|---|----------------|--------------|---------------------------|----------------|--------------------------|------------------|----------------|--------------------------|---------------------|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col D + E (F) | |
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 209,579.16 | 498,094.97 | 707,674.13 | (238,357.00) | (41,753.00) | (280,110.00) | -139.6% |
| F FUND BALANCE, RESERVES | | | | | | | | | |
| 1) Beginning Fund Balance | | | | | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 3,621,676.33 | 263,980.42 | 3,885,656.75 | 3,831,255.49 | 762,075.39 | 4,593,330.88 | 18.2% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 Audited (F1a + F1b) | | | 3,621,676.33 | 263,980.42 | 3,885,656.75 | 3,831,255.49 | 762,075.39 | 4,593,330.88 | 18.2% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 3,621,676.33 | 263,980.42 | 3,885,656.75 | 3,831,255.49 | 762,075.39 | 4,593,330.88 | 18.2% |
| 2) Ending Balance June 30 (E + F1e) | | | 3,831,255.49 | 762,075.39 | 4,593,330.88 | 3,592,898.49 | 720,322.39 | 4,313,220.88 | 6.1% |
| Components of Ending Fund Balance | | | | | | | | | |
| a) Nonspendable | | | | | | | | | |
| Revolving Cash | | 9711 | 2,134.06 | 0.00 | 2,134.06 | 2,000.00 | 0.00 | 2,000.00 | 6.3% |
| Stores | | 9712 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 8,400.77 | 0.00 | 8,400.77 | 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 | 762,075.39 | 762,075.39 | 0.00 | 720,322.39 | 720,322.39 | 5.5% |
| c) Committed | | | | | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Commitments (by Resource/Object) | | 9760 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | | | | | |
| Other Assignments (by Resource/Object) | | 9780 | 3,195,550.72 | 0.00 | 3,195,550.72 | 2,931,978.49 | 0.00 | 2,931,978.49 | 8.2% |
| Future Bus Fleet Replacement | 0000 | 9780 | 125,000.00 | | 125,000.00 | | | | |
| Future Technology Needs | 0000 | 9780 | 100,000.00 | | 100,000.00 | | | | |
| Future Textbook Purchases | 0000 | 9780 | 200,000.00 | | 200,000.00 | | | | |
| Future Sp Ed Student Needs | 0000 | 9780 | 250,000.00 | | 250,000.00 | | | | |
| Future Staffing Needs/Growth | 0000 | 9780 | 600,000.00 | | 600,000.00 | | | | |
| Assigned for Retirement Incentives | 0000 | 9780 | 300,000.00 | | 300,000.00 | | | | |
| Future Cash Flow Needs | 0000 | 9780 | 1,496,182.00 | | 1,496,182.00 | | | | |
| Assigned to West Cottonwood School | 1100 | 9780 | 96,631.46 | | 96,631.46 | | | | |
| Assigned to North Cottonwood School | 1100 | 9780 | 25,671.75 | | 25,671.75 | | | | |
| e) Unassigned/Unappropriated | | | | | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 625,169.94 | 0.00 | 625,169.94 | 658,920.00 | 0.00 | 658,920.00 | 5.4% |
| Unassigned/Unappropriated Amount | | 9790 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |

| <u>Resource</u> | <u>Description</u> | <u>2021-22 Unaudited Actuals</u> | <u>2022-23 Budget</u> |
|---------------------------|--|--------------------------------------|---------------------------|
| 2600 | Expanded Learning Opportunities Program | 173,384 00 | 173,384 00 |
| 3212 | Elementary and Secondary School Emergency Relief II (ESSER II) F | 0 01 | 0 01 |
| 6266 | Educator Effectiveness, FY 2021-22 | 176,981 97 | 141,260 97 |
| 6300 | Lottery Instructional Materials | 154,643 75 | 148,611 75 |
| 6547 | Special Education Early Intervention Preschool Grant | 116,801 00 | 116,801 00 |
| 7028 | Child Nutrition Kitchen Infrastructure Upgrade Funds | 25,000 00 | 25,000 00 |
| 7029 | Child Nutrition Food Service Staff Training Funds | 12,422 00 | 12,422 00 |
| 7425 | Expanded Learning Opportunities (ELO) Grant | 88,777 33 | 88,777 33 |
| 9010 | Other Restricted Local | 14,065 33 | 14,065 33 |
| Total, Restricted Balance | | <u>762,075 39</u> | <u>720,322 39</u> |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | 58,154 17 | 0 00 | -100 0% |
| 5) TOTAL, REVENUES | | | 58,154 17 | 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 | 38,107 74 | 0 00 | -100 0% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 17,321 62 | 0 00 | -100 0% |
| 6) Capital Outlay | | 6000-6999 | 0 00 | 0 00 | 0 0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299 7400-7499 | 0 00 | 0 00 | 0 0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 0 00 | 0 00 | 0 0% |
| 9) TOTAL, EXPENDITURES | | | 55,429 36 | 0 00 | -100 0% |
| C EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9) | | | | | |
| | | | 2,724 81 | 0 00 | -100 0% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0 00 | 0 00 | 0 0% |
| b) Transfers Out | | 7600-7629 | 0 00 | 0 00 | 0 0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0 00 | 0 00 | 0 0% |
| b) Uses | | 7630-7699 | 0 00 | 0 00 | 0 0% |
| 3) Contributions | | 8980-8999 | 0 00 | 0 00 | 0 0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0 00 | 0 00 | 0 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 2,724 81 | 0 00 | -100 0% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | | | | |
| | | 9791 | 26,557 52 | 29,282 33 | 10 3% |
| b) Audit Adjustments | | | | | |
| | | 9793 | 0 00 | 0 00 | 0 0% |
| c) As of July 1 - Audited (F1a + F1b) | | | | | |
| | | | 26,557 52 | 29,282 33 | 10 3% |
| d) Other Restatements | | | | | |
| | | 9795 | 0 00 | 0 00 | 0 0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | | | |
| | | | 26,557 52 | 29,282 33 | 10 3% |
| 2) Ending Balance, June 30 (E + F1e) | | | | | |
| | | | 29,282 33 | 29,282 33 | 0 0% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | | | | |
| | | 9711 | 0 00 | 0 00 | 0 0% |
| Stores | | | | | |
| | | 9712 | 0 00 | 0 00 | 0 0% |
| Prepaid Items | | | | | |
| | | 9713 | 0 00 | 0 00 | 0 0% |
| All Others | | | | | |
| | | 9719 | 0 00 | 0 00 | 0 0% |
| b) Restricted | | | | | |
| | | 9740 | 29,282 33 | 29,282 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% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| G ASSETS | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 0 00 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0 00 | | |
| b) in Banks | | 9120 | 29,282 33 | | |
| c) in Revolving Cash Account | | 9130 | 0 00 | | |
| d) with Fiscal Agent/Trustee | | 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 | | | 29,282 33 | | |
| 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 Revenues | | 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) (G9 + H2) - (I6 + J2) | | | 29,282 33 | | |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| REVENUES | | | | | |
| Sale of Equipment and Supplies | | 8631 | 0 00 | 0 00 | 0 0% |
| All Other Sales | | 8639 | 0 00 | 0 00 | 0 0% |
| Interest | | 8660 | 0 00 | 0 00 | 0 0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0 00 | 0 00 | 0 0% |
| All Other Fees and Contracts | | 8689 | 0 00 | 0 00 | 0 0% |
| All Other Local Revenue | | 8699 | 58,154 17 | 0 00 | -100 0% |
| TOTAL, REVENUES | | | 58,154 17 | 0 00 | -100 0% |
| CERTIFICATED SALARIES | | | | | |
| Certificated Teachers' Salaries | | 1100 | 0 00 | 0 00 | 0 0% |
| Certificated Pupil Support Salaries | | 1200 | 0 00 | 0 00 | 0 0% |
| Certificated 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 Instructional Salaries | | 2100 | 0 00 | 0 00 | 0 0% |
| 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% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| BOOKS AND SUPPLIES | | | | | |
| Materials and Supplies | | 4300 | 38,107 74 | 0 00 | -100 0% |
| Noncapitalized Equipment | | 4400 | 0 00 | 0 00 | 0 0% |
| TOTAL, BOOKS AND SUPPLIES | | | 38,107 74 | 0 00 | -100 0% |
| SERVICES AND OTHER OPERATING EXPENDITURES | | | | | |
| Subagreements for Services | | 5100 | 0 00 | 0 00 | 0 0% |
| Dues and Memberships | | 5300 | 0 00 | 0 00 | 0 0% |
| Insurance | | 5400-5450 | 0 00 | 0 00 | 0 0% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 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 | 17,321 62 | 0 00 | -100 0% |
| Communications | | 5900 | 0 00 | 0 00 | 0 0% |
| TOTAL SERVICES AND OTHER OPERATING EXPENDITURES | | | 17,321 62 | 0 00 | -100 0% |
| CAPITAL OUTLAY | | | | | |
| Equipment | | 6400 | 0 00 | 0 00 | 0 0% |
| Equipment Replacement | | 6500 | 0 00 | 0 00 | 0 0% |
| Lease Assets | | 6600 | 0 00 | 0 00 | 0 0% |
| TOTAL, CAPITAL OUTLAY | | | 0 00 | 0 00 | 0 0% |
| OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | | | |
| Transfers of Indirect Costs - Interfund | | 7350 | 0 00 | 0 00 | 0 0% |
| TOTAL OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | 0 00 | 0 00 | 0 0% |
| TOTAL EXPENDITURES | | | 55,429 36 | 0 00 | -100 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | | | | | |
| 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 from Disposal of Capital Assets | | 8953 | 0 00 | 0 00 | 0 0% |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0 00 | 0 00 | 0 0% |
| Proceeds from Leases | | 8972 | 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% |
| (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% |

| Description | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | 58,154 17 | 0 00 | -100 0% |
| 5) TOTAL, REVENUES | | | 58,154 17 | 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 | | 55,429 36 | 0 00 | -100 0% |
| 5) Community Services | 5000-5999 | | 0 00 | 0 00 | 0 0% |
| 6) Enterprise | 6000-6999 | | 0 00 | 0 00 | 0 0% |
| 7) General Administration | 7000-7999 | | 0 00 | 0 00 | 0 0% |
| 8) Plant Services | 8000-8999 | | 0 00 | 0 00 | 0 0% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 0 00 | 0 00 | 0 0% |
| 10) TOTAL, EXPENDITURES | | | 55,429 36 | 0 00 | -100 0% |
| C EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10) | | | 2,724 81 | 0 00 | -100 0% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0 00 | 0 00 | 0 0% |
| b) Transfers Out | | 7600-7629 | 0 00 | 0 00 | 0 0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0 00 | 0 00 | 0 0% |
| b) Uses | | 7630-7699 | 0 00 | 0 00 | 0 0% |
| 3) Contributions | | 8980-8999 | 0 00 | 0 00 | 0 0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0 00 | 0 00 | 0 0% |

| Description | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 2,724 81 | 0 00 | -100 0% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | | | | |
| | | 9791 | 26,557 52 | 29,282 33 | 10 3% |
| b) Audit Adjustments | | | | | |
| | | 9793 | 0 00 | 0 00 | 0 0% |
| c) As of July 1 - Audited (F1a + F1b) | | | | | |
| | | | 26,557 52 | 29,282 33 | 10 3% |
| d) Other Restatements | | | | | |
| | | 9795 | 0 00 | 0 00 | 0 0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | | | |
| | | | 26,557 52 | 29,282 33 | 10 3% |
| 2) Ending Balance, June 30 (E + F1e) | | | | | |
| | | | 29,282 33 | 29,282 33 | 0 0% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | | | | |
| | | 9711 | 0 00 | 0 00 | 0 0% |
| Stores | | | | | |
| | | 9712 | 0 00 | 0 00 | 0 0% |
| Prepaid Items | | | | | |
| | | 9713 | 0 00 | 0 00 | 0 0% |
| All Others | | | | | |
| | | 9719 | 0 00 | 0 00 | 0 0% |
| b) Restricted | | | | | |
| | | 9740 | 29,282 33 | 29,282 33 | 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% |

| <u>Resource</u> | <u>Description</u> | <u>2021-22</u> <u>Unaudited Actuals</u> | <u>2022-23</u> <u>Budget</u> |
|---------------------------|------------------------|--|---------------------------------|
| 8210 | Student Activity Funds | 29,282 33 | 29,282 33 |
| Total, Restricted Balance | | <u>29,282 33</u> | <u>29,282 33</u> |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|-------------------------|------------------------------|-------------------|-----------------------|
| A REVENUES | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0 00 | 0 00 | 0 0% |
| 2) Federal Revenue | | 8100-8299 | 549,009 09 | 468,810 00 | -14 6% |
| 3) Other State Revenue | | 8300-8599 | 48 557 83 | 25,000 00 | -48 5% |
| 4) Other Local Revenue | | 8600-8799 | 16 182 14 | 21,875 00 | 35 2% |
| 5) TOTAL, REVENUES | | | 613,749 06 | 515,685 00 | -16 0% |
| B EXPENDITURES | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 0 00 | 0 00 | 0 0% |
| 2) Classified Salaries | | 2000-2999 | 130 344 49 | 139,774 00 | 7 2% |
| 3) Employee Benefits | | 3000-3999 | 67,970 11 | 72,699 00 | 7 0% |
| 4) Books and Supplies | | 4000-4999 | 205 571 88 | 157,810 00 | -23 2% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 58,447 23 | 48,725 00 | -16 6% |
| 6) Capital Outlay | | 6000-6999 | 6,174 40 | 0 00 | -100 0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299, 7400-7499 | 0 00 | 0 00 | 0 0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 0 00 | 0 00 | 0 0% |
| 9) TOTAL, EXPENDITURES | | | 468,508 11 | 419,008 00 | -10 6% |
| C EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9) | | | | | |
| | | | 145 240 95 | 96,677 00 | -33 4% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 35,000 00 | 0 00 | -100 0% |
| b) Transfers Out | | 7600-7629 | 0 00 | 0 00 | 0 0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0 00 | 0 00 | 0 0% |
| b) Uses | | 7630-7699 | 0 00 | 0 00 | 0 0% |
| 3) Contributions | | 8980-8999 | 0 00 | 0 00 | 0 0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 35,000 00 | 0 00 | -100 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 180,240 95 | 96,677 00 | -46 4% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 87,746 07 | 267,987 02 | 205 4% |
| b) Audit Adjustments | | 9793 | 0 00 | 0 00 | 0 0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 87,746 07 | 267,987 02 | 205 4% |
| d) Other Restatements | | 9795 | 0 00 | 0 00 | 0 0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 87,746 07 | 267,987 02 | 205 4% |
| 2) Ending Balance, June 30 (E + F1e) | | | 267,987 02 | 364,664 02 | 36 1% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0 00 | 0 00 | 0 0% |
| Stores | | 9712 | 6,403 50 | 4 335 00 | -32 3% |
| Prepaid Items | | 9713 | 0 00 | 0 00 | 0 0% |
| All Others | | 9719 | 0 00 | 0 00 | 0 0% |
| b) Restricted | | 9740 | 245,920 40 | 344,665 90 | 40 2% |
| 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 | 15,663 12 | 15 663 12 | 0 0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0 00 | 0 00 | 0 0% |
| Unassigned/Unappropriated Amount | | 9790 | 0 00 | 0 00 | 0 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| G ASSETS | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 199,042.11 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | (6,594.00) | | |
| b) in Banks | | 9120 | 3,615.67 | | |
| c) in Revolving Cash Account | | 9130 | 0.00 | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | | |
| 2) Investments | | 9150 | 0.00 | | |
| 3) Accounts Receivable | | 9200 | 91,419.77 | | |
| 4) Due from Grantor Government | | 9290 | 31,906.88 | | |
| 5) Due from Other Funds | | 9310 | 0.00 | | |
| 6) Stores | | 9320 | 6,403.50 | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | | |
| 8) Other Current Assets | | 9340 | 0.00 | | |
| 9) Lease Receivable | | 9380 | 0.00 | | |
| 10) TOTAL, ASSETS | | | 325,793.93 | | |
| 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 | 57,806.91 | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | | |
| 3) Due to Other Funds | | 9610 | 0.00 | | |
| 4) Current Loans | | 9640 | | | |
| 5) Unearned Revenue | | 9650 | 0.00 | | |
| 6) TOTAL, LIABILITIES | | | 57,806.91 | | |
| 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) (G10 + H2) - (I7 + J2) | | | 267,987.02 | | |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| FEDERAL REVENUE | | | | | |
| Child Nutrition Programs | | 8220 | 520,682 65 | 450,000 00 | -13 6% |
| Donated Food Commodities | | 8221 | 28,326 44 | 18,810 00 | -33 6% |
| All Other Federal Revenue | | 8290 | 0 00 | 0 00 | 0 0% |
| TOTAL, FEDERAL REVENUE | | | 549 009 09 | 468,810 00 | -14 6% |
| OTHER STATE REVENUE | | | | | |
| Child Nutrition Programs | | 8520 | 48,557 83 | 25 000 00 | -48 5% |
| All Other State Revenue | | 8590 | 0 00 | 0 00 | 0 0% |
| TOTAL, OTHER STATE REVENUE | | | 48,557 83 | 25,000 00 | -48 5% |
| OTHER LOCAL REVENUE | | | | | |
| Other Local Revenue | | | | | |
| Sales | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0 00 | 0 00 | 0 0% |
| Food Service Sales | | 8634 | 14,006 24 | 13 100 00 | -6 5% |
| Leases and Rentals | | 8650 | 0 00 | 0 00 | 0 0% |
| Interest | | 8660 | 373 82 | 275 00 | -26 4% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | (6,833 00) | 0 00 | -100 0% |
| Fees and Contracts | | | | | |
| Interagency Services | | 8677 | 8 635 08 | 8 500 00 | -1 6% |
| Other Local Revenue | | | | | |
| All Other Local Revenue | | 8699 | 0 00 | 0 00 | 0 0% |
| TOTAL, OTHER LOCAL REVENUE | | | 16,182 14 | 21 875 00 | 35 2% |
| TOTAL, REVENUES | | | 613,749 06 | 515,685 00 | -16 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| CERTIFICATED SALARIES | | | | | |
| Certificated 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 | 130 344 49 | 139,774 00 | 7 2% |
| 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 | | | 130 344 49 | 139 774 00 | 7 2% |
| EMPLOYEE BENEFITS | | | | | |
| STRS | | 3101-3102 | 0 00 | 0 00 | 0 0% |
| PERS | | 3201-3202 | 23,490 95 | 27,425 00 | 16 7% |
| OASDI/Medicare/Alternative | | 3301-3302 | 9 971 38 | 10,693 00 | 7 2% |
| Health and Welfare Benefits | | 3401-3402 | 31,060 62 | 31,178 00 | 0 4% |
| Unemployment Insurance | | 3501-3502 | 651 75 | 699 00 | 7 2% |
| Workers' Compensation | | 3601-3602 | 2 293 64 | 2,180 00 | -5 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 | 501 77 | 524 00 | 4 4% |
| TOTAL, EMPLOYEE BENEFITS | | | 67,970 11 | 72,699 00 | 7 0% |
| BOOKS AND SUPPLIES | | | | | |
| Books and Other Reference Materials | | 4200 | 0 00 | 0 00 | 0 0% |
| Materials and Supplies | | 4300 | 16,031 15 | 14,000 00 | -12 7% |
| Noncapitalized Equipment | | 4400 | 0 00 | 0 00 | 0 0% |
| Food | | 4700 | 189,540 73 | 143 810 00 | -24 1% |
| TOTAL, BOOKS AND SUPPLIES | | | 205 571 88 | 157,810 00 | -23 2% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| SERVICES AND OTHER OPERATING EXPENDITURES | | | | | |
| Subagreements for Services | | 5100 | 0 00 | 0 00 | 0 0% |
| Travel and Conferences | | 5200 | 200 00 | 575 00 | 187 5% |
| Dues and Memberships | | 5300 | 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 | 1 533 09 | 2 500 00 | 63 1% |
| 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 | 56,714 14 | 45,650 00 | -19 5% |
| Communications | | 5900 | 0 00 | 0 00 | 0 0% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES | | | 58,447 23 | 48 725 00 | -16 6% |
| CAPITAL OUTLAY | | | | | |
| Buildings and Improvements of Buildings | | 6200 | 0 00 | 0 00 | 0 0% |
| Equipment | | 6400 | 0 00 | 0 00 | 0 0% |
| Equipment Replacement | | 6500 | 6 174 40 | 0 00 | -100 0% |
| Lease Assets | | 6600 | 0 00 | 0 00 | 0 0% |
| TOTAL, CAPITAL OUTLAY | | | 6,174 40 | 0 00 | -100 0% |
| OTHER OUTGO (excluding Transfers of Indirect Costs) | | | | | |
| Debt Service | | | | | |
| 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% |
| OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | | | |
| Transfers of Indirect Costs - Interfund | | 7350 | 0 00 | 0 00 | 0 0% |
| TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | 0 00 | 0 00 | 0 0% |
| TOTAL EXPENDITURES | | | 468,508 11 | 419,008 00 | -10 6% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| INTERFUND TRANSFERS | | | | | |
| INTERFUND TRANSFERS IN | | | | | |
| From General Fund | | 8916 | 35,000 00 | 0 00 | -100 0% |
| Other Authorized Interfund Transfers In | | 8919 | 0 00 | 0 00 | 0 0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 35,000 00 | 0 00 | -100 0% |
| INTERFUND TRANSFERS OUT | | | | | |
| 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% |
| Long-Term Debt Proceeds | | | | | |
| Proceeds from 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) | | | | | |
| | | | 35,000 00 | 0 00 | -100 0% |

| Description | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|---------------------|------------------------------|-------------------|-----------------------|
| A REVENUES | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0 00 | 0 00 | 0 0% |
| 2) Federal Revenue | | 8100-8299 | 549,009 09 | 468,810 00 | -14 6% |
| 3) Other State Revenue | | 8300-8599 | 48,557 83 | 25,000 00 | -48 5% |
| 4) Other Local Revenue | | 8600-8799 | 16,182 14 | 21,875 00 | 35 2% |
| 5) TOTAL, REVENUES | | | 613,749 06 | 515,685 00 | -16 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 | | 468,508 11 | 419,008 00 | -10 6% |
| 4) Ancillary Services | 4000-4999 | | 0 00 | 0 00 | 0 0% |
| 5) Community Services | 5000-5999 | | 0 00 | 0 00 | 0 0% |
| 6) Enterprise | 6000-6999 | | 0 00 | 0 00 | 0 0% |
| 7) General Administration | 7000-7999 | | 0 00 | 0 00 | 0 0% |
| 8) Plant Services | 8000-8999 | | 0 00 | 0 00 | 0 0% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 0 00 | 0 00 | 0 0% |
| 10) TOTAL, EXPENDITURES | | | 468,508 11 | 419,008 00 | -10 6% |
| C EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10) | | | 145,240 95 | 96,677 00 | -33 4% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 35,000 00 | 0 00 | -100 0% |
| b) Transfers Out | | 7600-7629 | 0 00 | 0 00 | 0 0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0 00 | 0 00 | 0 0% |
| b) Uses | | 7630-7699 | 0 00 | 0 00 | 0 0% |
| 3) Contributions | | 8980-8999 | 0 00 | 0 00 | 0 0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 35,000 00 | 0 00 | -100 0% |

| Description | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 180,240 95 | 96,677 00 | -46 4% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 87,746 07 | 267,987 02 | 205 4% |
| b) Audit Adjustments | | 9793 | 0 00 | 0 00 | 0 0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 87,746 07 | 267,987 02 | 205 4% |
| d) Other Restatements | | 9795 | 0 00 | 0 00 | 0 0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 87,746 07 | 267,987 02 | 205 4% |
| 2) Ending Balance, June 30 (E + F1e) | | | 267,987 02 | 364,664 02 | 36 1% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0 00 | 0 00 | 0 0% |
| Stores | | 9712 | 6,403 50 | 4,335 00 | -32 3% |
| Prepaid Items | | 9713 | 0 00 | 0 00 | 0 0% |
| All Others | | 9719 | 0 00 | 0 00 | 0 0% |
| b) Restricted | | | 245,920 40 | 344,665 90 | 40 2% |
| 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 | 15,663 12 | 15,663 12 | 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% |

| <u>Resource</u> | <u>Description</u> | <u>2021-22 Unaudited Actuals</u> | <u>2022-23 Budget</u> |
|---------------------------|---|--------------------------------------|---------------------------|
| 5310 | Child Nutrition School Programs (e g , School Lunch, School | 245,920 40 | 344,665 90 |
| Total, Restricted Balance | | <u>245,920 40</u> | <u>344,665 90</u> |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | (6 270 18) | 875 00 | -114 0% |
| 5) TOTAL REVENUES | | | (6,270 18) | 875 00 | -114 0% |
| B EXPENDITURES | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 0 00 | 0 00 | 0 0% |
| 2) Classified Salaries | | 2000-2999 | 0 00 | 0 00 | 0 0% |
| 3) Employee Benefits | | 3000-3999 | 0 00 | 0 00 | 0 0% |
| 4) Books and Supplies | | 4000-4999 | 0 00 | 0 00 | 0 0% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 0 00 | 0 00 | 0 0% |
| 6) Capital Outlay | | 6000-6999 | 0 00 | 0 00 | 0 0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299 7400-7499 | 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) | | | (6,270 18) | 875 00 | -114 0% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0 00 | 0 00 | 0 0% |
| b) Transfers Out | | 7600-7629 | 0 00 | 0 00 | 0 0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0 00 | 0 00 | 0 0% |
| b) Uses | | 7630-7699 | 0 00 | 0 00 | 0 0% |
| 3) Contributions | | 8980-8999 | 0 00 | 0 00 | 0 0% |
| 4) TOTAL OTHER FINANCING SOURCES/USES | | | 0 00 | 0 00 | 0 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | (6,270 18) | 875 00 | -114 0% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 203,918 75 | 197,648 57 | -3 1% |
| b) Audit Adjustments | | 9793 | 0 00 | 0 00 | 0 0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 203,918 75 | 197,648 57 | -3 1% |
| d) Other Restatements | | 9795 | 0 00 | 0 00 | 0 0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 203,918 75 | 197,648 57 | -3 1% |
| 2) Ending Balance June 30 (E + F1e) | | | 197,648 57 | 198,523 57 | 0 4% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0 00 | 0 00 | 0 0% |
| Stores | | 9712 | 0 00 | 0 00 | 0 0% |
| Prepaid Items | | 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 | 197,648 57 | 198,523 57 | 0 4% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0 00 | 0 00 | 0 0% |
| Unassigned/Unappropriated Amount | | 9790 | 0 00 | 0 00 | 0 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| G ASSETS | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 204 420 57 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | (6,772 00) | | |
| b) in Banks | | 9120 | 0 00 | | |
| c) in Revolving Cash Account | | 9130 | 0 00 | | |
| d) with Fiscal Agent/Trustee | | 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 | | | 197,648 57 | | |
| 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 | | | |
| 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) (G9 + H2) - (I6 + J2) | | | 197,648 57 | | |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| OTHER LOCAL REVENUE | | | | | |
| Other Local Revenue | | | | | |
| Interest | | 8660 | 1,186 82 | 875 00 | -26 3% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | (7,457 00) | 0 00 | -100 0% |
| TOTAL OTHER LOCAL REVENUE | | | (6,270 18) | 875 00 | -114 0% |
| TOTAL REVENUES | | | (6,270 18) | 875 00 | -114 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| INTERFUND TRANSFERS | | | | | |
| INTERFUND TRANSFERS IN | | | | | |
| From General Fund/CSSF | | 8912 | 0 00 | 0 00 | 0 0% |
| 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/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 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% |
| (c) TOTAL, SOURCES | | | 0 00 | 0 00 | 0 0% |
| USES | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0 00 | 0 00 | 0 0% |
| (d) TOTAL, USES | | | 0 00 | 0 00 | 0 0% |
| CONTRIBUTIONS | | | | | |
| 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% |

| Description | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | (6,270 18) | 875 00 | -114 0% |
| 5) TOTAL, REVENUES | | | (6,270 18) | 875 00 | -114 0% |
| B EXPENDITURES (Objects 1000-7999) | | | | | |
| 1) Instruction | 1000-1999 | | 0 00 | 0 00 | 0 0% |
| 2) Instruction - Related Services | 2000-2999 | | 0 00 | 0 00 | 0 0% |
| 3) Pupil Services | 3000-3999 | | 0 00 | 0 00 | 0 0% |
| 4) Ancillary Services | 4000-4999 | | 0 00 | 0 00 | 0 0% |
| 5) Community Services | 5000-5999 | | 0 00 | 0 00 | 0 0% |
| 6) Enterprise | 6000-6999 | | 0 00 | 0 00 | 0 0% |
| 7) General Administration | 7000-7999 | | 0 00 | 0 00 | 0 0% |
| 8) Plant Services | 8000-8999 | | 0 00 | 0 00 | 0 0% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 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) | | | (6,270 18) | 875 00 | -114 0% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0 00 | 0 00 | 0 0% |
| b) Transfers Out | | 7600-7629 | 0 00 | 0 00 | 0 0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0 00 | 0 00 | 0 0% |
| b) Uses | | 7630-7699 | 0 00 | 0 00 | 0 0% |
| 3) Contributions | | 8980-8999 | 0 00 | 0 00 | 0 0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0 00 | 0 00 | 0 0% |

| Description | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | (6,270 18) | 875 00 | -114 0% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 203,918 75 | 197,648 57 | -3 1% |
| b) Audit Adjustments | | 9793 | 0 00 | 0 00 | 0 0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 203,918 75 | 197,648 57 | -3 1% |
| d) Other Restatements | | 9795 | 0 00 | 0 00 | 0 0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 203,918 75 | 197,648 57 | -3 1% |
| 2) Ending Balance, June 30 (E + F1e) | | | 197,648 57 | 198,523 57 | 0 4% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0 00 | 0 00 | 0 0% |
| Stores | | 9712 | 0 00 | 0 00 | 0 0% |
| Prepaid Items | | 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 | 197,648 57 | 198,523 57 | 0 4% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0 00 | 0 00 | 0 0% |
| Unassigned/Unappropriated Amount | | 9790 | 0 00 | 0 00 | 0 0% |

| <u>Resource</u> | <u>Description</u> | <u>2021-22</u> <u>Unaudited Actuals</u> | <u>2022-23</u> <u>Budget</u> |
|-----------------|---------------------------|--|---------------------------------|
| | Total, Restricted Balance | 0 00 | 0 00 |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | 125,972 48 | 68,925 00 | -45 3% |
| 5) TOTAL, REVENUES | | | 125,972 48 | 68,925 00 | -45 3% |
| 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 | 5 763 00 | 650 00 | -88 7% |
| 6) Capital Outlay | | 6000-6999 | 0 00 | 0 00 | 0 0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299 7400-7499 | 46,921 88 | 93,844 00 | 100 0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 0 00 | 0 00 | 0 0% |
| 9) TOTAL, EXPENDITURES | | | 52,684 88 | 94,494 00 | 79 4% |
| C EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9) | | | 73,287 60 | (25,569 00) | -134 9% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| 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 | | | | | |
| 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 | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 73,287 60 | (25,569 00) | -134 9% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 15 038 53 | 88,326 13 | 487 3% |
| b) Audit Adjustments | | 9793 | 0 00 | 0 00 | 0 0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 15,038 53 | 88,326 13 | 487 3% |
| d) Other Restatements | | 9795 | 0 00 | 0 00 | 0 0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 15,038 53 | 88,326 13 | 487 3% |
| 2) Ending Balance, June 30 (E + F1e) | | | 88,326 13 | 62 757 13 | -28 9% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0 00 | 0 00 | 0 0% |
| Stores | | 9712 | 0 00 | 0 00 | 0 0% |
| Prepaid Items | | 9713 | 0 00 | 0 00 | 0 0% |
| All Others | | 9719 | 0 00 | 0 00 | 0 0% |
| b) Restricted | | | 91,403 13 | 65,834 13 | -28 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 | (3,077 00) | (3,077 00) | 0 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| G ASSETS | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 91,352 13 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | (3,026 00) | | |
| b) in Banks | | 9120 | 0 00 | | |
| c) in Revolving Cash Account | | 9130 | 0 00 | | |
| d) with Fiscal Agent/Trustee | | 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 | | | 88,326 13 | | |
| 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) (G9 + H2) - (I6 + J2) | | | 88,326 13 | | |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| OTHER STATE REVENUE | | | | | |
| Tax Relief Subventions Restricted Levies - Other | | | | | |
| Homeowners' Exemptions | | 8575 | 0 00 | 0 00 | 0 0% |
| Other Subventions/In-Lieu Taxes | | 8576 | 0 00 | 0 00 | 0 0% |
| All Other State Revenue | | 8590 | 0 00 | 0 00 | 0 0% |
| TOTAL OTHER STATE REVENUE | | | 0 00 | 0 00 | 0 0% |
| OTHER LOCAL REVENUE | | | | | |
| Other Local Revenue County and District Taxes | | | | | |
| Other Restricted Levies Secured Roll | | 8615 | 0 00 | 0 00 | 0 0% |
| Unsecured Roll | | 8616 | 0 00 | 0 00 | 0 0% |
| Prior Years' Taxes | | 8617 | 0 00 | 0 00 | 0 0% |
| Supplemental Taxes | | 8618 | 0 00 | 0 00 | 0 0% |
| Non-Ad Valorem Taxes Parcel Taxes | | 8621 | 0 00 | 0 00 | 0 0% |
| Other | | 8622 | 0 00 | 0 00 | 0 0% |
| Community Redevelopment Funds Not Subject to LCFF Deduction | | 8625 | 0 00 | 0 00 | 0 0% |
| Penalties and Interest from Delinquent Non-LCFF Taxes | | 8629 | 0 00 | 0 00 | 0 0% |
| Sales Sale of Equipment/Supplies | | 8631 | 0 00 | 0 00 | 0 0% |
| Interest | | 8660 | 361 13 | 175 00 | -51 5% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | (3,077 00) | 0 00 | -100 0% |
| Fees and Contracts | | | | | |
| Mitigation/Developer Fees | | 8681 | 128,688 35 | 68,750 00 | -46 6% |
| 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 | | | 125,972 48 | 68,925 00 | -45 3% |
| TOTAL REVENUES | | | 125,972 48 | 68,925 00 | -45 3% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| CERTIFICATED SALARIES | | | | | |
| 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 | 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 | | | | | |
| Approved Textbooks and Core Curricula Materials | | 4100 | 0 00 | 0 00 | 0 0% |
| 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% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | 5 763 00 | 650 00 | -88 7% |
| Communications | | 5900 | 0 00 | 0 00 | 0 0% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES | | | 5,763 00 | 650 00 | -88 7% |
| 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% |
| Lease Assets | | 6600 | 0 00 | 0 00 | 0 0% |
| TOTAL, CAPITAL OUTLAY | | | 0 00 | 0 00 | 0 0% |
| OTHER OUTGO (excluding Transfers of Indirect Costs) | | | | | |
| Other Transfers Out | | | | | |
| All Other Transfers Out to All Others | | 7299 | 0 00 | 0 00 | 0 0% |
| Debt Service | | | | | |
| Debt Service - Interest | | 7438 | 12,889 91 | 24 456 00 | 89 7% |
| Other Debt Service - Principal | | 7439 | 34,031 97 | 69,388 00 | 103 9% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 46,921 88 | 93 844 00 | 100 0% |
| TOTAL, EXPENDITURES | | | 52,684 88 | 94,494 00 | 79 4% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 Disposal of Capital Assets | | 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 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 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% |

| Description | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | 125,972 48 | 68,925 00 | -45 3% |
| 5) TOTAL, REVENUES | | | 125,972 48 | 68,925 00 | -45 3% |
| 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 | | 5,763 00 | 650 00 | -88 7% |
| 8) Plant Services | 8000-8999 | | 0 00 | 0 00 | 0 0% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 46,921 88 | 93,844 00 | 100 0% |
| 10) TOTAL, EXPENDITURES | | | 52,684 88 | 94,494 00 | 79 4% |
| C EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10) | | | 73,287 60 | (25,569 00) | -134 9% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| 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 | | | | | |
| 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 | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 73,287 60 | (25,569 00) | -134 9% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 15,038 53 | 88,326 13 | 487 3% |
| b) Audit Adjustments | | 9793 | 0 00 | 0 00 | 0 0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 15,038 53 | 88,326 13 | 487 3% |
| d) Other Restatements | | 9795 | 0 00 | 0 00 | 0 0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 15,038 53 | 88,326 13 | 487 3% |
| 2) Ending Balance, June 30 (E + F1e) | | | 88,326 13 | 62,757 13 | -28 9% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0 00 | 0 00 | 0 0% |
| Stores | | 9712 | 0 00 | 0 00 | 0 0% |
| Prepaid Items | | 9713 | 0 00 | 0 00 | 0 0% |
| All Others | | 9719 | 0 00 | 0 00 | 0 0% |
| b) Restricted | | | 91,403 13 | 65,834 13 | -28 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 | (3,077 00) | (3,077 00) | 0 0% |

| Resource | Description | 2021-22 Unaudited Actuals | 2022-23 Budget |
|---------------------------|------------------------|--------------------------------------|---------------------------|
| 9010 | Other Restricted Local | 91,403 13 | 65,834 13 |
| Total, Restricted Balance | | 91,403 13 | 65,834 13 |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | (3,964 41) | 350 00 | -108 8% |
| 5) TOTAL REVENUES | | | (3,964 41) | 350 00 | -108 8% |
| B EXPENDITURES | | | | | |
| 1) Certificated Salanes | | 1000-1999 | 0 00 | 0 00 | 0 0% |
| 2) Classified Salaries | | 2000-2999 | 0 00 | 0 00 | 0 0% |
| 3) Employee Benefits | | 3000-3999 | 0 00 | 0 00 | 0 0% |
| 4) Books and Supplies | | 4000-4999 | 0 00 | 0 00 | 0 0% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 0 00 | 0 00 | 0 0% |
| 6) Capital Outlay | | 6000-6999 | 0 00 | 0 00 | 0 0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299 7400-7499 | 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) | | | (3,964 41) | 350 00 | -108 8% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 40 000 00 | 30 000 00 | -25 0% |
| b) Transfers Out | | 7600-7629 | 0 00 | 0 00 | 0 0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0 00 | 0 00 | 0 0% |
| b) Uses | | 7630-7699 | 0 00 | 0 00 | 0 0% |
| 3) Contributions | | 8980-8999 | 0 00 | 0 00 | 0 0% |
| 4) TOTAL OTHER FINANCING SOURCES/USES | | | 40,000 00 | 30,000 00 | -25 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 36,035.59 | 30,350.00 | -15.8% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 85,883.48 | 121,919.07 | 42.0% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 85,883.48 | 121,919.07 | 42.0% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 85,883.48 | 121,919.07 | 42.0% |
| 2) Ending Balance, June 30 (E + F1e) | | | 121,919.07 | 152,269.07 | 24.9% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 0.00 | 30,350.00 | New |
| 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 | 121,919.07 | 121,919.07 | 0.0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| G ASSETS | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 126,096 07 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | (4,177 00) | | |
| b) in Banks | | 9120 | 0 00 | | |
| c) in Revolving Cash Account | | 9130 | 0 00 | | |
| d) with Fiscal Agent/Trustee | | 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) Lease Receivable | | 9380 | 0 00 | | |
| 10) TOTAL, ASSETS | | | 121,919 07 | | |
| 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) (G9 + H2) - (I6 + J2) | | | 121,919 07 | | |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 LCFE Deduction | | 8625 | 0 00 | 0 00 | 0 0% |
| Sales Sale of Equipment/Supplies | | 8631 | 0 00 | 0 00 | 0 0% |
| Leases and Rentals | | 8650 | 0 00 | 0 00 | 0 0% |
| Interest | | 8660 | 500 59 | 350 00 | -30 1% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | (4,465 00) | 0 00 | -100 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 | | | (3,964 41) | 350 00 | -108 8% |
| TOTAL REVENUES | | | (3,964 41) | 350 00 | -108 8% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| 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% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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% |
| Lease Assets | | 6600 | 0 00 | 0 00 | 0 0% |
| TOTAL, CAPITAL OUTLAY | | | 0 00 | 0 00 | 0 0% |
| OTHER OUTGO (excluding Transfers of Indirect Costs) | | | | | |
| Other Transfers Out | | | | | |
| Transfers of Pass-Through Revenues To Districts or Charter Schools | | 7211 | 0 00 | 0 00 | 0 0% |
| To County Offices | | 7212 | 0 00 | 0 00 | 0 0% |
| To JPAs | | 7213 | 0 00 | 0 00 | 0 0% |
| All Other Transfers 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 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 | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| INTERFUND TRANSFERS | | | | | |
| INTERFUND TRANSFERS IN | | | | | |
| From General Fund/CSSF | | 8912 | 40,000 00 | 30,000 00 | -25 0% |
| Other Authorized Interfund Transfers In | | 8919 | 0 00 | 0 00 | 0 0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 40,000 00 | 30,000 00 | -25 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 Interfund 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 | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| OTHER SOURCES/USES | | | | | |
| SOURCES | | | | | |
| Proceeds | | | | | |
| Proceeds from Disposal of Capital Assets | | 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 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 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) | | | 40,000 00 | 30 000 00 | -25 0% |

| Description | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | (3,964 41) | 350 00 | -108 8% |
| 5) TOTAL, REVENUES | | | (3,964 41) | 350 00 | -108 8% |
| B EXPENDITURES (Objects 1000-7999) | | | | | |
| 1) Instruction | 1000-1999 | | 0 00 | 0 00 | 0 0% |
| 2) Instruction - Related Services | 2000-2999 | | 0 00 | 0 00 | 0 0% |
| 3) Pupil Services | 3000-3999 | | 0 00 | 0 00 | 0 0% |
| 4) Ancillary Services | 4000-4999 | | 0 00 | 0 00 | 0 0% |
| 5) Community Services | 5000-5999 | | 0 00 | 0 00 | 0 0% |
| 6) Enterprise | 6000-6999 | | 0 00 | 0 00 | 0 0% |
| 7) General Administration | 7000-7999 | | 0 00 | 0 00 | 0 0% |
| 8) Plant Services | 8000-8999 | | 0 00 | 0 00 | 0 0% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 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) | | | (3,964 41) | 350 00 | -108 8% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 40,000 00 | 30,000 00 | -25 0% |
| b) Transfers Out | | 7600-7629 | 0 00 | 0 00 | 0 0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0 00 | 0 00 | 0 0% |
| b) Uses | | 7630-7699 | 0 00 | 0 00 | 0 0% |
| 3) Contributions | | 8980-8999 | 0 00 | 0 00 | 0 0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 40,000 00 | 30,000 00 | -25 0% |

| Description | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 36,035 59 | 30,350 00 | -15.8% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 85,883 48 | 121,919 07 | 42.0% |
| b) Audit Adjustments | | 9793 | 0 00 | 0 00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 85,883 48 | 121,919 07 | 42.0% |
| d) Other Restatements | | 9795 | 0 00 | 0 00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 85,883 48 | 121,919 07 | 42.0% |
| 2) Ending Balance, June 30 (E + F1e) | | | 121,919 07 | 152,269 07 | 24.9% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0 00 | 0 00 | 0.0% |
| Stores | | 9712 | 0 00 | 0 00 | 0.0% |
| Prepaid Items | | 9713 | 0 00 | 0 00 | 0.0% |
| All Others | | 9719 | 0 00 | 0 00 | 0.0% |
| b) Restricted | | | 0 00 | 30,350 00 | New |
| 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 | 121,919 07 | 121,919 07 | 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% |

| <u>Resource</u> | <u>Description</u> | <u>2021-22 Unaudited Actuals</u> | <u>2022-23 Budget</u> |
|---------------------------|------------------------|--------------------------------------|---------------------------|
| 9010 | Other Restricted Local | 0 00 | 30,350 00 |
| Total, Restricted Balance | | <u>0 00</u> | <u>30,350 00</u> |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | 2,646 32 | 2,503 00 | -5 4% |
| 4) Other Local Revenue | | 8600-8799 | 200,305 45 | 172 874 00 | -13 7% |
| 5) TOTAL, REVENUES | | | 202,951 77 | 175 377 00 | -13 6% |
| B EXPENDITURES | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 0 00 | 0 00 | 0 0% |
| 2) Classified Salaries | | 2000-2999 | 0 00 | 0 00 | 0 0% |
| 3) Employee Benefits | | 3000-3999 | 0 00 | 0 00 | 0 0% |
| 4) Books and Supplies | | 4000-4999 | 0 00 | 0 00 | 0 0% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 0 00 | 0 00 | 0 0% |
| 6) Capital Outlay | | 6000-6999 | 0 00 | 0 00 | 0 0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299 7400-7499 | 200 000 00 | 205 000 00 | 2 5% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 0 00 | 0 00 | 0 0% |
| 9) TOTAL, EXPENDITURES | | | 200,000 00 | 205,000 00 | 2 5% |
| C EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9) | | | | | |
| | | | 2,951 77 | (29,623 00) | -1103 6% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| 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 | | | | | |
| 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 | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 2,951 77 | (29,623 00) | -1103 6% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | | | | |
| | | 9791 | 260 709 82 | 263 661 59 | 1 1% |
| b) Audit Adjustments | | | | | |
| | | 9793 | 0 00 | 0 00 | 0 0% |
| c) As of July 1 - Audited (F1a + F1b) | | | | | |
| | | | 260 709 82 | 263,661 59 | 1 1% |
| d) Other Restatements | | | | | |
| | | 9795 | 0 00 | 0 00 | 0 0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | | | |
| | | | 260 709 82 | 263,661 59 | 1 1% |
| 2) Ending Balance, June 30 (E + F1e) | | | | | |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | | | | |
| | | 9711 | 0 00 | 0 00 | 0 0% |
| Stores | | | | | |
| | | 9712 | 0 00 | 0 00 | 0 0% |
| Prepaid Items | | | | | |
| | | 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 | 263,661 59 | 234 038 59 | -11 2% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | | | | |
| | | 9789 | 0 00 | 0 00 | 0 0% |
| Unassigned/Unappropriated Amount | | | | | |
| | | 9790 | 0 00 | 0 00 | 0 0% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| G ASSETS | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 272,695 59 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | (9,034 00) | | |
| b) in Banks | | 9120 | 0 00 | | |
| c) in Revolving Cash Account | | 9130 | 0 00 | | |
| d) with Fiscal Agent/Trustee | | 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 | | | 263,661 59 | | |
| 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) (G9 + H2) - (I6 + J2) | | | 263,661 59 | | |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| FEDERAL REVENUE | | | | | |
| All Other Federal Revenue | | 8290 | 0 00 | 0 00 | 0 0% |
| TOTAL, FEDERAL REVENUE | | | 0 00 | 0 00 | 0 0% |
| OTHER STATE REVENUE | | | | | |
| Tax Relief Subventions Voted Indebtedness Levies | | | | | |
| Homeowners' Exemptions | | 8571 | 2 646 32 | 2,503 00 | -5 4% |
| Other Subventions/In-Lieu Taxes | | 8572 | 0 00 | 0 00 | 0 0% |
| TOTAL, OTHER STATE REVENUE | | | 2,646 32 | 2 503 00 | -5 4% |
| OTHER LOCAL REVENUE | | | | | |
| Other Local Revenue County and District Taxes Voted Indebtedness Levies Secured Roll | | | | | |
| | | 8611 | 201,321 33 | 167,026 00 | -17 0% |
| Unsecured Roll | | 8612 | 2,791 61 | 2,856 00 | 2 3% |
| Prior Years' Taxes | | 8613 | 127 79 | 71 00 | -44 4% |
| Supplemental Taxes | | 8614 | 5 089 18 | 2,421 00 | -52 4% |
| Penalties and Interest from Delinquent Non-LCFF Taxes | | 8629 | 0 00 | 0 00 | 0 0% |
| Interest | | 8660 | 885 54 | 500 00 | -43 5% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | (9 910 00) | 0 00 | -100 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 | | | 200,305 45 | 172 874 00 | -13 7% |
| TOTAL, REVENUES | | | 202,951 77 | 175,377 00 | -13 6% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| OTHER OUTGO (excluding Transfers of Indirect Costs) | | | | | |
| Debt Service | | | | | |
| Bond Redemptions | | 7433 | 86,040 00 | 82,670 00 | -3.9% |
| Bond Interest and Other Service Charges | | 7434 | 113,960 00 | 122,330 00 | 7.3% |
| 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) | | | 200,000 00 | 205,000 00 | 2.5% |
| TOTAL EXPENDITURES | | | 200,000 00 | 205,000 00 | 2.5% |

| Description | Resource Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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% |

| Description | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 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 | 2,646 32 | 2,503 00 | -5 4% |
| 4) Other Local Revenue | | 8600-8799 | 200,305 45 | 172,874 00 | -13 7% |
| 5) TOTAL, REVENUES | | | 202,951 77 | 175,377 00 | -13 6% |
| B EXPENDITURES (Objects 1000-7999) | | | | | |
| 1) Instruction | 1000-1999 | | 0 00 | 0 00 | 0 0% |
| 2) Instruction - Related Services | 2000-2999 | | 0 00 | 0 00 | 0 0% |
| 3) Pupil Services | 3000-3999 | | 0 00 | 0 00 | 0 0% |
| 4) Ancillary Services | 4000-4999 | | 0 00 | 0 00 | 0 0% |
| 5) Community Services | 5000-5999 | | 0 00 | 0 00 | 0 0% |
| 6) Enterprise | 6000-6999 | | 0 00 | 0 00 | 0 0% |
| 7) General Administration | 7000-7999 | | 0 00 | 0 00 | 0 0% |
| 8) Plant Services | 8000-8999 | | 0 00 | 0 00 | 0 0% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 200,000 00 | 205,000 00 | 2 5% |
| 10) TOTAL, EXPENDITURES | | | 200,000 00 | 205,000 00 | 2 5% |
| C EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10) | | | 2,951 77 | (29,623 00) | -1103 6% |
| D OTHER FINANCING SOURCES/USES | | | | | |
| 1) Interfund Transfers | | | | | |
| 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 | | | | | |
| 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 | Function Codes | Object Codes | 2021-22 Unaudited Actuals | 2022-23 Budget | Percent Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| E NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) | | | 2,951 77 | (29,623 00) | -1103 6% |
| F FUND BALANCE, RESERVES | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 260,709 82 | 263,661 59 | 1 1% |
| b) Audit Adjustments | | 9793 | 0 00 | 0 00 | 0 0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 260,709 82 | 263,661 59 | 1 1% |
| d) Other Restatements | | 9795 | 0 00 | 0 00 | 0 0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 260,709 82 | 263,661 59 | 1 1% |
| 2) Ending Balance, June 30 (E + F1e) | | | 263,661 59 | 234,038 59 | -11 2% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0 00 | 0 00 | 0 0% |
| Stores | | 9712 | 0 00 | 0 00 | 0 0% |
| Prepaid Items | | 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 | 263,661 59 | 234,038 59 | -11 2% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0 00 | 0 00 | 0 0% |
| Unassigned/Unappropriated Amount | | 9790 | 0 00 | 0 00 | 0 0% |

| Resource | Description | 2021-22 Unaudited Actuals | 2022-23 Budget |
|-----------------|---------------------------|--------------------------------------|---------------------------|
| | Total, Restricted Balance | 0 00 | 0 00 |

| Description | 2021-22 Unaudited Actuals | | | 2022-23 Budget | | |
|---|---------------------------|------------|------------|-------------------|----------------------|----------------------|
| | P-2 ADA | Annual ADA | Funded ADA | Estimated P-2 ADA | 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) | 825 15 | 828 01 | 899 65 | 826 35 | 826 35 | 831 44 |
| 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 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) | | | | | | |
| 4 Total, District Regular ADA (Sum of Lines A1 through A3) | 825 15 | 828 01 | 899 65 | 826 35 | 826 35 | 831 44 |
| 5 District Funded County Program ADA | | | | | | |
| a County Community Schools | | | | | | |
| b Special Education-Special Day Class | 0 00 | 0 00 | 0 21 | | | |
| c Special Education-NPS/LCI | | | | | | |
| d Special Education Extended Year | | | | | | |
| e Other County Operated Programs Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary 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 21 | 0 00 | 0 00 | 0 00 |
| 6 TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g) | 825 15 | 828 01 | 899 86 | 826 35 | 826 35 | 831 44 |
| 7 Adults in Correctional Facilities | | | | | | |
| 8 Charter School ADA (Enter Charter School ADA using Tab C Charter School ADA) | | | | | | |

| | Unaudited Balance July 1 | Audit Adjustments/ Restatements | Audited Balance July 1 | Increases | Decreases | Ending Balance June 30 |
|--|--------------------------------|---------------------------------------|------------------------------|--------------|-----------|---------------------------|
| Governmental Activities | | | | | | |
| Capital assets not being depreciated | | | | | | |
| Land | 168,449 87 | | 168,449 87 | | | 168,449 87 |
| Work in Progress | | | 0 00 | | | 0 00 |
| Total capital assets not being depreciated | 168,449 87 | 0 00 | 168,449 87 | 0 00 | 0 00 | 168,449 87 |
| Capital assets being depreciated | | | | | | |
| Land Improvements | 933,619 00 | (14,344 00) | 919,275 00 | | | 919,275 00 |
| Buildings | 26,625,333 00 | (2,051,263 00) | 24,574,070 00 | 4,700 00 | | 24,578,770 00 |
| Equipment | 1,936,724 00 | (94,953 00) | 1,841,771 00 | 47,919 44 | | 1,889,690 44 |
| Total capital assets being depreciated | 29,495,676 00 | (2,160,560 00) | 27,335,116 00 | 52,619 44 | 0 00 | 27,387,735 44 |
| Accumulated Depreciation for | | | | | | |
| Land Improvements | (647,067 46) | (22,785 00) | (669,852 46) | (2,078 46) | | (671,930 92) |
| Buildings | (10,132,619 29) | 1,519,725 00 | (8,612,894 29) | (472 615 34) | | (9,085,509 63) |
| Equipment | (1,578,407 28) | 33,762 00 | (1,544,645 28) | (50,607 71) | | (1,595,252 99) |
| Total accumulated depreciation | (12,358,094 03) | 1,530,702 00 | (10,827,392 03) | (525,301 51) | 0 00 | (11,352,693 54) |
| Total capital assets being depreciated, net excluding lease assets | 17,137,581 97 | (629,858 00) | 16,507,723 97 | (472,682 07) | 0 00 | 16,035,041 90 |
| Lease Assets | | | 0 00 | | | 0 00 |
| Accumulated amortization for lease assets | | | 0 00 | | | 0 00 |
| Total lease assets, net | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Governmental activity capital assets, net | 17,306,031 84 | (629,858 00) | 16,676,173 84 | (472,682 07) | 0 00 | 16,203,491 77 |
| Business-Type Activities | | | | | | |
| Capital assets not being depreciated | | | | | | |
| Land | | | 0 00 | | | 0 00 |
| Work in Progress | | | 0 00 | | | 0 00 |
| Total capital assets not being depreciated | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Capital assets being depreciated | | | | | | |
| Land Improvements | | | 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 | | | | | | |
| Land Improvements | | | 0 00 | | | 0 00 |
| Buildings | | | 0 00 | | | 0 00 |
| Equipment | | | 0 00 | | | 0 00 |
| Total accumulated depreciation | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Total capital assets being depreciated, net excluding lease assets | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Lease Assets | | | 0 00 | | | 0 00 |
| Accumulated amortization for lease assets | | | 0 00 | | | 0 00 |
| Total lease assets, net | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Business-type activity capital assets, net | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |

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) | 60.44% |
| | CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details | \$0.00 |
| ESMOE | Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2023-24 apportionment may be reduced by the lesser of the following two percentages: MOE Deficiency Percentage - Based on Total Expenditures MOE Deficiency Percentage - Based on Expenditures Per ADA | MOE Met |
| | | |
| GANN | Adjustments to Appropriations Limit Per Government Code Section 7902.1 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 | \$6,179,202.73 |
| | Appropriations Subject to Limit These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132. | \$6,179,202.73 |
| ICR | Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2023-24, subject to CDE approval | 6.19% |
| | | |

1/15/2021

Current Expense Formula/Minimum Classroom Compensation

| PART I - CURRENT EXPENSE FORMULA | Total Expense for Year (1) | EDP No | Reductions (See Note 1) (2) | EDP No | Current Expense of Education (Col 1 - Col 2) (3) | EDP No | Reductions (Extracted) (See Note 2) (4a) | Reductions (Overrides)* (See Note 2) (4b) | EDP No | Current Expense-Part II (Col 3 - Col 4) (5) | EDP No |
|--|----------------------------|--------|-----------------------------|--------|--|------------|--|---|--------------|---|------------|
| 1000 - Certificated Salaries | 4 832,099 14 | 301 | 0 00 | 303 | 4 832,099 14 | 305 | 0 00 | 0 00 | 307 | 4,832 099 14 | 309 |
| 2000 - Classified Salaries | 1,830,562 91 | 311 | 15,202 66 | 313 | 1 815 360 25 | 315 | 163 231 47 | 323 546 66 | 317 | 1,491 813 59 | 319 |
| 3000 - Employee Benefits | 2,835,845 50 | 321 | 21,466 41 | 323 | 2 814,379 09 | 325 | 75,985 76 | 135,247 73 | 327 | 2,679,131 36 | 329 |
| 4000 - Books Supplies Equip Replace (6500) | 585,609 75 | 331 | 2,705 33 | 333 | 582,904 42 | 335 | 154,404 64 | 184 149 50 | 337 | 398,754 92 | 339 |
| 5000 - Services & 7300 - Indirect Costs | 2,244,678 15 | 341 | 134,865 10 | 343 | 2,109,813 05 | 345 | 519,354 91 | 862,726 48 | 347 | 1,247,086 57 | 349 |
| TOTAL | | | | | 12,154,555 95 | 365 | | | TOTAL | 10,648,885 58 | 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 for 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 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a

| PART II MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999) | | Object | EDP No |
|---|--|-------------|-------------------------|
| 1 | Teacher Salaries as Per EC 41011 | 1100 | 3,927,352 63 375 |
| 2 | Salaries of Instructional Aides Per EC 41011 | 2100 | 599,899 25 380 |
| 3 | STRS | 3101 & 3102 | 984 723 71 382 |
| 4 | PERS | 3201 & 3202 | 131,696 11 383 |
| 5 | OASDI - Regular, Medicare and Alternative | 3301 & 3302 | 117,224 61 384 |
| 6 | Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision Pharmaceutical, and Annuity Plans) | 3401 & 3402 | 557,322 91 385 |
| 7 | Unemployment Insurance | 3501 & 3502 | 22,148 42 390 |
| 8 | Workers' Compensation Insurance | 3601 & 3602 | 80 636 93 392 |
| 9 | OPEB Active Employees (EC 41372) | 3751 & 3752 | 0 00 |
| 10 | Other Benefits (EC 22310) | 3901 & 3902 | 15 184 22 393 |
| 11 | SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10) | | 6,436,188 79 395 |
| 12 | Less Teacher and Instructional Aide Salaries and Benefits deducted in Column 2 | | 0 00 |
| 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)* | | 0 00 396 |
| 14 | TOTAL SALARIES AND BENEFITS | | 6,436,188 79 397 |
| 15 | Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372 | | 60 44% |
| 16 | District is exempt from EC 41372 because it meets the provisions of EC 41374 (If exempt, enter 'X') | | |

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) | 60 00% |
| 2 | Percentage spent by this district (Part II, Line 15) | 60 44% |
| 3 | Percentage below the minimum (Part III, Line 1 minus Line 2) | 0 00% |
| 4 | District's Current Expense of Education after reductions in columns 4a or 4b (Part I EDP 369) | 10,648,885 58 |
| 5 | Deficiency Amount (Part III, Line 3 times Line 4) | 0 00 |

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

See Attached Spreadsheet of Specific Adjustments for our District

| | Unaudited Balance July 1 | Audit Adjustments/ Restatements | Audited Balance July 1 | Increases | Decreases | Ending Balance June 30 | Amounts Due Within One Year |
|--|--------------------------------|---------------------------------------|------------------------------|-----------|------------|---------------------------|--------------------------------|
| Governmental Activities | | | | | | | |
| General Obligation Bonds Payable | 1,391,605 00 | (28,101 00) | 1,363,504 00 | | 86,040 00 | 1,277,464 00 | |
| State School Building Loans Payable | | | 0 00 | | | 0 00 | |
| Certificates of Participation Payable | | | 0 00 | | | 0 00 | |
| Leases Payable | 1,104,408 00 | (34,538 00) | 1,069,870 00 | | 67,699 00 | 1,002,171 00 | |
| Lease Revenue Bonds Payable | | | 0 00 | | | 0 00 | |
| Other General Long-Term Debt | | | 0 00 | | | 0 00 | |
| Net Pension Liability | 10,912,028 00 | 631,279 00 | 11,543,307 00 | | | 11,543,307 00 | |
| Total/Net OPEB Liability | 615,799 00 | 93,845 00 | 709,644 00 | | | 709,644 00 | |
| Compensated Absences Payable | 122,937 00 | (21,403 00) | 101,534 00 | | 25,384 00 | 76,150 00 | |
| Governmental activities long-term liabilities | 14,146,777 00 | 641,082 00 | 14,787,859 00 | 0 00 | 179,123 00 | 14,608,736 00 | 0 00 |
| Business-Type Activities | | | | | | | |
| General Obligation Bonds Payable | | | 0 00 | | | 0 00 | |
| State School Building Loans Payable | | | 0 00 | | | 0 00 | |
| Certificates of Participation Payable | | | 0 00 | | | 0 00 | |
| 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 | |
| Total/Net OPEB Liability | | | 0 00 | | | 0 00 | |
| Compensated Absences Payable | | | 0 00 | | | 0 00 | |
| Business-type activities long-term liabilities | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |

| Section I - Expenditures | Funds 01, 09, and 62 | | | 2021-22 Expenditures |
|--|---|---------------------------------------|-----------------------------------|----------------------|
| | Goals | Functions | Objects | |
| A Total state, federal, and local expenditures (all resources) | All | All | 1000-7999 | 12,503,336 92 |
| B Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385) | All | All | 1000-7999 | 1,779,084 73 |
| C Less state and local expenditures not allowed for MOE (All resources, except federal as identified in Line B) | | | | |
| 1 Community Services | All | 5000-5999 | 1000-7999 | 0 00 |
| 2 Capital Outlay | All except 7100-7199 | All except 5000-5999 | 6000-6999 except 6600, 6910 | 47,919 44 |
| 3 Debt Service | All | 9100 | 5400-5450, 5800, 7430- 7439 | 46,922 03 |
| 4 Other Transfers Out | All | 9200 | 7200-7299 | 0 00 |
| 5 Interfund Transfers Out | All | 9300 | 7600-7629 | 75,000 00 |
| 6 All Other Financing Uses | All | 9100 9200 | 7699 7651 | 0 00 |
| 7 Nonagency | 7100-7199 | All except 5000-5999, 9000-9999 | 1000-7999 | 134,865 10 |
| 8 Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received) | All | All | 8710 | 0 00 |
| 9 Supplemental expenditures made as a result of a Presidentially declared disaster | Manually entered Must not include expenditures in lines B, C1-C8, D1, or D2 | | | |
| 10 Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9) | | | | 304,706 57 |
| D Plus additional MOE expenditures | | | 1000-7143, 7300-7439 | |
| 1 Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero) | All | All | minus 8000-8699 | 0 00 |
| 2 Expenditures to cover deficits for student body activities | Manually entered Must not include expenditures in lines A or D1 | | | |
| E Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2) | | | | 10,419,545 62 |

| | | 2021-22 Annual ADA/ Exps Per ADA |
|---|---------------|--|
| Section II - Expenditures Per ADA | | |
| A Average Daily Attendance (Form A, Annual ADA column, sum of lines A6 and C9) | | 828 01 |
| B Expenditures per ADA (Line I E divided by Line II A) | | 12,583 84 |
| Section III - MOE Calculation (For data collection only. Final determination will be done by CDE) | | |
| | Total | Per ADA |
| A Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation) (Note If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount) | 9,447,360 45 | 10,498 93 |
| 1 Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV) | 0 00 | 0 00 |
| 2 Total adjusted base expenditure amounts (Line A plus Line A 1) | 9,447,360 45 | 10,498 93 |
| B Required effort (Line A 2 times 90%) | 8,502,624 41 | 9,449 04 |
| C Current year expenditures (Line I E and Line II B) | 10,419,545 62 | 12,583 84 |
| D MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero) | 0 00 | 0 00 |
| E MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met, if both amounts are positive, the MOE requirement is not met If either column in Line A 2 or Line C equals zero, the MOE calculation is incomplete) | MOE Met | |
| F MOE deficiency percentage, if MOE not met, otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2023-24 may be reduced by the lower of the two percentages) | 0 00% | 0 00% |

| SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A 1) | | |
|---|--------------------|----------------------|
| Description of Adjustments | Total Expenditures | Expenditures Per ADA |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total adjustments to base expenditures | 0 00 | 0 00 |

| | 2021-22 Calculations | | | 2022-23 Calculations | | |
|---|-------------------------------|--------------|---------------------|-------------------------------|--------------|---------------------|
| | Extracted Data | Adjustments* | Entered Data/Totals | Extracted Data | Adjustments* | Entered Data/Totals |
| A PRIOR YEAR DATA (2020-21 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE) | 2020-21 Actual | | | 2021-22 Actual | | |
| 1 FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11 PY column) | 6 373 307 55 | | 6,373 307 55 | | | 6,179 202 73 |
| 2 PRIOR YEAR GANN ADA (Preload/Line B3 PY column) | 899 84 | | 899 84 | | | 825 15 |
| ADJUSTMENTS TO PRIOR YEAR LIMIT | Adjustments to 2020-21 | | | Adjustments to 2021-22 | | |
| 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) | | | 0 00 | | | 0 00 |
| 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 (2021-22 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district) | 2021-22 P2 Report | | | 2022-23 P2 Estimate | | |
| 1 Total K-12 ADA (Form A Line A6) | 825 15 | | 825 15 | 826 35 | | 826 35 |
| 2 Total Charter Schools ADA (Form A Line C9) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 3 TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2) | | | 825 15 | | | 826 35 |
| C CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED | 2021-22 Actual | | | 2022-23 Budget | | |
| TAXES AND SUBVENTIONS (Funds 01, 09, and 62) | | | | | | |
| 1 Homeowners' Exemption (Object 8021) | 29 893 08 | | 29 893 08 | 29 894 00 | | 29 894 00 |
| 2 Timber Yield Tax (Object 8022) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 3 Other Subventions/In-Lieu Taxes (Object 8029) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 4 Secured Roll Taxes (Object 8041) | 2,427,344 23 | | 2 427 344 23 | 2 451 745 00 | | 2 451,745 00 |
| 5 Unsecured Roll Taxes (Object 8042) | 120 577 35 | | 120,577 35 | 118 359 00 | | 118,359 00 |
| 6 Prior Years' Taxes (Object 8043) | 2 740 37 | | 2,740 37 | 1,715 00 | | 1,715 00 |
| 7 Supplemental Taxes (Object 8044) | 90,576 50 | | 90 576 50 | 32 505 00 | | 32 505 00 |
| 8 Ed Rev Augmentation Fund (ERAF) (Object 8045) | (122 256 74) | | (122 256 74) | (103 145 00) | | (103,145 00) |
| 9 Penalties and Int from Delinquent Taxes (Object 8048) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 10 Other In-Lieu Taxes (Object 8082) | 40 35 | | 40 35 | 0 00 | | 0 00 |
| 11 Comm Redevelopment Funds (objects 8047 & 8625) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 12 Parcel Taxes (Object 8621) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 13 Other Non-Ad Valorem Taxes (Object 8622) (Taxes only) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 14 Penalties and Int from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 15 Transfers to Charter Schools in Lieu of Property Taxes (Object 8096) | | | | | | |
| 16 TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15) | 2 548 915 14 | 0 00 | 2,548 915 14 | 2,531 073 00 | 0 00 | 2 531,073 00 |
| OTHER LOCAL REVENUES (Funds 01, 09, and 62) | | | | | | |
| 17 To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 18 TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17) | 2 548 915 14 | 0 00 | 2 548 915 14 | 2 531,073 00 | 0 00 | 2 531,073 00 |

| | 2021-22 Calculations | | | 2022-23 Calculations | | |
|---|----------------------|--------------|-----------------------|----------------------|--------------|-----------------------|
| | Extracted Data | Adjustments* | Entered Data/Totals | Extracted Data | Adjustments* | Entered Data/Totals |
| EXCLUDED APPROPRIATIONS | | | | | | |
| 19a Medicare (Enter federally mandated amounts only from objs 3301 & 3302 do not include negotiated amounts) | | | 93,514.73 | | | 93,514.73 |
| 19b Qualified Capital Outlay Projects | | | | | | |
| 19c Routine Restricted Maintenance Account (Fund 01 Resource 8150, Objects 8900-8999) | 349,016.34 | | 349,016.34 | 376,000.00 | | 376,000.00 |
| OTHER EXCLUSIONS | | | | | | |
| 20 Americans with Disabilities Act | | | | | | |
| 21 Unreimbursed Court Mandated Desegregation Costs | | | | | | |
| 22 Other Unfunded Court-ordered or Federal Mandates | | | | | | |
| 23 TOTAL EXCLUSIONS (Lines C19 through C22) | 349,016.34 | 0.00 | 442,531.07 | 376,000.00 | 0.00 | 469,514.73 |
| STATE AID RECEIVED (Funds 01, 09, and 62) | | | | | | |
| 24 LCFF - CY (objects 8011 and 8012) | 6,834,282.00 | | 6,834,282.00 | 6,752,487.00 | | 6,752,487.00 |
| 25 LCFF/Revenue Limit State Aid - Prior Years (Object 8019) | 4,807.00 | | 4,807.00 | 0.00 | | 0.00 |
| 26 TOTAL STATE AID RECEIVED (Lines C24 plus C25) | 6,839,089.00 | 0.00 | 6,839,089.00 | 6,752,487.00 | 0.00 | 6,752,487.00 |
| DATA FOR INTEREST CALCULATION | | | | | | |
| 27 Total Revenues (Funds 01, 09 & 62, objects 8000-8799) | 13,211,011.05 | | 13,211,011.05 | 12,898,166.00 | | 12,898,166.00 |
| 28 Total Interest and Return on Investments (Funds 01, 09 and 62, objects 8660 and 8662) | (150,366.56) | | (150,366.56) | 15,000.00 | | 15,000.00 |
| D APPROPRIATIONS LIMIT CALCULATIONS | | | | | | |
| PRELIMINARY APPROPRIATIONS LIMIT | | | 2021-22 Actual | | | 2022-23 Budget |
| 1 Revised Prior Year Program Limit (Lines A1 plus A6) | | | 6,373,307.55 | | | 6,179,202.73 |
| 2 Inflation Adjustment | | | 1,057.3 | | | 1,075.5 |
| 3 Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places) | | | 0.9170 | | | 1,001.5 |
| 4 PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3) | | | 6,179,202.73 | | | 6,655,701.13 |
| APPROPRIATIONS SUBJECT TO THE LIMIT | | | | | | |
| 5 Local Revenues Excluding Interest (Line C18) | | | 2,548,915.14 | | | 2,531,073.00 |
| 6 Preliminary State Aid Calculation | | | | | | |
| a Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400, but not greater than Line C26 or less than zero) | | | 99,018.00 | | | 99,162.00 |
| b Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23 but not less than zero) | | | 4,072,818.66 | | | 4,594,142.86 |
| c Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b) | | | 4,072,818.66 | | | 4,594,142.86 |
| 7 Local Revenues in Proceeds of Taxes | | | | | | |
| a Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c]) | | | (150,366.56) | | | 8,295.96 |
| b Total Local Proceeds of Taxes (Lines D5 plus D7a) | | | 2,398,548.58 | | | 2,539,368.96 |
| 8 State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23, but not greater than Line C26 or less than zero) | | | 4,223,185.22 | | | 4,585,846.90 |
| 9 Total Appropriations Subject to the Limit | | | | | | |
| a Local Revenues (Line D7b) | | | 2,398,548.58 | | | |
| b State Subventions (Line D8) | | | 4,223,185.22 | | | |
| c Less Excluded Appropriations (Line C23) | | | 442,531.07 | | | |
| d TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c) | | | 6,179,202.73 | | | |

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) 434,099 55
- 2 Contracted general administrative positions not paid through payroll _____
 - a Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800 _____
 - b If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B Salaries and Benefits - All Other Activities

- 1 Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400, Functions 7200-7700, all goals except 0000 & 9000) 9,045,486 48

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) 4 80%

Part II - Adjustments for Employment Separation Costs

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

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

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

A Normal Separation Costs (optional)

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

B Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0 00

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

A Indirect Costs

| | | |
|----|--|------------|
| 1 | Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9) | 574,255 31 |
| 2 | Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10) | 18,480 00 |
| 3 | External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999) | 21,115 00 |
| 4 | Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999) | 0 00 |
| 5 | Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C) | 57,617 48 |
| 6 | Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C) | 0 00 |
| 7 | Adjustment for Employment Separation Costs | |
| a | Plus Normal Separation Costs (Part II, Line A) | 0 00 |
| b | Less Abnormal or Mass Separation Costs (Part II, Line B) | 0 00 |
| 8 | Total Indirect Costs (Lines A1 through A7a, minus Line A7b) | 671,467 79 |
| 9 | Carry-Forward Adjustment (Part IV, Line F) | 44,608 14 |
| 10 | Total Adjusted Indirect Costs (Line A8 plus Line A9) | 716,075 93 |

B Base Costs

| | | |
|----|--|---------------|
| 1 | Instruction (Functions 1000-1999, objects 1000-5999 except 5100) | 7,452,736 06 |
| 2 | Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100) | 1,251,666 72 |
| 3 | Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100) | 1,112,652 07 |
| 4 | Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100) | 48,111 37 |
| 5 | Community Services (Functions 5000-5999, objects 1000-5999 except 5100) | 0 00 |
| 6 | Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100) | 0 00 |
| 7 | Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4) | 209,226 93 |
| 8 | External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3) | 0 00 |
| 9 | Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999, Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999) | 13,626 13 |
| 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) | 0 00 |
| 11 | Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5) | 1,142,746 78 |
| 12 | Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6) | 0 00 |
| 13 | Adjustment for Employment Separation Costs | |
| a | Less Normal Separation Costs (Part II, Line A) | 0 00 |
| b | Plus Abnormal or Mass Separation Costs (Part II, Line B) | 0 00 |
| 14 | Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100) | 55,429 36 |
| 15 | Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100) | 0 00 |
| 16 | Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100) | 0 00 |
| 17 | Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100) | 272,792 98 |
| 18 | Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100) | 0 00 |
| 19 | Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a) | 11,558,988 40 |

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 B19) 5 81%

D Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2023-24 see www.cde.ca.gov/fg/ac/ic)
(Line A10 divided by Line B19) 6 19%

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) | 671,467 79 |
| B | Carry-forward adjustment from prior year(s) | |
| 1 | Carry-forward adjustment from the second prior year | (18,856 86) |
| 2 | Carry-forward adjustment amount deferred from prior year(s), if any | 0 00 |
| C | Carry-forward adjustment for under- or over-recovery in the current year | |
| 1 | Under-recovery Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (5.26%) times Part III, Line B19), zero if negative | 44,608 14 |
| 2 | Over-recovery Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (5.26%) times Part III, Line B19) or (the highest rate used to recover costs from any program (5.26%) times Part III, Line B19), zero if positive | 0 00 |
| D | Preliminary carry-forward adjustment (Line C1 or C2) | 44,608 14 |
| E | Optional allocation of negative carry-forward adjustment over more than one year | |
| <p>Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.</p> | | |
| Option 1 | Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation | not applicable |
| Option 2 | Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years | not applicable |
| Option 3 | Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years | not applicable |
| | LEA request for Option 1, Option 2, or Option 3 | 1 |
| F | Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected) | 44,608 14 |

Approved indirect cost rate 5.26%
Highest rate used in any program 5.26%

| <u>Fund</u> | <u>Resource</u> | <u>Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)</u> | <u>Indirect Costs Charged (Objects 7310 and 7350)</u> | <u>Rate Used</u> |
|-------------|-----------------|---|---|----------------------|
| 01 | 3010 | 267,896.84 | 13,387.21 | 5.00% |
| 01 | 3212 | 358,782.86 | 18,163.78 | 5.06% |
| 01 | 3213 | 497,926.06 | 24,882.16 | 5.00% |
| 01 | 3214 | 168,638.73 | 8,427.13 | 5.00% |
| 01 | 3310 | 198,532.20 | 10,442.80 | 5.26% |
| 01 | 4035 | 39,784.00 | 1,988.07 | 5.00% |
| 01 | 4127 | 17,199.00 | 859.46 | 5.00% |
| 01 | 6010 | 25,000.00 | 1,250.00 | 5.00% |

Unaudited Actuals
2021-22 Unaudited Actuals
LOTTERY REPORT
Revenues, Expenditures and
Ending Balances - All Funds

| Description | Object Codes | Lottery Unrestricted (Resource 1100) | Transferred to Other Resources for Expenditure | Lottery Instructional Materials (Resource 6300)* | Totals |
|--|------------------------------------|--------------------------------------|--|--|------------|
| A AMOUNT AVAILABLE FOR THIS FISCAL YEAR | | | | | |
| 1 Adjusted Beginning Fund Balance | 9791-9795 | 114,321 55 | | 105,165 46 | 219,487 01 |
| 2 State Lottery Revenue | 8560 | 150,387 33 | | 69,658 99 | 220,046 32 |
| 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) | | 264,708 88 | 0 00 | 174,824 45 | 439,533 33 |
| 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 | 91,914 47 | | 20,180 70 | 112,095 17 |
| 5 a Services and Other Operating Expenditures (Resource 1100) | 5000-5999 | 50,491 20 | | | 50,491 20 |
| b Services and Other Operating Expenditures (Resource 6300) | 5000-5999, except 5100, 5710, 5800 | | | | |
| c Duplicating Costs for Instructional Materials (Resource 6300) | 5100, 5710, 5800 | | | | |
| 6 Capital Outlay | 6000-6999 | 0 00 | | | 0 00 |
| 7 Tuition | 7100-7199 | 0 00 | | | 0 00 |
| 8 Interagency Transfers Out | | | | | |
| a To Other Districts, County Offices, and Charter Schools | 7211,7212,7221, 7222,7281,7282 | 0 00 | | | 0 00 |
| b To JPAs and All Others | 7213,7223, 7283,7299 | 0 00 | | | 0 00 |
| 9 Transfers of Indirect Costs | 7300-7399 | | | | |
| 10 Debt Service | 7400-7499 | 0 00 | | | 0 00 |
| 11 All Other Financing Uses | 7630-7699 | 0 00 | | | 0 00 |
| 12 Total Expenditures and Other Financing Uses (Sum Lines B1 through B11) | | 142,405 67 | 0 00 | 20,180 70 | 162,586 37 |
| C ENDING BALANCE (Must equal Line A6 minus Line B12) | 979Z | 122,303 21 | 0 00 | 154,643 75 | 276,946 96 |
| 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

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report

| Goal | Program/Activity | ----- Direct Costs ----- | | | Central Admin Costs (col 3 x Sch CAC line E) Column 4 | Other Costs (Schedule OC) Column 5 | Total Costs by Program (col 3 + 4 + 5) Column 6 |
|----------------------------|--|--|--|-------------------------------------|--|--|--|
| | | Direct Charged (Schedule DCC) Column 1 | Allocated (Schedule AC) Column 2 | Subtotal (col 1 + 2) Column 3 | | | |
| Instructional Goals | | | | | | | |
| 0001 | Pre-Kindergarten | 218,001 25 | 0 00 | 218,001 25 | 15,223 68 | | 233,224 93 |
| 1110 | Regular Education K-12 | 6 723 429 03 | 2,738,580 89 | 9,462,009 92 | 660,760 69 | | 10,122,770 61 |
| 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 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 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 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 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 | 1 476,729 31 | 227,547 66 | 1,704,276 97 | 119,014 80 | | 1,823,291 77 |
| 6000 | Regional Occupational Ctr/Prg (ROC/P) | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| Other Goals | | | | | | | |
| 7110 | Nonagency - Educational | 134 865 10 | 0 00 | 134,865 10 | 9 418 04 | | 144,283 14 |
| 7150 | Nonagency - Other | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 8100 | Community Services | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 8500 | Child Care and Development Services | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| Other Costs | | | | | | | |
| ---- | Food Services | | | | | 20,858 28 | 20,858 28 |
| ---- | Enterprise | | | | | 0 00 | 0 00 |
| ---- | Facilities Acquisition & Construction | | | | | 4,700 00 | 4,700 00 |
| ---- | Other Outgo | | | | | 121,922 03 | 121 922 03 |
| Other Funds | | | | | | | |
| ---- | Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC line E) | | 0 00 | 0 00 | 32,286 16 | | 32 286 16 |
| ---- | 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 | 8 553 024 69 | 2,966 128 55 | 11 519 153 24 | 836,703 37 | 147,480 31 | 12,503 336 92 |

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

| Goal | Type of Program | Instruction (Functions 1000-1999) | Instructional Supervision and Administration (Functions 2100-2200) | Library Media, Technology and Other Instructional Resources (Functions 2420-2495) | School Administration (Function 2700) | Pupil Support Services (Functions 3110-3160 and 3900) | Pupil Transportation (Function 3600) | Ancillary Services (Functions 4000-4999) | Community Services (Functions 5000-5999) | General Administration (Functions 7000-7999 except 7210)* | Plant Maintenance and Operations (Functions 8100-8400) | Facilities Rents and Leases (Function 8700) | Total |
|-----------------------------------|-------------------------------------|--------------------------------------|---|--|--|--|---|---|---|--|---|--|---------------------|
| Instructional Goals | | | | | | | | | | | | | |
| 0001 | Pre Kindergarten | 139 423 94 | 0 00 | 0 00 | 78 577 31 | 0 00 | 0 00 | 0 00 | | | 0 00 | 0 00 | 218 001 25 |
| 1110 | Regular Education K-12 | 6 263 309 67 | 39 784 00 | 0 00 | 9 462 85 | 39 024 11 | 17 578 34 | 241 431 88 | | | 112 838 18 | 0 00 | 6 723 429 03 |
| 3100 | Alternative Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| 3200 | Continuation Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| 3300 | Independent Study Centers | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| 3400 | Opportunity Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| 3550 | Community Day Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| 3700 | Specialized Secondary Programs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| 3800 | Career Technical Education | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| 4110 | Regular Education Adult | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 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 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| 4620 | Adult Correctional Education | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 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 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| 4760 | Bilingual | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| 4850 | Migrant Education | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| 5000-5999 | Special Education | 1 065 354 40 | 68 291 64 | 0 00 | 29 510 29 | 310 798 48 | 2 774 50 | 0 00 | | | 0 00 | 0 00 | 1 476 729 31 |
| 6000 | ROC/P | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | | 0 00 | 0 00 | 0 00 |
| Other Goals | | | | | | | | | | | | | |
| 7110 | Nonagency - Educational | 134 865 10 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 134 865 10 |
| 7150 | Nonagency - Other | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| 8100 | Community Services | | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| 8500 | Child Care and Development Services | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Total Direct Charged Costs | | 7 602 953 11 | 108 075 64 | 0 00 | 117 550 45 | 349 822 59 | 20 352 84 | 241 431 88 | 0 00 | 0 00 | 112 838 18 | 0 00 | 8 553 024 69 |

* Functions 7100 7199 for goals 8100 and 8500

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
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 | 1,377,657 23 | 1,005,448 64 | 355,475 02 | 2,738,580 89 |
| 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) | 112,461 82 | 82,077 44 | 33,008 40 | 227,547 66 |
| 6000 | ROC/P | 0 00 | 0 00 | 0 00 | 0 00 |
| Other Goals | | | | | |
| 7110 | Nonagency - Educational | 0 00 | 0 00 | 0 00 | 0 00 |
| 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 Svcs | 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) | | 0 00 | | 0 00 |
| Total Allocated Support Costs | | 1,490,119 05 | 1,087,526 08 | 388,483 42 | 2,966,128 55 |

Unaudited Actuals
2021-22
Program Cost Report
Schedule of Central Administration Costs (CAC)

| | | |
|--|--|---------------|
| A. Central Administration Costs in General Fund and Charter Schools Funds | | |
| 1 | Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999) | 209,226 93 |
| 2 | External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999) | 21,115 00 |
| 3 | Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999) | 587,881 44 |
| 4 | Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999) | 18,480 00 |
| 5 | Total Central Administration Costs in General Fund and Charter Schools Funds | 836,703 37 |
| B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds | | |
| 1 | Total Direct Charged Costs (from Form PCR, Column 1, Total) | 8,553,024 69 |
| 2 | Total Allocated Costs (from Form PCR, Column 2, Total) | 2,966,128 55 |
| 3 | Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds | 11,519,153 24 |
| C. Direct Charged Costs in Other Funds | | |
| 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) | 462,333 71 |
| 4 | Foundation (Funds 19 & 57, Objects 1000-5999, except 5100) | 0 00 |
| 5 | Total Direct Charged Costs in Other Funds | 462,333 71 |
| D. Total Direct Charged and Allocated Costs (B3 + C5) | | 11,981,486 95 |
| E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D) | | 6 98% |

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Other Costs (OC)

| Type of Activity | Food Services (Function 3700) | Enterprise (Function 6000) | Facilities Acquisition & Construction (Function 8500) | Other Outgo (Functions 9000-9999) | Total |
|--|----------------------------------|-------------------------------|---|--------------------------------------|------------|
| Food Services (Objects 1000-5999 6400-6910) | 20 858 28 | | | | 20 858 28 |
| Enterprise (Objects 1000-5999 6400-6910) | | 0 00 | | | 0 00 |
| Facilities Acquisition & Construction (Objects 1000-6600) | | | 4 700 00 | | 4 700 00 |
| Other Outgo (Objects 1000-7999) | | | | 121,922 03 | 121,922 03 |
| Total Other Costs | 20 858 28 | 0 00 | 4 700 00 | 121 922 03 | 147 480 31 |

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Allocation Factors (AF) for Support Costs

| | ----- Teacher Full-Time Equivalents ----- | | | | ----- Classroom Units ----- | | Pupils Transported |
|--|--|--|---------------------------------------|---|--|---|--------------------------------------|
| | Instructional Supervision and Administration (Functions 2100-2200) | Library Media Technology and Other Instructional Resources (Functions 2420-2495) | School Administration (Function 2700) | Pupil Support Services (Functions 3100-3199 & 3900) | Plant Maintenance and Operations (Functions 8100-8400) | Facilities Rents and Leases (Function 8700) | Pupil Transportation (Function 3600) |
| A Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input) | 0 00 | 198 043 86 | 827 996 77 | 464 078 42 | 1 087 526 08 | 0 00 | 388 483 42 |
| B Enter Allocation Factor(s) by Goal (Note Allocation factors are only needed for a column if there are undistributed expenditures in line A) | FTE Factor(s) | FTE Factor(s) | FTE Factor(s) | FTE Factor(s) | CU Factor(s) | CU Factor(s) | PT Factor(s) |
| Instructional Goals Description | | | | | | | |
| 0001 Pre-Kindergarten | | | | | | | |
| 1110 Regular Education K-12 | | 49 00 | 49 00 | 49 00 | 49 00 | | 140 00 |
| 3100 Alternative Schools | | | | | | | |
| 3200 Continuation Schools | | | | | | | |
| 3300 Independent Study Centers | | | | | | | |
| 3400 Opportunity Schools | | | | | | | |
| 3550 Community Day Schools | | | | | | | |
| 3700 Specialized Secondary Programs | | | | | | | |
| 3800 Career Technical Education | | | | | | | |
| 4110 Regular Education Adult | | | | | | | |
| 4610 Adult Independent Study Centers | | | | | | | |
| 4620 Adult Correctional Education | | | | | | | |
| 4630 Adult Career Technical Education | | | | | | | |
| 4760 Bilingual | | | | | | | |
| 4850 Migrant Education | | | | | | | |
| 5000-5999 Special Education (allocated to 5001) | | 4 00 | 4 00 | 4 00 | 4 00 | | 13 00 |
| 6000 ROC/P | | | | | | | |
| Other Goals Description | | | | | | | |
| 7110 Nonagency - Educational | | | | | | | |
| 7150 Nonagency - Other | | | | | | | |
| 8100 Community Services | | | | | | | |
| 8500 Child Care and Development Services | | | | | | | |
| Other Funds Description | | | | | | | |
| -- Adult Education (Fund 11) | | | | | | | |
| -- Child Development (Fund 12) | | | | | | | |
| -- Cafeteria (Funds 13 & 61) | | | | | | | |
| C Total Allocation Factors | 0 00 | 53 00 | 53 00 | 53 00 | 53 00 | 0 00 | 153 00 |

Unaudited Actuals
Special Education Maintenance of Effort
2021-22 Actual vs Actual Comparison Year
2021-22 Expenditures by LEA (LE-CY)

| Object Code | Description | Special Education, Unspecified (Goal 5001) | Regionalized Services (Goal 5050) | Regionalized Program Specialist (Goal 5060) | Special Education, Infants (Goal 5710) | Special Education, Preschool Students (Goal 5730) | Spec Education, Ages 5-22 (Goal 5760) | Adjustments* | Total |
|--|--|--|-----------------------------------|---|--|---|---------------------------------------|--------------|---------------------|
| UNDUPLICATED PUPIL COUNT | | | | | | | | | 125 |
| TOTAL EXPENDITURES (Funds 01, 09, & 62, resources 0000-9999) | | | | | | | | | |
| 1000-1999 | Certificated Salaries | 32 260 17 | 0 00 | 0 00 | 0 00 | 0 00 | 405 870 07 | | 438 130 24 |
| 2000-2999 | Classified Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 207 394 93 | | 207,394 93 |
| 3000-3999 | Employee Benefits | 13,663 51 | 0 00 | 0 00 | 0 00 | 0 00 | 237,335 78 | | 250 999 29 |
| 4000-4999 | Books and Supplies | 6 109 61 | 0 00 | 0 00 | 0 00 | 0 00 | 13 463 63 | | 19 573 24 |
| 5000-5999 | Services and Other Operating Expenditures | 71 066 14 | 0 00 | 0 00 | 0 00 | 0 00 | 489 565 47 | | 560 631 61 |
| 6000-6999 | Capital Outlay (except Object 6600 & Object 6910) | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7130 | State Special Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7430-7439 | Debt Service | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Direct Costs | 123 099 43 | 0 00 | 0 00 | 0 00 | 0 00 | 1 353 629 88 | 0 00 | 1 476,729 31 |
| 7310 | Transfers of Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 10 442 80 | | 10,442 80 |
| 7350 | Transfers of Indirect Costs - Interfund | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| PCRA | Program Cost Report Allocations | 227 547 63 | | | | | | | 227,547 63 |
| | Total Indirect Costs and PCR Allocations | 227 547 63 | 0 00 | 0 00 | 0 00 | 0 00 | 10 442 80 | 0 00 | 237 990 43 |
| | TOTAL COSTS | 350 647 06 | 0 00 | 0 00 | 0 00 | 0 00 | 1 364 072 68 | 0 00 | 1 714 719 74 |
| FEDERAL EXPENDITURES (Funds 01, 09, and 62, resources 3000-5999, except 3385) | | | | | | | | | |
| 1000-1999 | Certificated Salaries | 21 138 73 | 0 00 | 0 00 | 0 00 | 0 00 | 55 898 52 | | 77 037 25 |
| 2000-2999 | Classified Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 25 194 69 | | 25 194 69 |
| 3000-3999 | Employee Benefits | 7,437 56 | 0 00 | 0 00 | 0 00 | 0 00 | 25 451 15 | | 32 888 71 |
| 4000-4999 | Books and Supplies | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 5000-5999 | Services and Other Operating Expenditures | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 73 280 69 | | 73 280 69 |
| 6000-6999 | Capital Outlay (except Object 6600 & Object 6910) | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7130 | State Special Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7430-7439 | Debt Service | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Direct Costs | 28 576 29 | 0 00 | 0 00 | 0 00 | 0 00 | 179 825 05 | 0 00 | 208,401 34 |
| 7310 | Transfers of Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 10 442 80 | | 10,442 80 |
| 7350 | Transfers of Indirect Costs - Interfund | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 10 442 80 | 0 00 | 10 442 80 |
| | TOTAL BEFORE OBJECT 8980 | 28 576 29 | 0 00 | 0 00 | 0 00 | 0 00 | 190 267 85 | 0 00 | 218 844 14 |
| 8980 | Less Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400 except 3385 all goals resources 3000-3178 & 3410-5810 goals 5000-5999) | | | | | | | | 0 00 |
| | TOTAL COSTS | | | | | | | | 218 844 14 |

Unaudited Actuals
Special Education Maintenance of Effort
2021-22 Actual vs Actual Comparison Year
2021-22 Expenditures by LEA (LE-CY)

| Object Code | Description | Special Education, Unspecified (Goal 5001) | Regionalized Services (Goal 5050) | Regionalized Program Specialist (Goal 5060) | Special Education, Infants (Goal 5710) | Special Education, Preschool Students (Goal 5730) | Spec Education, Ages 5 22 (Goal 5760) | Adjustments* | Total |
|--|--|--|-----------------------------------|---|--|---|---------------------------------------|--------------|--------------|
| STATE AND LOCAL EXPENDITURES (Funds 01, 09, & 62, resources 0000-2999, 3385, & 6000-9999) | | | | | | | | | |
| 1000-1999 | Certificated Salaries | 11 121 44 | 0 00 | 0 00 | 0 00 | 0 00 | 349 971 55 | | 361 092 99 |
| 2000-2999 | Classified Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 182 200 24 | | 182,200 24 |
| 3000-3999 | Employee Benefits | 6 225 95 | 0 00 | 0 00 | 0 00 | 0 00 | 211,884 63 | | 218 110 58 |
| 4000-4999 | Books and Supplies | 6,109 61 | 0 00 | 0 00 | 0 00 | 0 00 | 13 463 63 | | 19 573 24 |
| 5000-5999 | Services and Other Operating Expenditures | 71 066 14 | 0 00 | 0 00 | 0 00 | 0 00 | 416 284 78 | | 487 350 92 |
| 6000-6999 | Capital Outlay (except Object 6600 & Object 6910) | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7130 | State Special Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7430-7439 | Debt Service | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Direct Costs | 94,523 14 | 0 00 | 0 00 | 0 00 | 0 00 | 1,173 804 83 | 0 00 | 1,268 327 97 |
| 7310 | Transfers of Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7350 | Transfers of Indirect Costs - Interfund | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| PCRA | Program Cost Report Allocations | 227 547 63 | | | | | | | 227 547 63 |
| | Total Indirect Costs and PCR Allocations | 227 547 63 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 227,547 63 |
| | TOTAL BEFORE OBJECT 8980 | 322 070 77 | 0 00 | 0 00 | 0 00 | 0 00 | 1,173 804 83 | 0 00 | 1 495 875 60 |
| 8980 | Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section) | | | | | | | | 0 00 |
| | TOTAL COSTS | | | | | | | | 1 495 875 60 |
| LOCAL EXPENDITURES (Funds 01, 09, & 62, resources 0000-1999 & 8000-9999) | | | | | | | | | |
| 1000-1999 | Certificated Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 138,107 42 | | 138 107 42 |
| 2000-2999 | Classified Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 3000-3999 | Employee Benefits | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 44 849 35 | | 44 849 35 |
| 4000-4999 | Books and Supplies | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 5000-5999 | Services and Other Operating Expenditures | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 6000-6999 | Capital Outlay (except Object 6600 & Object 6910) | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7130 | State Special Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7430-7439 | Debt Service | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Direct Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 182 956 77 | 0 00 | 182,956 77 |
| 7310 | Transfers of Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7350 | Transfers of Indirect Costs - Interfund | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| | TOTAL BEFORE OBJECT 8980 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 182,956 77 | 0 00 | 182 956 77 |
| 8980 | Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section) | | | | | | | | 0 00 |
| 8980 | Contributions from Unrestricted Revenues to State Resources (Resources 3385 6500, 6510 & 7240 all goals resources 2000-2999 & 6010-7810 except 6500 6510 & 7240 goals 5000-5999) | | | | | | | | 577,008 14 |
| | TOTAL COSTS | | | | | | | | 759 964 91 |

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

| 2020-21 Expenditures | A State and Local | B Local Only |
|---|-------------------|--------------|
| 1 Enter Total Costs amounts from the 2020-21 Report SEMA, 2020-21 Expenditures by LEA (LE-CY) worksheet, Total Column, for the State and Local Expenditures section and the Local Expenditures section | 1,282,675 43 | 621,398 22 |
| 2 Enter audit adjustments of 2020-21 special education expenditures from SACS2022ALL data, not included in Line 1 (explain below) (Funds 01, 09, and 62, resources 0000-2999 & 6000-9999, Object 9793) | | |
| _____ | | |
| _____ | | |
| 3 Enter restatements of 2021-22 special education beginning fund balances from SACS2022ALL data, not included in Line 1 (explain below) (Funds 01, 09, and 62, resources 0000-2999 & 6000-9999, Object 9795) | | |
| _____ | | |
| _____ | | |
| 4 Enter any other adjustments, not included in Line 1 (explain below) | | |
| _____ | | |
| _____ | | |
| 5 2020-21 Expenditures, Adjusted for 2021-22 MOE Calculation (Sum lines 1 through 4) | 1,282,675 43 | 621,398 22 |
| C Unduplicated Pupil Count | | |
| 1 Enter the unduplicated pupil count reported in 2020-21 Report SEMA, 2020-21 Expenditures by LEA (LE-CY) worksheet | 116 00 | |
| 2 Enter any adjustments not included in Line C1 (explain below) | | |
| _____ | | |
| _____ | | |
| 3 2020-21 Unduplicated Pupil Count, Adjusted for 2021-22 MOE Calculation (Line C1 plus Line C2) | 116 00 | |

SELPA Shasta County (AO)

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 2021-22 Expenditures by LEA (LE-CY) and the 2020-21 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 2021-22 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 2021-22 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 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 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 | Local Only |
|---|-----------------|------------|
| #3A | 51,888.00 | 51,888.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total exempt reductions | 51,888.00 | 51,888.00 |

SELPA Shasta County (AO)

SECTION 2 Reduction to MOE Requirement Under IDEA, Section 613 (a)(2)(C) (34 CFR Sec 300 205)

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

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures. This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965. Also, the amount of Part B funds used for early intervening services (34 CFR 300 226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P L 108-446]

| | <u>State and Local</u> | <u>Local Only</u> |
|--|------------------------|-------------------|
| Current year funding (IDEA Section 611 Local Assistance Grant Award - Resources 3305 and 3310) | <u>208,975 00</u> | |
| Less Prior year's funding (IDEA Section 611 Local Assistance Grant Awards - Resource 3310) | <u>196,898 00</u> | |
| Increase in funding (if difference is positive) | <u>12,077 00</u> | |
| Maximum available for MOE reduction (50% of increase in funding) | <u>6,038 50</u> (a) | |
| Current year funding (IDEA Section 619 - Resources 3308 and 3315) | <u>0 00</u> | |
| Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3305, 3308, 3310 and 3315) | <u>31,346 25</u> (b) | |

| | | |
|--|-----------------------------|-----------------------------|
| If (b) is greater than (a) | | |
| Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS) | <u>0 00</u> (c) | |
| Available for MOE reduction (line (a) minus line (c), zero if negative) | <u>6,038 50</u> (d) | |
| Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction) | <u> </u> | <u> </u> |

| | | |
|---|----------------------|--|
| 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) | <u>0 00</u> (e) | |
| Available to set aside for EIS (line (b) minus line (e), zero if negative) | <u>31,346 25</u> (f) | |

| |
|---|
| <p>Note If your LEA exercises the authority under 34 CFR 300 205(a) to reduce the MOE requirement, the LEA must provide the ESEA programs, SACS Only Account Code, Local Account Code, and description of the activities paid with the freed up funds</p> |
| |
| |
| |
| |
| |
| |
| |

SELPA Shasta County (AO)

SECTION 3

| | <u>Column A</u> | <u>Column B</u> | <u>Column C</u> |
|---|---|--|-------------------------------|
| | <u>Actual Expenditures (LE-CY Worksheet) FY 2021-22</u> | <u>Actual Expenditures Comparison Year 2020-21</u> | <u>Difference (A - B)</u> |
| 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 | 1,714,719 74 | | |
| b Less Expenditures paid from federal sources | 218,844 14 | | |
| c Expenditures paid from state and local sources | 1,495,875 60 | 1,478,249 43 | |
| Add/Less Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation | | 0 00 | |
| | | 1,478,249 43 | |
| Less Exempt reduction(s) for SECTION 1 | | 51,888 00 | |
| Less 50% reduction from SECTION 2 | | 0 00 | |
| Net expenditures paid from state and local sources | 1,495,875 60 | 1,426,361 43 | 69,514 17 |

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

| | <u>Actual FY 2021-22</u> | <u>Comparison Year 2020-21</u> | <u>Difference</u> |
|--|------------------------------|------------------------------------|-------------------|
| 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 education expenditures | 1,714,719 74 | | |
| b Less Expenditures paid from federal sources | 218,844 14 | | |
| c Expenditures paid from state and local sources | 1,495,875 60 | 1,478,249 43 | |
| Add/Less Adjustments required for MOE calculation Comparison year's expenditures, adjusted for MOE calculation | | 0 00 | |
| | | 1,478,249 43 | |
| Less Exempt reduction(s) from SECTION 1 | | 51,888 00 | |
| Less 50% reduction from SECTION 2 | | 0 00 | |
| Net expenditures paid from state and local sources | 1,495,875 60 | 1,426,361 43 | |
| d Special education unduplicated pupil count | 125 | 116 | |
| e Per capita state and local expenditures (A2c/A2d) | 11,967 00 | 12,296 22 | (329 22) |

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

SELPA Shasta County (AO)

B LOCAL EXPENDITURES ONLY METHOD

| | <u>Actual FY 2021-22</u> | <u>Comparison Year 2020-21</u> | <u>Difference</u> |
|--|------------------------------|------------------------------------|-------------------|
| 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 | 759,964 91 | 621,398 22 | |
| Add/Less Adjustments required for MOE calculation | | 0 00 | |
| Comparison year's expenditures, adjusted for MOE calculation | | <u>621,398 22</u> | |
| Less Exempt reduction(s) from SECTION 1 | | 51,888 00 | |
| Less 50% reduction from SECTION 2 | | 0 00 | |
| Net expenditures paid from local sources | <u>759,964 91</u> | <u>569,510 22</u> | <u>190,454 69</u> |

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

| | <u>Actual FY 2021-22</u> | <u>Comparison Year 2020-21</u> | <u>Difference</u> |
|---|------------------------------|------------------------------------|-------------------|
| 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 | 759,964 91 | 621,398 22 | |
| Add/Less Adjustments required for MOE calculation | | 0 00 | |
| Comparison year's expenditures, adjusted for MOE | | <u>621,398 22</u> | |
| Less Exempt reduction(s) from SECTION 1 | | 51,888 00 | |
| Less 50% reduction from SECTION 2 | | 0 00 | |
| Net expenditures paid from local sources | <u>759,964 91</u> | <u>569,510 22</u> | |
| b Special education unduplicated pupil count | 125 | 116 | |
| c Per capita local expenditures (B2a/B2b) | <u>6,079 72</u> | <u>4,909 57</u> | <u>1,170 15</u> |

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

Laura Merrick
Contact Name

530-347-3165
Telephone Number

Chief Business Official
Title

lmerick@cwusd.com
Email Address

| Object Code | Description | Special Education Unspecified (Goal 5001) | Regionalized Services (Goal 5050) | Regionalized Program Specialist (Goal 5060) | Special Education Infants (Goal 5710) | Special Education, Preschool Students (Goal 5730) | Spec Education, Ages 5-22 (Goal 5760) | Adjustments* | Total |
|---|---|---|-----------------------------------|---|---------------------------------------|---|---------------------------------------|--------------|---------------------|
| UNDUPLICATED PUPIL COUNT | | | | | | | | | 125 |
| TOTAL BUDGET (Funds 01, 09 & 62 resources 0000 9999) | | | | | | | | | |
| 1000 1999 | Certificated Salanes | 62,946.00 | 0.00 | 0.00 | 0.00 | 0.00 | 271,843.00 | | 334,789.00 |
| 2000 2999 | Classified Salanes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 243,857.00 | | 243,857.00 |
| 3000 3999 | Employee Benefits | 31,908.00 | 0.00 | 0.00 | 0.00 | 0.00 | 233,831.00 | | 265,739.00 |
| 4000 4999 | Books and Supplies | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,500.00 | | 16,500.00 |
| 5000 5999 | Services and Other Operating Expenditures | 89,759.00 | 0.00 | 0.00 | 0.00 | 0.00 | 596,553.00 | | 686,312.00 |
| 6000 6999 | Capital Outlay (except Object 6600 & Object 6910) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| 7130 | State Special Schools | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| 7430 7439 | Debt Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| | Total Direct Costs | 189,613.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,357,584.00 | 0.00 | 1,547,197.00 |
| 7310 | Transfers of Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,511.00 | | 11,511.00 |
| 7350 | Transfers of Indirect Costs Interfund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| | Total Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,511.00 | 0.00 | 11,511.00 |
| | TOTAL COSTS | 189,613.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,369,095.00 | 0.00 | 1,558,708.00 |
| STATE AND LOCAL BUDGET (Funds 01, 09 & 62, resources 0000-2999 3385 & 6000 9999) | | | | | | | | | |
| 1000 1999 | Certificated Salanes | 11,821.00 | 0.00 | 0.00 | 0.00 | 0.00 | 271,363.00 | | 283,184.00 |
| 2000 2999 | Classified Salanes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 222,736.00 | | 222,736.00 |
| 3000 3999 | Employee Benefits | 13,615.00 | 0.00 | 0.00 | 0.00 | 0.00 | 228,358.00 | | 239,973.00 |
| 4000 4999 | Books and Supplies | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,500.00 | | 16,500.00 |
| 5000 5999 | Services and Other Operating Expenditures | 89,759.00 | 0.00 | 0.00 | 0.00 | 0.00 | 496,595.00 | | 586,354.00 |
| 6000 6999 | Capital Outlay (except Object 6600 & Object 6910) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| 7130 | State Special Schools | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| 7430 7439 | Debt Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| | Total Direct Costs | 120,195.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,228,552.00 | 0.00 | 1,348,747.00 |
| 7310 | Transfers of Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| 7350 | Transfers of Indirect Costs Interfund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| | Total Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | TOTAL BEFORE OBJECT 8980 | 120,195.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,228,552.00 | 0.00 | 1,348,747.00 |
| 8980 | Contributions from Unrestricted Revenues to Federal Resources (Resources 3310 3400 except 3385 all goals resources 3000 3178 & 3410 5810 goals 5000 5999) | | | | | | | | 0.00 |
| | TOTAL COSTS | | | | | | | | 1,348,747.00 |

| Object Code | Description | Special Education, Unspecified (Goal 5001) | Regionalized Services (Goal 5050) | Regionalized Program Specialist (Goal 5060) | Special Education Infants (Goal 5710) | Special Education Preschool Students (Goal 5730) | Spec Education Ages 5 22 (Goal 5760) | Adjustments* | Total | |
|--|---|--|-----------------------------------|---|---------------------------------------|--|--------------------------------------|--------------|------------|------------|
| LOCAL BUDGET (Funds 01, 09, & 62, resources 0000-1999 & 8000-9999) | | | | | | | | | | |
| 1000 1999 | Certificated Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | |
| 2000 2999 | Classified Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | |
| 3000 3999 | Employee Benefits | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | |
| 4000 4999 | Books and Supplies | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | |
| 5000 5999 | Services and Other Operating Expenditures | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | |
| 6000 6999 | Capital Outlay (except Object 6600 & Object 6910) | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | |
| 7130 | State Special Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | |
| 7430 7439 | Debt Service | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | |
| | Total Direct Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | |
| 7310 | Transfers of Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | |
| 7350 | Transfers of Indirect Costs Interfund | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 | |
| | Total Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | |
| | TOTAL BEFORE OBJECT 8980 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | |
| 8980 | Contributions from Unrestricted Revenues to Federal Resources (from State and Local Budget section) | | | | | | | | | 0 00 |
| 8980 | Contributions from Unrestricted Revenues to State Resources (Resources 3385 6500 6540 & 7240 all goals resources 2000 2999 & 6010 7810 except 6500-6540 & 7240 goals 5000 5999) | | | | | | | | | |
| | TOTAL COSTS | | | | | | | | | 883 070 00 |
| | | | | | | | | | 883 070 00 | |

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

| Object Code | Description | Special Education, Unspecified (Goal 5001) | Regionalized Services (Goal 5050) | Regionalized Program Specialist (Goal 5060) | Special Education, Infants (Goal 5710) | Special Education, Preschool Students (Goal 5730) | Spec Education, Ages 5-22 (Goal 5760) | Adjustments* | Total |
|--|--|--|-----------------------------------|---|--|---|---------------------------------------|--------------|--------------|
| | UNDUPLICATED PUPIL COUNT | | | | | | | | 125 |
| TOTAL EXPENDITURES (Funds 01, 09, & 62, resources 0000-9999) | | | | | | | | | |
| 1000-1999 | Certificated Salaries | 32 260 17 | 0 00 | 0 00 | 0 00 | 0 00 | 405,870 07 | | 438 130 24 |
| 2000-2999 | Classified Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 207,394 93 | | 207 394 93 |
| 3000-3999 | Employee Benefits | 13,663 51 | 0 00 | 0 00 | 0 00 | 0 00 | 237,335 78 | | 250 999 29 |
| 4000-4999 | Books and Supplies | 6 109 61 | 0 00 | 0 00 | 0 00 | 0 00 | 13,463 63 | | 19,573 24 |
| 5000-5999 | Services and Other Operating Expenditures | 71 066 14 | 0 00 | 0 00 | 0 00 | 0 00 | 489 565 47 | | 560 631 61 |
| 6000-6999 | Capital Outlay (exclude Object 6600 & Object 6910) | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7130 | State Special Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7430-7439 | Debt Service | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Direct Costs | 123 099 43 | 0 00 | 0 00 | 0 00 | 0 00 | 1 353,629 88 | 0 00 | 1 476,729 31 |
| 7310 | Transfers of Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 10 442 80 | | 10 442 80 |
| 7350 | Transfers of Indirect Costs - Interfund | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| PCRA | Program Cost Report Allocations (non-add) | 227,547 63 | | | | | | | 227 547 63 |
| | Total Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 10,442 80 | 0 00 | 10,442 80 |
| | TOTAL COSTS | 123 099 43 | 0 00 | 0 00 | 0 00 | 0 00 | 1,364,072 68 | 0 00 | 1 487 172 11 |
| FEDERAL EXPENDITURES (Funds 01, 09, and 62, resources 3000-5999, except 3385) | | | | | | | | | |
| 1000-1999 | Certificated Salaries | 21,138 73 | 0 00 | 0 00 | 0 00 | 0 00 | 55,898 52 | | 77 037 25 |
| 2000-2999 | Classified Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 25 194 69 | | 25 194 69 |
| 3000-3999 | Employee Benefits | 7,437 56 | 0 00 | 0 00 | 0 00 | 0 00 | 25,451 15 | | 32 888 71 |
| 4000-4999 | Books and Supplies | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 5000-5999 | Services and Other Operating Expenditures | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 73 280 69 | | 73 280 69 |
| 6000-6999 | Capital Outlay (exclude Object 6600 & 6910) | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7130 | State Special Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7430-7439 | Debt Service | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Direct Costs | 28 576 29 | 0 00 | 0 00 | 0 00 | 0 00 | 179,825 05 | 0 00 | 208 401 34 |
| 7310 | Transfers of Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 10 442 80 | | 10 442 80 |
| 7350 | Transfers of Indirect Costs - Interfund | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 10,442 80 | 0 00 | 10,442 80 |
| | TOTAL BEFORE OBJECT 8980 | 28 576 29 | 0 00 | 0 00 | 0 00 | 0 00 | 190,267 85 | 0 00 | 218 844 14 |
| 8980 | Less Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385 all goals, resources 3000-3178 & 3410-5810 goals 5000-5999) | | | | | | | | 0 00 |
| | TOTAL COSTS | | | | | | | | 218 844 14 |

| Object Code | Description | Special Education, Unspecified (Goal 5001) | Regionalized Services (Goal 5050) | Regionalized Program Specialist (Goal 5060) | Special Education, Infants (Goal 5710) | Special Education, Preschool Students (Goal 5730) | Spec Education, Ages 5-22 (Goal 5760) | Adjustments* | Total |
|--|--|--|-----------------------------------|---|--|---|---------------------------------------|--------------|--------------|
| STATE AND LOCAL EXPENDITURES (Funds 01, 09, & 62, resources 0000-2999, 3385, & 6000-9999) | | | | | | | | | |
| 1000-1999 | Certificated Salaries | 11 121 44 | 0 00 | 0 00 | 0 00 | 0 00 | 349 971 55 | | 361 092 99 |
| 2000-2999 | Classified Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 182,200 24 | | 182 200 24 |
| 3000-3999 | Employee Benefits | 6 225 95 | 0 00 | 0 00 | 0 00 | 0 00 | 211,884 63 | | 218 110 58 |
| 4000-4999 | Books and Supplies | 6,109 61 | 0 00 | 0 00 | 0 00 | 0 00 | 13,463 63 | | 19,573 24 |
| 5000-5999 | Services and Other Operating Expenditures | 71,066 14 | 0 00 | 0 00 | 0 00 | 0 00 | 416 284 78 | | 487,350 92 |
| 6000-6999 | Capital Outlay (exclude Object 6600 & Object 6910) | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7130 | State Special Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7430-7439 | Debt Service | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Direct Costs | 94 523 14 | 0 00 | 0 00 | 0 00 | 0 00 | 1,173 804 83 | 0 00 | 1 268 327 97 |
| 7310 | Transfers of Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7350 | Transfers of Indirect Costs - Interfund | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| PCRA | Program Cost Report Allocations (non-add) | 227,547 63 | | | | | | | 227,547 63 |
| | Total Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| | TOTAL BEFORE OBJECT 8980 | 94 523 14 | 0 00 | 0 00 | 0 00 | 0 00 | 1 173 804 83 | 0 00 | 1 268,327 97 |
| 8980 | Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section) | | | | | | | | 0 00 |
| | TOTAL COSTS | | | | | | | | 1 268,327 97 |
| LOCAL EXPENDITURES (Funds 01, 09, & 62, resources 0000-1999 & 8000-9999) | | | | | | | | | |
| 1000-1999 | Certificated Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 138 107 42 | | 138 107 42 |
| 2000-2999 | Classified Salaries | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 3000-3999 | Employee Benefits | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 44,849 35 | | 44 849 35 |
| 4000-4999 | Books and Supplies | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 5000-5999 | Services and Other Operating Expenditures | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 6000-6999 | Capital Outlay (exclude Object 6600 & 6910) | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7130 | State Special Schools | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7430-7439 | Debt Service | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Direct Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 182 956 77 | 0 00 | 182,956 77 |
| 7310 | Transfers of Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| 7350 | Transfers of Indirect Costs - Interfund | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | 0 00 |
| | Total Indirect Costs | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| | TOTAL BEFORE OBJECT 8980 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 182 956 77 | 0 00 | 182 956 77 |
| 8980 | Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section) | | | | | | | | 0 00 |
| 8980 | Contributions from Unrestricted Revenues to State Resources (Resources 3385 6500, 6510 & 7240 all goals, resources 2000-2999 & 6010-7810, except 6500 6510, & 7240, goals 5000-5999) | | | | | | | | |
| | TOTAL COSTS | | | | | | | | 577 008 14 |
| | | | | | | | | | 759,964 91 |

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

SELPA Shasta County (AO)

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 2022-23 Budget by LEA (LB-B) and the 2021-22 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 2022-23 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 2022-23 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 | <u>State and Local</u> | <u>Local Only</u> |
|---|------------------------|-------------------|
| #3A | 26,660.33 | 26,660.33 |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Total exempt reductions | <u>26,660.33</u> | <u>26,660.33</u> |

SELPA Shasta County (AO)

SECTION 2 **Reduction to MOE Requirement Under IDEA, Section 613 (a)(2)(C) (34 CFR Sec 300 205)**

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

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965 Also, the amount of Part B funds used for early intervening services (34 CFR 300 226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P L 108-446]

| | <u>State and Local</u> | <u>Local Only</u> |
|--|------------------------|-------------------|
| Current year funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310) | 209,961 00 | |
| Less Prior year's funding (IDEA Section 611 Local Assistance Grant Award - Resources 3305 and 3310) | 201,174 00 | |
| Increase in funding (if difference is positive) | 8,787 00 | |
| Maximum available for MOE reduction (50% of increase in funding) | 4,393 50 (a) | |
| Current year funding (IDEA Section 619 - Resource 3315) | 0 00 | |
| Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3310 and 3315) | 31,494 15 (b) | |

| | | |
|--|--------------|-------|
| If (b) is greater than (a) | | |
| Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS) | 0 00 (c) | |
| Available for MOE reduction (line (a) minus line (c), zero if negative) | 4,393 50 (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) | 0 00 (e) | |
| Available to set aside for EIS (line (b) minus line (e), zero if negative) | 31,494 15 (f) | |

| | | |
|--|--|--|
| Note If your LEA exercises the authority under 34 CFR 300 205(a) to reduce the MOE requirement, the LEA must provide the ESEA programs, SACS Only Account Code, Local Account Code, and description of the activities paid with the freed up funds | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

SELPA Shasta County (AO)

SECTION 3

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

| | <u>Column A</u> | <u>Column B</u> | <u>Column C</u> |
|---|---|--|-------------------------------|
| | <u>Budgeted Amounts (LB-B Worksheet) FY 2022-23</u> | <u>Actual Expenditures Comparison Year 2021-22</u> | <u>Difference (A - B)</u> |
| a Total special education expenditures | 1,558,708 00 | | |
| b Less Expenditures paid from federal sources | 209,961 00 | | |
| c Expenditures paid from state and local sources | 1,348,747 00 | 1,495,875 60 | |
| Add/Less Adjustments and/or PCRA required for MOE calculation | | 0 00 | |
| Comparison year's expenditures, adjusted for MOE calculation | | 1,495,875 60 | |
| Less Exempt reduction(s) from SECTION 1 | | 26,660 33 | |
| Less 50% reduction from SECTION 2 | | 0 00 | |
| Net expenditures paid from state and local sources | 1,348,747 00 | 1,469,215 27 | (120,468 27) |

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

| | <u>Budgeted Amounts FY 2022-23</u> | <u>Comparison Year 2021-22</u> | <u>Difference</u> |
|--|--|------------------------------------|-------------------|
| 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 education expenditures | 1,558,708 00 | | |
| b Less Expenditures paid from federal sources | 209,961 00 | | |
| c Expenditures paid from state and local sources | 1,348,747 00 | 1,495,875 60 | |
| Add/Less Adjustments and/or PCRA required for MOE calculation | | 0 00 | |
| Comparison year's expenditures, adjusted for MOE calculation | | 1,495,875 60 | |
| Less Exempt reduction(s) from SECTION 1 | | 26,660 33 | |
| Less 50% reduction from SECTION 2 | | 0 00 | |
| Net expenditures paid from state and local sources | 1,348,747 00 | 1,469,215 27 | |
| d Special education unduplicated pupil count | 125 | 125 | |
| e Per capita state and local expenditures (A2c/A2d) | 10,789 98 | 11,753 72 | (963 74) |

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 Shasta County (AO)

B LOCAL EXPENDITURES ONLY METHOD

| | <u>Budget FY 2022-23</u> | <u>Comparison Year 2021-22</u> | <u>Difference</u> |
|--|------------------------------|------------------------------------|-------------------|
| 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 | 883,070 00 | 759,964 91 | |
| Add/Less Adjustments required for MOE calculation | | 0 00 | |
| Comparison year's expenditures, adjusted for MOE calculation | | 759,964 91 | |
| Less Exempt reduction(s) from SECTION 1 | | 26,660 33 | |
| Less 50% reduction from SECTION 2 | | 0 00 | |
| Net expenditures paid from local sources | 883,070 00 | 733,304 58 | 149,765 42 |

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

| | <u>Budget FY 2022-23</u> | <u>Comparison Year 2021-22</u> | <u>Difference</u> |
|--|------------------------------|------------------------------------|-------------------|
| 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 | 883,070 00 | 759,964 91 | |
| Add/Less Adjustments required for MOE calculation | | 0 00 | |
| Comparison year's expenditures, adjusted for MOE calculation | | 759,964 91 | |
| Less Exempt reduction(s) from SECTION 1 | | 26,660 33 | |
| Less 50% reduction from SECTION 2 | | 0 00 | |
| Net expenditures paid from local sources | 883,070 00 | 733,304 58 | |
| b Special education unduplicated pupil count | 125 | 125 | |
| c Per capita local expenditures (B2a/B2b) | 7,064 56 | 5,866 44 | 1,198 12 |

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

Laura Merrick
Contact Name

530-347-3165
Telephone Number

Chief Business Official
Title

lmerrick@cwusd.com
Email Address

| Description | Direct Costs Transfers In 5750 | Interfund Transfers Out 5750 | Indirect Costs Transfers In 7350 | Interfund Transfers Out 7350 | Interfund Transfers In 8900 8929 | Interfund Transfers Out 7600-7629 | Due From Other Funds 9310 | Due To Other Funds 9610 |
|---|--------------------------------------|------------------------------------|--|------------------------------------|--|---|---------------------------------|-------------------------------|
| 01 GENERAL FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 75 000.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 08 STUDENT ACTIVITY SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 09 CHARTER SCHOOLS SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 10 SPECIAL EDUCATION PASS THROUGH FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | | | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 11 ADULT EDUCATION FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 12 CHILD DEVELOPMENT FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 13 CAFETERIA SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 35,000.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 14 DEFERRED MAINTENANCE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 15 PUPIL TRANSPORTATION EQUIPMENT FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 18 SCHOOL BUS EMISSIONS REDUCTION FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 19 FOUNDATION SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 21 BUILDING FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 25 CAPITAL FACILITIES FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 30 STATE SCHOOL BUILDING LEASE/PURCHASE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 35 COUNTY SCHOOL FACILITIES FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 40,000.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 49 CAP PROJ FUND FOR BLENDED COMPONENT UNITS | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 51 BOND INTEREST AND REDEMPTION FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 52 DEBT SVC FUND FOR BLENDED COMPONENT UNITS | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 53 TAX OVERRIDE FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 56 DEBT SERVICE FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 57 FOUNDATION PERMANENT FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | | | | |
| Fund Reconciliation | | | | | | 0.00 | | |
| | | | | | | | 0.00 | 0.00 |

Unaudited Actuals
2021 22 Unaudited Actuals
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

| Description | Direct Costs - Interfund | | Indirect Costs - Interfund | | Interfund Transfers In 8900 8929 | Interfund Transfers Out 7600 7629 | Due From Other Funds 9310 | Due To Other Funds 9610 |
|--|--------------------------|-----------------------|----------------------------|-----------------------|--|---|---------------------------------|-------------------------------|
| | Transfers In 5750 | Transfers Out 5750 | Transfers In 7350 | Transfers Out 7350 | | | | |
| 61 CAFETERIA ENTERPRISE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 62 CHARTER SCHOOLS ENTERPRISE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 63 OTHER ENTERPRISE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 66 WAREHOUSE REVOLVING FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 67 SELF INSURANCE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 71 RETIREE BENEFIT FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 73 FOUNDATION PRIVATE-PURPOSE TRUST FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 76 WARRANT/PASS-THROUGH FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | | | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 95 STUDENT BODY FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | | | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| TOTALS | 0.00 | 0.00 | 0.00 | 0.00 | 75,000.00 | 75,000.00 | 0.00 | 0.00 |

COTTONWOOD UNION SCHOOL DISTRICT
20512 West First Street
Cottonwood, CA 96022

RESOLUTION #2022-16

RESOLUTION FIXING THE APPROPRIATIONS LIMIT

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 2020-21 fiscal year and a projected Gann Limit for the 2021-22 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 2020-21 and 2021-22 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 2021-22 and 2022-23 fiscal years do not exceed the limitations imposed by Proposition 4;

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

PASSED AND ADOPTED this 20th day of September, 2022, by the following vote:

AYES:
NOES:
ABSENT
ABSTAIN

Matt Iles, President

Heather Sulzer, Clerk

| | 2021-22 Calculations | | | 2022-23 Calculations | | |
|---|-------------------------------|--------------|---------------------|-------------------------------|--------------|---------------------|
| | Extracted Data | Adjustments* | Entered Data/Totals | Extracted Data | Adjustments* | Entered Data/Totals |
| | 2020-21 Actual | | | 2021-22 Actual | | |
| A PRIOR YEAR DATA (2020-21 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) | 6 373 307 55 | | 6 373,307 55 | | | 6 179 202 73 |
| 2 PRIOR YEAR GANN ADA (Preload/Line B3 PY column) | 899 84 | | 899 84 | | | 825 15 |
| ADJUSTMENTS TO PRIOR YEAR LIMIT | Adjustments to 2020-21 | | | Adjustments to 2021 22 | | |
| 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) | | | 0 00 | | | 0 00 |
| 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 (2021-22 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district) | 2021-22 P2 Report | | | 2022-23 P2 Estimate | | |
| 1 Total K-12 ADA (Form A Line A6) | 825 15 | | 825 15 | 826 35 | | 826 35 |
| 2 Total Charter Schools ADA (Form A Line C9) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 3 TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2) | | | 825 15 | | | 826 35 |
| C CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED | 2021 22 Actual | | | 2022-23 Budget | | |
| TAXES AND SUBVENTIONS (Funds 01 09 and 62) | | | | | | |
| 1 Homeowners' Exemption (Object 8021) | 29 893 08 | | 29 893 08 | 29 894 00 | | 29,894 00 |
| 2 Timber Yield Tax (Object 8022) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 3 Other Subventions/In-Lieu Taxes (Object 8029) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 4 Secured Roll Taxes (Object 8041) | 2 427,344 23 | | 2 427 344 23 | 2 451 745 00 | | 2 451,745 00 |
| 5 Unsecured Roll Taxes (Object 8042) | 120 577 35 | | 120,577 35 | 118 359 00 | | 118 359 00 |
| 6 Prior Years' Taxes (Object 8043) | 2 740 37 | | 2 740 37 | 1 715 00 | | 1 715 00 |
| 7 Supplemental Taxes (Object 8044) | 90,576 50 | | 90 576 50 | 32 505 00 | | 32,505 00 |
| 8 Ed Rev Augmentation Fund (ERAF) (Object 8045) | (122,256 74) | | (122,256 74) | (103 145 00) | | (103 145 00) |
| 9 Penalties and Int from Delinquent Taxes (Object 8048) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 10 Other In-Lieu Taxes (Object 8082) | 40 35 | | 40 35 | 0 00 | | 0 00 |
| 11 Comm Redevelopment Funds (objects 8047 & 8625) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 12 Parcel Taxes (Object 8621) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 13 Other Non-Ad Valorem Taxes (Object 8622) (Taxes only) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 14 Penalties and Int from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 15 Transfers to Charter Schools in Lieu of Property Taxes (Object 8096) | | | | | | |
| 16 TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15) | 2 548 915 14 | 0 00 | 2 548 915 14 | 2,531 073 00 | 0 00 | 2 531 073 00 |
| OTHER LOCAL REVENUES (Funds 01 09 and 62) | | | | | | |
| 17 To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914) | 0 00 | | 0 00 | 0 00 | | 0 00 |
| 18 TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17) | 2,548 915 14 | 0 00 | 2 548 915 14 | 2,531 073 00 | 0 00 | 2 531 073 00 |

| | 2021-22 Calculations | | | 2022-23 Calculations | | |
|---|----------------------|--------------|-----------------------|-----------------------|--------------|---------------------|
| | Extracted Data | Adjustments* | Entered Data/Totals | Extracted Data | Adjustments* | Entered Data/Totals |
| EXCLUDED APPROPRIATIONS | | | | | | |
| 19a Medicare (Enter federally mandated amounts only from objs 3301 & 3302 do not include negotiated amounts) | | | 93,514.73 | | | 93,514.73 |
| 19b Qualified Capital Outlay Projects | | | | | | |
| 19c Routine Restricted Maintenance Account (Fund 01 Resource 8150 Objects 8900-8999) | 349,016.34 | | 349,016.34 | 376,000.00 | | 376,000.00 |
| OTHER EXCLUSIONS | | | | | | |
| 20 Americans with Disabilities Act | | | | | | |
| 21 Unreimbursed Court Mandated Desegregation Costs | | | | | | |
| 22 Other Unfunded Court-ordered or Federal Mandates | | | | | | |
| 23 TOTAL EXCLUSIONS (Lines C19 through C22) | 349,016.34 | 0.00 | 442,531.07 | 376,000.00 | 0.00 | 469,514.73 |
| STATE AID RECEIVED (Funds 01, 09, and 62) | | | | | | |
| 24 LCFF - CY (objects 8011 and 8012) | 6,834,282.00 | | 6,834,282.00 | 6,752,487.00 | | 6,752,487.00 |
| 25 LCFF/Revenue Limit State Aid - Prior Years (Object 8019) | 4,807.00 | | 4,807.00 | 0.00 | | 0.00 |
| 26 TOTAL STATE AID RECEIVED (Lines C24 plus C25) | 6,839,089.00 | 0.00 | 6,839,089.00 | 6,752,487.00 | 0.00 | 6,752,487.00 |
| DATA FOR INTEREST CALCULATION | | | | | | |
| 27 Total Revenues (Funds 01 09 & 62, objects 8000-8799) | 13,211,011.05 | | 13,211,011.05 | 12,898,166.00 | | 12,898,166.00 |
| 28 Total Interest and Return on Investments (Funds 01 09 and 62 objects 8660 and 8662) | (150,366.56) | | (150,366.56) | 15,000.00 | | 15,000.00 |
| D APPROPRIATIONS LIMIT CALCULATIONS | | | | | | |
| PRELIMINARY APPROPRIATIONS LIMIT | | | 2021-22 Actual | 2022-23 Budget | | |
| 1 Revised Prior Year Program Limit (Lines A1 plus A6) | | | 6,373,307.55 | | | 6,179,202.73 |
| 2 Inflation Adjustment | | | 1,057.3 | | | 1,075.5 |
| 3 Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places) | | | 0.9170 | | | 1,001.5 |
| 4 PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3) | | | 6,179,202.73 | | | 6,655,701.13 |
| APPROPRIATIONS SUBJECT TO THE LIMIT | | | | | | |
| 5 Local Revenues Excluding Interest (Line C18) | | | 2,548,915.14 | | | 2,531,073.00 |
| 6 Preliminary State Aid Calculation | | | | | | |
| a Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400 but not greater than Line C26 or less than zero) | | | 99,018.00 | | | 99,162.00 |
| b Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23 but not less than zero) | | | 4,072,818.66 | | | 4,594,142.86 |
| c Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b) | | | 4,072,818.66 | | | 4,594,142.86 |
| 7 Local Revenues in Proceeds of Taxes | | | | | | |
| a Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c]) | | | (150,366.56) | | | 8,295.96 |
| b Total Local Proceeds of Taxes (Lines D5 plus D7a) | | | 2,398,548.58 | | | 2,539,368.96 |
| 8 State Aid in Proceeds of Taxes (Greater of Line D6a or Lines D4 minus D7b plus C23 but not greater than Line C26 or less than zero) | | | 4,223,185.22 | | | 4,585,846.90 |
| 9 Total Appropriations Subject to the Limit | | | | | | |
| a Local Revenues (Line D7b) | | | 2,398,548.58 | | | |
| b State Subventions (Line D8) | | | 4,223,185.22 | | | |
| c Less Excluded Appropriations (Line C23) | | | 442,531.07 | | | |
| d TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c) | | | 6,179,202.73 | | | |

FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Calculating Your Annual Gann Limit



BY PATTI F. HERRERA, EDD

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posted August 19, 2022

Since the passage of Proposition 4 (1979), state and local government agencies are required to calculate their annual “Gann Limit,” which is intended to constrain their yearly spending by linking year-to-year changes in expenditures to changes in inflation and population. School districts and county offices of education (COEs) are among local governments subject to Gann Limits.

Specifically, Education Code Section (EC §) 1629 and EC § 42132 require county boards of education and school district governing boards, respectively, to adopt a resolution identifying the estimated spending limit for the current fiscal year and the actual spending limit for the preceding fiscal year at a regular or special meeting. Counties must adopt this resolution by October 15, while school districts must do so by September 15.

The Gann Limit is calculated by multiplying the prior-year limit by the percentage change in average daily attendance and per capita personal income. Through this calculation, the revenue of nearly every district and COE is close to, if not exactly at, its Gann Limit. If, however, a district or COE should find itself over its Gann Limit for any reason, it is required to increase its spending limit to the amount equal to its proceeds of taxes, reducing the state’s Gann Limit by an equal dollar amount (see Government Code Section [GC §] 7902.1).

The ability of a district or COE to use the state’s spending limit when its revenues exceed its local Gann Limit has been a longstanding authority, but the ability of the state to recoup “room” of local Gann Limits from districts and COEs was recently authorized with the passage of the 2021 Budget Act. Now, if a district’s or COE’s Gann Limit exceeds its revenue from taxes, then it must decrease its limit to equal its proceeds of taxes, in turn increasing the state’s Gann Limit by an equal dollar amount.

The authority for the state to capture local spending “room” to increase its annual Gann Limit was further bolstered by a change in the definition of proceeds of taxes that applies to districts and COEs beginning with the 2021-22 fiscal year. As part of the 2022 Budget Act, GC § 7901 was amended to exclude from local proceeds of taxes the annual deposits into a district’s or COE’s Routine Restricted Maintenance Account (RRMA) as part of the yearly Gann Limit calculation.

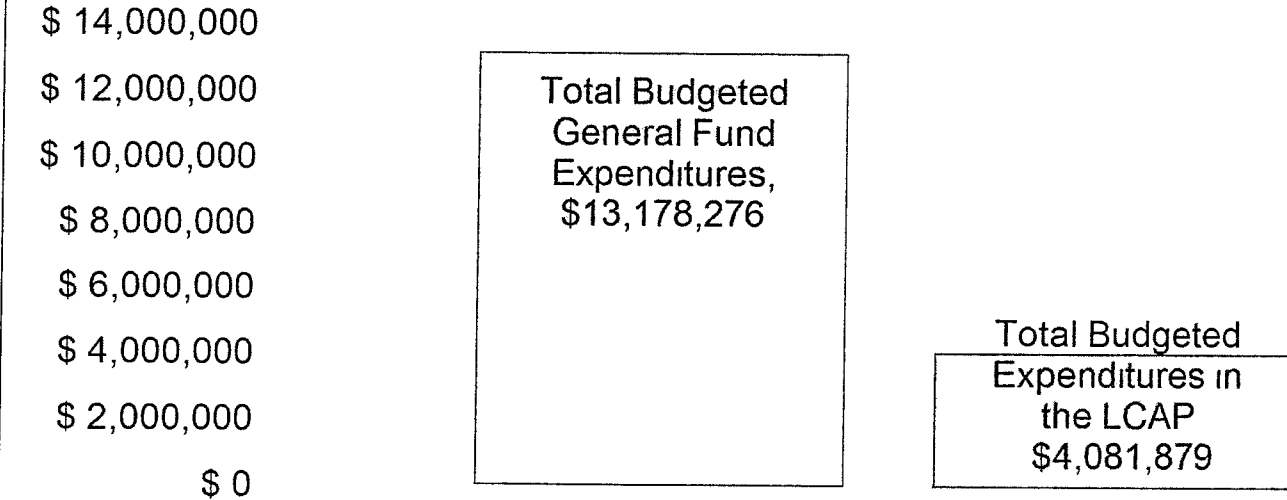
The Standardized Account Code Structure (SACS) Form Gann has been updated to capture any adjustments in a district’s or COE’s spending limit, including the exclusion of the annual RRMA deposits. The California Department of Education has updated the SACS Software User Guide with additional information regarding these changes, which is included when users download the SACS software.

The 2022 SACS Software and user guide can be accessed [here](#).

LCFF Budget Overview for Parents

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.

Budgeted Expenditures in the LCAP



This chart provides a quick summary of how much Cottonwood Union School District plans to spend for 2022-23. It shows how much of the total is tied to planned actions and services in the LCAP.

The text description of the above chart is as follows: Cottonwood Union School District plans to spend \$13,178,276 for the 2022-23 school year. Of that amount, \$4,081,879 is tied to actions/services in the LCAP and \$9,096,397 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

The usual and customary costs for educating students are not included in the LCAP. The LCAP accounts more for services and programs above and beyond the normal, regular school expenditures.

Increased or Improved Services for High Needs Students in the LCAP for the 2022-23 School Year

In 2022-23, Cottonwood Union School District is projecting it will receive \$754,088 based on the enrollment of foster youth, English learner, and low-income students. Cottonwood Union School District must describe how it intends to increase or improve services for high needs students in the LCAP. Cottonwood Union School District plans to spend \$842,921 towards meeting this requirement, as described in the LCAP.

LCFF Budget Overview for Parents

Update on Increased or Improved Services for High Needs Students in 2021-22

Prior Year Expenditures: Increased or Improved Services for High Needs Students

Total Budgeted Expenditures for High Needs Students in the LCAP

\$786,898

Actual Expenditures for High Needs Students in LCAP

\$657,538

\$ 0 \$ 200,000 \$ 400,000 \$ 600,000 \$ 800,000 \$ 1,000,000

This chart compares what Cottonwood Union School District budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Cottonwood Union School District estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year

The text description of the above chart is as follows In 2021-22, Cottonwood Union School District's LCAP budgeted \$786,898 for planned actions to increase or improve services for high needs students Cottonwood Union School District actually spent \$657,538 for actions to increase or improve services for high needs students in 2021-22

The difference between the budgeted and actual expenditures of \$-129,360 had the following impact on Cottonwood Union School District's ability to increase or improve services for high needs students

The district experienced a lot of turnover in our Instructional Assistants in 2021/22 so the budget wasn't fully spent in that area We did the best we could with the staffing we had, we hope the coming year we will not experience the same issue Students still received intervention and extra help, just not to the extent we would have liked to have provided

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students [2022-23]

| | |
|---|--|
| Projected LCFF Supplemental and/or Concentration Grants | Projected Additional LCFF Concentration Grant (15 percent) |
| 754,088 | n/a |

Required Percentage to Increase or Improve Services for the LCAP Year

| Projected Percentage to Increase or Improve Services for the Coming School Year | LCFF Carryover — Percentage | LCFF Carryover — Dollar | Total Percentage to Increase or Improve Services for the Coming School Year |
|---|-----------------------------|-------------------------|---|
| 9.92% | 1.72% | \$132,895.83 | 11.64% |

The Budgeted Expenditures for Actions identified as Contributing may be found in the Contributing Actions Table.

Required Descriptions

For each action being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.

All actions and services will be provided on an LEA-wide basis in single school district. The supplemental funds will be principally directed to support the unduplicated pupils and enhance the overall program. A significant amount of funding is being directed to our unduplicated students to support their academic and social emotional needs based on our feedback from our educational partners and our metrics. Specifically, our low-income and English learner student data indicates the need for added support within our multi-tiered system of support, academic interventions, engagement strategies, attendance interventions, and social emotional/behavior supports. The supplemental funds will enhance the overall program by the required percentage noted above.

In determining the most effective use of supplemental and concentration funds, the following information was considered

- * Review of the CA School Dashboard student group report to identify which student groups need additional support
- * Current local and state metrics with actions and services in place
- * History of success with actions and services in district programs
- * Refinement of district programs to improve services to students

2022-23 Contributing Actions Table

| 1. Projected LCFF Base Grant | 2. Projected LCFF Supplemental and/or Concentration Grants | 3. Projected Percentage to Increase or Improve Services for the Coming School Year (2 divided by 1) | LCFF Carryover — Percentage (Percentage from Prior Year) | Total Percentage to Increase or Improve Services for the Coming School Year (3 + Carryover %) | 4. Total Planned Contributing Expenditures (LCFF Funds) | 5. Total Planned Percentage of Improved Services (%) | Planned Percentage to Increase or Improve Services for the Coming School Year (4 divided by 1, plus 5) | Totals by Type | Total LCFF Funds |
|------------------------------|--|---|--|---|---|--|--|--------------------------|------------------|
| 7,601,689 | 754,088 | 9.92% | 1.72% | 11.64% | \$842,921.00 | 0.00% | 11.09% | Total: | \$842,921.00 |
| | | | | | | | | LEA-wide Total: | \$839,421.00 |
| | | | | | | | | Limited Total: | \$3,500.00 |
| | | | | | | | | Schoolwide Total: | \$0.00 |

| Goal | Action # | Action Title | Contributing to Increased or Improved Services? | Scope | Unduplicated Student Group(s) | Location | Planned Expenditures for Contributing Actions (LCFF Funds) | Planned Percentage of Improved Services (%) |
|------|----------|-----------------------|---|--|--|-------------|--|---|
| 1 | 1.3 | Foster Youth | Yes | Limited to Unduplicated Student Group(s) | Foster Youth | All Schools | \$1,500.00 | |
| 1 | 1.5 | English Learner | Yes | Limited to Unduplicated Student Group(s) | English Learners | All Schools | \$2,000.00 | |
| 1 | 1.10 | Instructional Aides | Yes | LEA-wide | English Learners Foster Youth Low Income | All Schools | \$477,333.00 | |
| 1 | 1.17 | Literacy | Yes | LEA-wide | English Learners Foster Youth Low Income | All Schools | \$136,520.00 | |
| 2 | 2.1 | Parent Engagement | Yes | LEA-wide | English Learners Foster Youth Low Income | All Schools | \$500.00 | |
| 2 | 2.3 | Broad Course of Study | Yes | LEA-wide | English Learners Foster Youth Low Income | All Schools | \$63,113.00 | |

2021-22 LCFF Carryover Table

| 9. Estimated Actual LCFF Base Grant (Input Dollar Amount) | 6. Estimated Actual LCFF Supplemental and/or Concentration Grants | LCFF Carryover — Percentage (Percentage from Prior Year) | 10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %) | 7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds) | 8. Total Estimated Actual Percentage of Improved Services (%) | 11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8) | 12. LCFF Carryover — Dollar Amount (Subtract 11 from 10 and multiply by 9) | 13. LCFF Carryover — Percentage (12 divided by 9) |
|---|---|--|---|--|---|--|--|---|
| \$7,728,134 | \$790,434 | 0 | 10.23% | \$657,538.17 | 0.00% | 8.51% | \$132,895.83 | 1.72% |

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Cafe Asst New Position Vacant Position Change

Position Justification (Program/Action Plan) Need help to prep & serve breakfast so students are not late to class. Meal totals are increasing so lunch prep help will be important.

Desired Qualifications
Skills/Abilities _____
Amount of experience desired _____
Certification/Licenses Needed _____

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours from 7:30 to 12:45 COA Hours per day 5.75

Worksite North Kitchen Assignment START date _____

Work Months Per Year 11 month 12 month

Employee Replaced _____ Supervisor _____

Signature of Requesting Supervisor [Signature] Date 9/1/22

(Section A-2 To be completed by GBO & Supt)

Chief Business Official's Approval for Budget [Signature] Date 9/1/22

Superintendent's Approval to Post/Advertise _____ Date _____

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check _____ Date _____ (initial) New Hire _____ Transfer _____

Approval of Principal _____ Date _____ (initial)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted _____ Date _____
(Placement is contingent on clearance of fingerprints and physical examination)

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Full Time Special Ed Director New Position Vacant Position Change

Position Justification (Program/Action Plan) Our Special Ed numbers continue to grow and we continue to get more severe cases. Workload has out grown a half time position.

Desired Qualifications
Skills/Abilities Working knowledge of Special Education
Amount of experience desired 2 yrs of admin / special ed
Certification/Licenses Needed Admin Credential preferred

Position is Permanent Temporary - from Oct 1 to Jun 30 Long Term Sub from _____ to _____

Daily Working Hours from 8:00 to 4:30 Hours per day 8

Worksite District Assignment START date Oct 1 2022

Work Months Per Year 11 months 12 months

Employee Replaced New Position Supervisor Supt

Signature of Requesting Supervisor [Signature] Date 9-16-22

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget: _____ Date _____

Superintendent's Approval to Post/Advertise [Signature] Date 9-16-22

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check _____ Date _____ (initial) New Hire _____ Transfer _____

Approval of Principal _____ Date _____ (initial)

(Section C. To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted. _____ Date _____
(Placement is contingent on clearance of fingerprints and physical examination)

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification School Psychologist New Position Vacant Position Change

Position Justification (Program/Action Plan) To have our own school psych, a position we have not been able to fill, which we currently contract for.

Desired Qualifications
Skills/Abilities Assess students, administer RFP's, counsel, comm. Spec. Ed. Jgt.
Amount of experience desired 2 yrs
Certification/Licenses Needed PPS in School Psychology / Masters Degree

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours from 8:00 to 4:30 Hours per day 8

Worksite District Assignment START date Oct 1 2022

Work Months Per Year 11 month 12 month

Employee Replaced New Position Supervisor Spec. Ed Director

Signature of Requesting Supervisor [Signature] Date 9-16-22

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget _____ Date _____

Superintendent's Approval to Post/Advertise [Signature] Date 9-16-22

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check _____ Date _____ New Hire Transfer
(initial)

Approval of Principal _____ Date _____
(initial)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted _____ Date _____
(Placement is contingent on clearance of fingerprints and physical examination)

Salary Schedule PSYC - PSYCHOLOGIST

ANNUAL RATES

07/01/2022 - Open

| | A | | | | | | | | |
|----|-----------|--------------------|--|--|--|--|--|--|--|
| 0 | 63,875 00 | PSYS/INTERN195DAYS | | | | | | | |
| 1 | 67,079 00 | PSYC/195DAYS | | | | | | | |
| 2 | 71,119 00 | PSYC/195DAYS | | | | | | | |
| 3 | 75,539 00 | PSYC/195DAYS | | | | | | | |
| 4 | 80,141 00 | PSYC/195DAYS | | | | | | | |
| 5 | 85,211 00 | PSYC/195DAYS | | | | | | | |
| 6 | 90,498 00 | PSYC/195DAYS | | | | | | | |
| 7 | 95,882 00 | PSYC/195DAYS | | | | | | | |
| 8 | 95,882 00 | PSYC/195DAYS | | | | | | | |
| 9 | 95,882 00 | PSYC/195DAYS | | | | | | | |
| 10 | 95,882 00 | PSYC/195DAYS | | | | | | | |
| 11 | 98,780 00 | PSYC/195DAYS | | | | | | | |
| 12 | 98,780 00 | PSYC/195DAYS | | | | | | | |

Basis 00
 Pay Prd % No
 Retro Enabled Yes
 NEW 9/14/22 - PROPOSED

Anniversary Movement
 # of Columns 1 Max Column
 # of Rows 0 Max Row

Created KBAUGH, May 19 2022 2 44PM
 Edited KBAUGH, Sep 14 2022 1 24PM

Selection Grouped by SalarySchedId

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Inst Asst. New Position Vacant Position Change

Position Justification (Program/Action Plan) Special Ed student needs a 1-1 aide
Student will be placed in Happy Valley Mod/Severe Class

Desired Qualifications
Skills/Abilities Ability to work with special needs students
Amount of experience desired _____
Certification/Licenses Needed _____

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____
as long as student is in our district
Daily Working Hours from _____ to _____ Hours per day 5.75

Worksite Happy Valley School Dist Assignment START date asap

Work Months Per Year 11 month 12 month
Employee Replaced N/A Supervisor _____

Signature of Requesting Supervisor _____ Date _____

(Section A-2 To be completed by CEO & Supt)

Chief Business Official's Approval for Budget Laura K Muecke Date 9/8/22

Superintendent's Approval to Post/Advertise _____ Date _____

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check _____ Date _____ (initial) New Hire _____ Transfer _____

Approval of Principal _____ Date _____ (initial)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted. _____ Date _____
(Placement is contingent on clearance of fingerprints and physical examination)

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification LoV.e.N New Position Vacant Position Change

Position Justification (Program/Action Plan) Add additional 5 days to make work calendar 198 days

Desired Qualifications

Skills/Abilities _____
Amount of experience desired _____
Certification/Licenses Needed _____

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours from _____ to _____ Hours per day _____

Worksite West Assignment START date 07/01/2023

Work Months Per Year 11 month 12 month

Employee Replaced _____ Supervisor _____

Signature of Requesting Supervisor _____ Date _____

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget _____ Date _____

Superintendent's Approval to Post/Advertise _____ Date _____

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check: _____ Date _____ (mutual) New Hire _____ Transfer _____

Approval of Principal _____ Date _____ (mutual)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted: _____ Date _____
(Placement is contingent on clearance of fingerprints and physical examination)

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Health Clerk New Position Vacant Position Change

Position Justification (Program/Action Plan) Add an additional 5 days to make
thier work Calendar 198 days

Desired Qualifications
Skills/Abilities _____
Amount of experience desired _____
Certification/Licenses Needed _____

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours from _____ to _____ Hours per day _____

Worksite North Assignment START date 07.01.2023

Work Months Per Year 11 month 12 month

Employee Replaced _____ Supervisor _____

Signature of Requesting Supervisor _____ Date _____

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget _____ Date _____

Superintendent's Approval to Post/Advertise _____ Date _____

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check _____ Date _____ (initial) New Hire _____ Transfer _____

Approval of Principal _____ Date _____ (initial)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted _____ Date _____
(Placement is contingent on clearance of fingerprints and physical examination)

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Site Clerk New Position Vacant Position Change

Position Justification (Program/Action Plan) Add additional 10 work days to make work calendar 211 days

Desired Qualifications
Skills/Abilities _____
Amount of experience desired _____
Certification/Licenses Needed _____

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours from _____ to _____ Hours per day _____

Worksite North & West Assignment START date 07/01/2023

Work Months Per Year 11 month 12 month

Employee Replaced _____ Supervisor _____

Signature of Requesting Supervisor _____ Date _____

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget _____ Date _____

Superintendent's Approval to Post/Advertise _____ Date _____

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check _____ Date _____ (initial) New Hire _____ Transfer _____

Approval of Principal _____ Date _____ (initial)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted: _____ Date _____
(Placement is contingent on clearance of fingerprints and physical examination)

Policy 3550: Food Service/Child Nutrition Program

Status: ADOPTED

Original Adopted Date: 11/01/2007 | **Last Revised Date:** ~~12/06/01/2014~~2022 | **Last Reviewed Date:** 12/01/201406/1/2022

CSBA NOTE: The following optional policy may be revised to reflect district practice Beginning in the 2022-23 school year, Education Code 49501 5, as added by AB 130 (Ch 44, Statutes of 2021), requires districts, during each school day, to provide a breakfast and the lunch free of charge to any student who requests a meal programs offered by, regardless of the district Districts may student's eligibility for a federally funded free or reduced-price meal. However, in order to receive reimbursements to offset for the costs of meals through, a district must be approved for participation in the National School Lunch Program (42 USC 1751-1769j);) or the School Breakfast Program (42 USC 1773), Special Milk Program (42 USC 1772), or other federally reimbursable meal program as described in the Child Nutrition Act (42 USC 1771-1791) In addition, state funding for meals provided to needy children may be available through the State Meal Program (Education Code 49490-49494) The district may apply to the California Department of Education (CDE) for all available state and federal funds-

) See BP/AR 3552 - Summer Meal Program, AR 5148 - Child Care and Development, and AR 5148 2 - Before/After School Programs for nutrition requirements pertaining to those programs For food sales outside the district's food service program (e g , by student and adult organizations, through vending machines, or at student stores), see BP/AR 3554 - Other Food Sales

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and to maximize their participation in available maintain fiscal integrity of the programs in accordance with law.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

CSBA NOTE 42 USC 1758b, as added by the Healthy, Hunger-Free Kids Act of 2010 (P L 111-296), mandates each district participating in the National School Lunch Program (42 USC 1751-1769j) or any program in the Child Nutrition Act (42 USC 1771-1791), including the School Breakfast Program, to adopt a districtwide school wellness policy which includes nutrition guidelines for all foods available on school campuses; see BP 5030 - Student Wellness for language fulfilling this mandate. In addition, Education Code 49501 5, as added by AB 130, requires that meals provided under the California Universal Meals Program qualify for federal reimbursement Also see the accompanying administrative regulation for state and federal legal requirements pertaining to nutrition standards

2. Meet or exceed nutrition standards specified in law and administrative regulation
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions

CSBA NOTE Students who meet federal eligibility criteria must be provided meals free of charge or at reduced prices in accordance with 42 USC 1758 and 1773 and Education Code 49550, see BP/AR 3553 - Free and Reduced Price Meals Pursuant to Education Code 38084, the district

~~may determine the price for other students consistent with the goal of paying the cost of maintaining the cafeterias, see BP 3551 – Food Service Operations/Cafeteria Fund. State and federal reimbursements for all child nutrition programs are administered by the CDE and are based on the number and type of meals served. CSBA NOTE Education Code 49501.5, as added by AB 130, requires that nutritionally adequate meals be provided to any student who requests a meal regardless of the student's eligibility for a free or reduced-price meal. However, the district still must determine student eligibility for free or reduced-price meals under the National School Lunch or School Breakfast Program, in order to be reimbursed for such meals as the funds provided under the California Universal Meal Program are meant to supplement, not supplant, federal funds.~~

~~5— Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices~~

5 Be provided at no cost to students who request a meal

CSBA NOTE. The following paragraph is optional and may be revised to reflect district practice. In its, "Food and Nutrition Services Instruction 113-1," the U.S. Department of Agriculture (USDA) states that a district must put in place a public notification system or grassroots effort to inform applicants, participants, and potentially eligible individuals of program availability, rights and responsibilities, and nondiscrimination policy related to federally funded nutrition programs.

At the beginning of each school year, the Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and school publications.

CSBA NOTE. The following optional paragraph may be revised to reflect district practice. Grant funding may be available through the Fresh Fruit and Vegetable Program (42 USC 1769a) to provide elementary students with a variety of free fresh fruits and vegetables throughout the school day as a supplement to school breakfast and lunch programs. Eligible schools are those that operate the National School Lunch Program and have 50 percent or more of students eligible for free and reduced-price meals.

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables

~~CSBA NOTE. No state or federal law directly governs the use of food produced by school gardens or local farms. However, both~~ CSBA NOTE. The following paragraph is optional. Both state and federal law support the concept of using locally grown and/or organic produce in school cafeterias (Education Code 51795-51797, 42 USC 1769). Consistent with the state meal mandate, the Instructional School Gardens Program, established pursuant to Education Code 51795-51797, encourages the creation of school gardens as a means of providing children an opportunity to learn to make healthier food choices. In addition, 42 USC 1769 permits a high poverty school (schools with 50 percent or more students eligible for free and/or reduced-price meals) that runs a community garden to use produce from the garden to supplement food provided at the school. Thus, such use is allowable provided the foods comply with health and sanitation requirements as well as applicable nutrition standards.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

CSBA NOTE. The following paragraph is optional. Education Code 49534, as amended by AB 486 (Ch 666, Statutes of 2021), authorizes nutrition education programs to coordinate classroom instruction with the food service program and be of sufficient variety and flexibility to meet the needs of students in the district.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus

~~The Board desires to provide students with~~ Students shall be allowed adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage ~~promote~~ participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for ~~cafeteria eating and food preparation and consumption~~

CSBA NOTE: The district's food service program is subject to the food safety standards in the California Retail Food Code (Health and Safety Code 113700-114437) In addition, 42 USC 1758 and 7 CFR 210.13 and 220.7 require all schools participating in the National School Lunch and/or Breakfast Program to implement a food safety program for the storage, preparation, and service of school meals. See the accompanying administrative regulation for requirements of the food safety program

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation ~~process, from~~ receiving to and service process.

CSBA NOTE: The following optional paragraph may be revised to reflect program evaluation indicators and reporting schedules determined by the district Districts that participate in the National School Lunch Program, School Breakfast Program, Seamless Summer Feeding Option, and/or other federal meal program are subject to a state Administrative Review of district compliance with requirements for federal meal programs, including, but not limited to, a review of nutritional quality, meal patterns, provision of drinking water, school meal environment, and food safety Each district is reviewed at least once every three years. Also see BP 3551 - Food Service Operations/Cafeteria Fund. However, Education Code 49431, 49431 2 and 49431 5 express legislative intent that the Governing Board annually review the district's compliance with nutrition standards for foods sold outside the National School Lunch or Breakfast Program

~~Pursuant to the U.S. Department of Agriculture's USDA's, "Food and Nutrition Services Instruction 113-1,"~~ any district participating in federal meal programs must collect racial and ethnic data on potentially eligible populations, applicants, and program participants, see BP 3555 - Nutrition Program Compliance.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food ~~service~~ service program meets state and federal nutrition standards for foods and beverages In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|------------------------|--|
| 5 CCR 15510 | Mandatory meals for needy students |
| 5 CCR 15530-15535 | Nutrition education |
| 5 CCR 15550-15565 | School lunch and breakfast programs |
| 5 CCR 15575-15578 | Requirements for foods and beverages outside the federal meals program |
| Ed Code 35182 5 | Contracts for advertising |
| Ed. Code 38080-38103 | Cafeteria, establishment and use |
| Ed Code 45103.5 | Contracts for management consulting services, restrictions |
| Ed Code 48432 3 | Voluntary enrollment in continuation education |
| Ed Code 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed. Code 49490-49494 | School breakfast and lunch programs |
| Ed. Code 49500-49505 | School meals |
| <u>Ed Code 49501 5</u> | <u>California Universal Meals Program</u> |
| Ed Code 49510-49520 | Nutrition |
| Ed Code 49530-49536 | Child Nutrition Act |
| Ed Code 49540-49546 | Child care food program |
| Ed Code 49547-49548 3 | Comprehensive nutrition services |
| Ed Code 49550-49562 | Meals for needy students |
| Ed. Code 49570 | National School Lunch Act |
| Ed Code 51795-51797 | School instructional gardens |
| H&S Code 113700-114437 | California Retail Food Code, sanitation and safety requirements |
| Federal | Description |
| 42 USC 1751-1769j | National School Lunch Program |
| 42 USC 1758b | Local wellness policy |
| 42 USC 1761 | Summer Food Service Program and Seamless Summer Feeding Option |
| 42 USC 1769a | Fresh Fruit and Vegetable Program |
| 42 USC 1771-1793 | Child Nutrition Act |
| 42 USC 1772 | Special Milk Program |
| 42 USC 1773 | School Breakfast Program |
| 7 CFR 210 1-210 31 | National School Lunch Program |

7 CFR 215 1-215 18

Special Milk Program

7 CFR 220.2-220 22

National School Breakfast Program

7 CFR 245.1-245 13

Eligibility for free and reduced-price meals and free milk

Management Resources

Description

CA Project Lean Publication

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

California Department of Education
Publication

Healthy Children Ready to Learn, January 2005

California Department of Education
Publication

Professional Standards in the School Nutrition Programs,
Management Bulletin SNP-17-2016, ~~October 2016~~ 13-2020,
Updated January 2022

California Department of Education
Publication

School Meals Initiative Summary

CSBA Publication

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

CSBA Publication

Nutrition Standards for Schools: Implications for Student
Wellness, Policy Brief, rev. October 2007

CSBA Publication

Monitoring for Success. Student Wellness Policy
Implementation Monitoring Report and Guide, 2007

CSBA Publication

Student Wellness. A Healthy Food and Physical Activity
Policy Resource Guide, rev. April 2006

U S Department of Agriculture
Publication

School Breakfast Toolkit

U.S Department of Agriculture
Publication

Civil Rights Compliance and Enforcement - Nutrition
Programs and Activities, FNS Instruction 113-1, November
2005

U S Department of Agriculture
Publication

Dietary Guidelines for Americans, 2005

U.S Department of Agriculture
Publication

Food Buying Guide for Child Nutrition Programs, December
2007

U.S Department of Agriculture
Publication

Fresh Fruit and Vegetable Program Handbook for Schools,
December 2010

U S Department of Agriculture
Publication

Guidance for School Food Authorities Developing a School
Food Safety Program Based on the Process Approach to
HACCP Principles, June 2005

Website

U.S Department of Agriculture, Food and Nutrition
ServicesService

Website

California Farm Bureau Federation

Website

Nourish California Food Policy Advocates

Website

California Project LEAN (Leaders Encouraging Activity and
Nutrition)

Website

Centers for Disease Control and Prevention

Website

National Alliance for Nutrition and Activity

Website

California School Nutrition Association

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|---------|---|
| Website | California Department of Education, Nutrition Services Division |
| Website | California Department of Public Health |
| Website | California Healthy Kids Resource Center |
| Website | CSBA |

Cross References

| Code | Description |
|---------------|--|
| 0470 | COVID-19 Mitigation Plan |
| 0500 | Accountability |
| 1312 4 | Williams Uniform Complaint Procedures |
| 1312 4-E(1) | Williams Uniform Complaint Procedures |
| 1312 4-E(2) | Williams Uniform Complaint Procedures |
| 1325 | Advertising And Promotion |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 3000 | Concepts And Roles |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |
| 3510 | Green School Operations |
| 3514 | Environmental Safety |
| 3514 | Environmental Safety |
| 3517 | Facilities Inspection |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3552 | Summer Meal Program |
| 3552 | Summer Meal Program |
| 3553 | Free And Reduced Price Meals |
| 3553 | Free And Reduced Price Meals |
| 3554 | Other Food Sales |
| 3554 | Other Food Sales |
| 3555 | Nutrition Program Compliance |
| 3555-E-PDF(1) | Nutrition Program Compliance |
| 3580 | District Records |
| 3580 | District Records |
| 4131 | Staff Development |

| | |
|--------------------|--|
| 4141.6 | Concerted Action/Work Stoppage |
| 4141 6 | Concerted Action/Work Stoppage |
| 4231 | Staff Development |
| 4241 6 | Concerted Action/Work Stoppage |
| 4241 6 | Concerted Action/Work Stoppage |
| 5030 | Student Wellness |
| 5141.22 | Infectious Diseases |
| 5141-22 | Infectious Diseases |
| 5141 27 | Food Allergies/Special Dietary Needs |
| 5141 27 | Food Allergies/Special Dietary Needs |
| 5145-71 | Title IX Sexual Harassment Complaint Procedures |
| 5145-71-E-PDF(1) | Title IX Sexual Harassment Complaint Procedures |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 5148 2 | Before/After School Programs |
| 5148 2 | Before/After School Programs |
| 5148 3 | Preschool/Early Childhood Education |
| 5148.3 | Preschool/Early Childhood Education |
| 6142 8 | Comprehensive Health Education |
| 6142 8 | Comprehensive Health Education |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173-E(1) | Education For Homeless Children |
| 6173-E(2) | Education For Homeless Children |
| 6176 | Weekend/Saturday Classes |
| 7110 | Facilities Master Plan |

Regulation 3550: Food Service/Child Nutrition Program

Status: ADOPTED

Original Adopted Date: 03/01/2011 | **Last Revised Date:** 03/06/01/20162022 | **Last Reviewed Date:** 03/06/01/20162022

CSBA NOTE The following optional administrative regulation applies to food sales through the district's food service program, including, California's Universal Meals Program (Education Code 49501 5), the National School Lunch Program (42 USC 1751-1769j), the School Breakfast Program (42 USC 1773), and the Special Milk Program (42 USC 1772) The district should select all sections below that apply to programs offered by the district.

See BP/AR 3552 - Summer Meal Program, AR 5148 - Child Care and Development, and AR 5148 2 - Before/After School Programs for nutrition requirements pertaining to those programs For food sales outside the district's food service program (e g , by student and adult organizations, through vending machines, or at student stores), see BP/AR 3554 - Other Food Sales

Nutrition Standards for School Meals

CSBA NOTE. ~~Item #1 below~~The following section is for use by all districts Education Code 4955049501 5, as added by AB 130 (Ch 44, Statutes of 2021), requires all schools to provide at least one nutritionally, free of charge, two nutritiously adequate meal each meals per school day to studentsany student who meet federal requests a meal, regardless of a student's eligibility criteria for to participate in any federally-funded free and/or reduced-price meals, regardless of whether the school receives reimbursements through the National School Lunch Program (42 USC 1751-1769j), School Breakfast Program (42 USC 1773), and/or State Meal Program (Education Code 49490-49494) or receives no funding support for school meals, see BP/AR 3553 - Free and Reduced Price Meals.meal Education Code 49553 defines a "nutritionally adequate meal" as one that qualifies for reimbursement under federal child nutrition program regulations. Schools participating in the National School Lunch and/or Breakfast Program must extend meal service to all students enrolled in the school

Meals, food items, and beverages provided through the district's food services program shall (Education Code 4953149501 5, 49553, 42 USC 1758, 1773)

- 1 Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210 10 or 220 8 as applicable

CSBA NOTE. Item #2 below reflects an additional requirement for (1) districts participating in the National School Lunch and/or Breakfast Program which choose to apply for state reimbursements for free and reduced-price meals in addition to their base reimbursement and (2) districts participating in the State Meal Program. Pursuant to Education Code 49430 7, such districts may not provide foods that are deep fried, par fried, or flash fried. Other districts may delete or use this item at their discretion

In addition, Education Code 49430.7 requires that foods provided by such districts not contain artificial trans fat 7 CFR 210 10 and 220 8, as amended by 77 Fed- Reg- 17, added the same requirement to the nutrition standards for the National School Lunch and Breakfast Programs applicable to all districts, thus, the prohibition against trans fat is covered by item #1 above. Although the new California Universal Meals Program (Education Code 49501 5) is not expressly subject to this requirement, it is recommended that all districts comply with it as a best practice,

since only meals that qualify for federal reimbursement are reimbursable by the state under the program

- 2 Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430 7

Drinking Water

CSBA NOTE. The following section is for use by all districts Pursuant to 42 USC 1758, schools participating in the National School Lunch Program are required to make free drinking water available for consumption at locations where meals are served during meal service In addition, Education Code 38086 requires all California schools to make free drinking water available during school meal times Pursuant to Education Code 38086, a district may be exempted from this requirement only if the Governing Board adopts a resolution, publicly noticed on at least two consecutive meeting agendas, demonstrating that the district is unable to comply due to fiscal constraints or health or safety concerns Any district whose Board has adopted such a resolution should delete this section.

Pursuant to Education Code 38086, schools may satisfy this requirement by, among other means, providing cups and containers of water or soliciting or receiving donated water Recommendations on the California Department of Education's web site include providing chilled water, ensuring that all water fountains are clean and operational, and encouraging water consumption through marketing and advertising.

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed (Education Code 38086, 42 USC 1758)

Special Milk Program

CSBA NOTE. The following section is optional. The Special Milk Program (42 USC 1772, 7 CFR 215.1-215.18) is a federally funded program which assists in providing milk at reasonable prices to students in schools that do not participate in the National School Lunch or Breakfast Program Pursuant to 7 CFR 215.4 and 215-7, districts may choose to provide milk at no charge to students who qualify for free and reduced-price meals; see BP 3553 - Free and Reduced Price Meals

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk (7 CFR 215 17)

Food Safety

CSBA NOTE. Pursuant to Health and Safety Code 113789, school cafeterias are among food facilities subject to the California Retail Food Code.

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

CSBA NOTE: The remainder of this section is for use by any district participating in the National School Lunch and/or Breakfast Program and may be used or revised by other districts at their discretion 42 USC 1758 requires such participating districts to implement a food safety program applicable to any facility or part of a facility in which food is stored, prepared, or served Pursuant to 42 USC 1758 and 7 CFR 210.13 and 220.7, the food safety program must comply with Hazard Analysis and Critical Control Point (HACCP) principles, which include establishing measures needed to prevent hazards at each stage of food production Pursuant to 7 CFR 210 13, districts may implement either the "traditional" HACCP system or the simplified "process approach " Under the process approach, foods are grouped together according to preparation process and the same control measure is applied to all menu items within the

group, rather than developing an HACCP plan for each item. These principles are described in the USDA's , "Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles."

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

CSBA NOTE: Pursuant to 7 CFR 210.30, directors, managers, and staff in the food service program must complete annual training on specified topics, including, but not limited to, training on health and safety standards. In addition, new food service directors are required to complete at least eight hours of food safety training not more than five years prior to their starting date or within 30 days of the director's starting date. CDE Management Bulletin SNP-17-2016 encourages districts to provide food safety training to all employees who handle food, including acting, temporary, or substitute workers and volunteers. Pursuant to Health and Safety Code 113947.1 Based on CDE Management Bulletin SNP-13-2020, districts must ensure that such directors, managers, and staff complete an annual continuing education or training on topics that are job-related, including, but not limited to, food safety standards. In addition, at least one employee at each food facility or site must have successfully passed an approved and accredited food safety certification examination in accordance with Health and Safety Code 113947.2-113947.3

The Superintendent or designee shall provide ongoing staff development on food safety to ensure that food service directors, managers, and employees staff complete an annual continuing education or training as required by law. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. For each employee, the Superintendent or designee shall document the date, trainer, and subject of each training.

CSBA NOTE: The following paragraph is optional. The USDA's , "Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles," states that districts should maintain the following types of records in order to periodically review the food safety program and, in the event of a foodborne illness, to document that reasonable care was exercised in the operation of the school's food service program.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

CSBA NOTE: Health and Safety Code 113725-113725.3 require all food facilities in California to be inspected by the county environmental health agency in accordance with the timelines and procedures established in county regulations. The inspections cover all food service areas, including cafeterias, vending machines, and mobile food carts. Health and Safety Code 113725 specifies findings that would be considered violations, including (1) improper holding temperatures, improper cooling, or inadequate cooking of potentially hazardous foods (i.e., foods that require temperature control); (2) poor personal hygiene of food service employees, (3) contaminated equipment; and (4) food from unapproved sources.

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

CSBA NOTE: The following paragraph is for use by districts participating in the National School Lunch and/or Breakfast Program. Notwithstanding the requirements of county regulations, districts participating in these programs must obtain at least two safety inspections each school year.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1, 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|------------------------|--|
| 5 CCR 15510 | Mandatory meals for needy students |
| 5 CCR 15530-15535 | Nutrition education |
| 5 CCR 15550-15565 | School lunch and breakfast programs |
| 5 CCR 15575-15578 | Requirements for foods and beverages outside the federal meals program |
| Ed Code 35182.5 | Contracts for advertising |
| Ed Code 38080-38103 | Cafeteria, establishment and use |
| Ed Code 45103.5 | Contracts for management consulting services; restrictions |
| Ed Code 48432.3 | Voluntary enrollment in continuation education |
| Ed Code 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed Code 49490-49494 | School breakfast and lunch programs |
| Ed. Code 49500-49505 | School meals |
| Ed. Code 49510-49520 | Nutrition |
| <u>Ed Code 49501.5</u> | <u>California Universal Meals Program</u> |
| Ed Code 49530-49536 | Child Nutrition Act |
| Ed. Code 49540-49546 | Child care food program |
| Ed Code 49547-49548.3 | Comprehensive nutrition services |
| Ed Code 49550-49562 | Meals for needy students |
| Ed Code 49570 | National School Lunch Act |
| Ed Code 51795-51797 | School instructional gardens |
| H&S Code 113700-114437 | California Retail Food Code, sanitation and safety requirements |

Federal

Description

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|--|--|
| 42 USC 1751-1769j | National School Lunch Program |
| 42 USC 1758b | Local wellness policy |
| 42 USC 1761 | Summer Food Service Program and Seamless Summer Feeding Option |
| 42 USC 1769a | Fresh Fruit and Vegetable Program |
| 42 USC 1771-1793 | Child Nutrition Act |
| 42 USC 1772 | Special Milk Program |
| 42 USC 1773 | School Breakfast Program |
| 7 CFR 210 1-210 31 | National School Lunch Program |
| 7 CFR 215 1-215 18 | Special Milk Program |
| 7 CFR 220 2-220 22 | National School Breakfast Program |
| 7 CFR 245 1-245 13 | Eligibility for free and reduced-price meals and free milk |
| Management Resources | Description |
| CA Project Lean Publication | Policy in Action A Guide to Implementing Your Local School Wellness Policy, October 2006 |
| California Department of Education Publication | Healthy Children Ready to Learn, January 2005 |
| California Department of Education Publication | Professional Standards in the School Nutrition Programs, Management Bulletin SNP-17-2016, October 2016 <u>13-2020</u> , Updated January 2022 |
| California Department of Education Publication | School Meals Initiative Summary |
| CSBA Publication | Building Healthy Communities A School Leader's Guide to Collaboration and Community Engagement, 2009 |
| CSBA Publication | Nutrition Standards for Schools Implications for Student Wellness, Policy Brief, rev. October 2007 |
| CSBA Publication | Monitoring for Success Student Wellness Policy Implementation Monitoring Report and Guide, 2007 |
| CSBA Publication | Student Wellness A Healthy Food and Physical Activity Policy Resource Guide, rev April 2006 |
| U.S. Department of Agriculture Publication | School Breakfast Toolkit |
| U.S. Department of Agriculture Publication | Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005 |
| U.S. Department of Agriculture Publication | Dietary Guidelines for Americans, 2005 |
| U.S. Department of Agriculture Publication | Food Buying Guide for Child Nutrition Programs, December 2007 |
| U.S. Department of Agriculture Publication | Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010 |

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| U S. Department of Agriculture Publication | Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005 |
| Website | U S. Department of Agriculture, Food and Nutrition <u>Services</u> <u>Service</u> |
| Website | California Farm Bureau Federation |
| Website | <u>Nourish</u> California Food Policy Advocates |
| Website | California Project LEAN (Leaders Encouraging Activity and Nutrition) |
| Website | Centers for Disease Control and Prevention |
| Website | National Alliance for Nutrition and Activity |
| Website | California School Nutrition Association |
| Website | California Department of Education, Nutrition Services Division |
| Website | California Department of Public Health |
| Website | California Healthy Kids Resource Center |
| Website | CSBA |

Cross References

| Code | Description |
|-------------|--|
| 0470 | COVID-19 Mitigation Plan |
| 0500 | Accountability |
| 1312.4 | Williams Uniform Complaint Procedures |
| 1312 4-E(1) | Williams Uniform Complaint Procedures |
| 1312 4-E(2) | Williams Uniform Complaint Procedures |
| 1325 | Advertising And Promotion |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 3000 | Concepts And Roles |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |
| 3510 | Green School Operations |
| 3514 | Environmental Safety |
| 3514 | Environmental Safety |
| 3517 | Facilities Inspection |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3551 | Food Service Operations/Cafeteria Fund |

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| 3552 | Summer Meal Program |
| 3552 | Summer Meal Program |
| 3553 | Free And Reduced Price Meals |
| 3553 | Free And Reduced Price Meals |
| 3554 | Other Food Sales |
| 3554 | Other Food Sales |
| 3555 | Nutrition Program Compliance |
| 3555-E PDF(1) | Nutrition Program Compliance |
| 3580 | District Records |
| 3580 | District Records |
| 4131 | Staff Development |
| 4141.6 | Concerted Action/Work Stoppage |
| 4141 6 | Concerted Action/Work Stoppage |
| 4231 | Staff Development |
| 4241.6 | Concerted Action/Work Stoppage |
| 4241 6 | Concerted Action/Work Stoppage |
| 5030 | Student Wellness |
| 5141-22 | Infectious Diseases |
| 5141-22 | Infectious Diseases |
| 5141 27 | Food Allergies/Special Dietary Needs |
| 5141.27 | Food Allergies/Special Dietary Needs |
| 5145-71 | Title IX Sexual Harassment Complaint Procedures |
| 5145.71-E PDF(1) | Title IX Sexual Harassment Complaint Procedures |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 5148.2 | Before/After School Programs |
| 5148 2 | Before/After School Programs |
| 5148 3 | Preschool/Early Childhood Education |
| 5148 3 | Preschool/Early Childhood Education |
| 6142 8 | Comprehensive Health Education |
| 6142 8 | Comprehensive Health Education |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173-E (1) | Education For Homeless Children |
| 6173-E (2) | Education For Homeless Children |

6176

Weekend/Saturday Classes

7110

Facilities Master Plan

Policy Reference UPDATE Service

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Policy 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 05/01/2017 | **Last Revised Date:** 03/06/01/2020/2022 | **Last Reviewed Date:** 07/06/01/2019/2022

CSBA NOTE: The following conditionally mandated policy may be revised to reflect district practice. Pursuant to U.S. Department of Agriculture's (USDA) Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773) are mandated to adopt policy addressing meal charges, ~~including delinquent meal charges~~, see the section "Meal Sales" below and the accompanying administrative regulation. However, with the establishment of the California Universal Meal Program pursuant to Education Code 49501.5, as added by AB 130 (Chapter 44, Statutes of 2021), all public schools in California must provide free of charge, a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free or reduced-price meal eligibility status. Consequently, certain program requirements may no longer be applicable.

Pursuant to 7 CFR 210.9, 210.14, and 220.7, districts participating in the National School Lunch and/or Breakfast program must maintain a nonprofit school food service program. Revenues received through the program may be used for the operation or improvement of the food service program, but not to purchase land or buildings unless otherwise approved by USDA's Food and Nutrition Services, or to construct buildings. Authorized expenditures are specified in Education Code 38101 and defined in the California Department of Education's (CDE) "California School Accounting Manual."

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

CSBA NOTE. The following paragraph is for use by districts that participate in the National School Lunch and/or Breakfast Program and may be adapted for use by other districts. Pursuant to 42 USC 1776 and 7 CFR 210.30, USDA has established minimum professional standards for food service directors and granted CDE the authority to adopt more flexible standards for districts with average daily attendance of less than 2,500. See CDE's Nutrition Services Division Management Bulletin ~~10-2019~~ SNP-13-2020 for updated information about state hiring standards.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

CSBA NOTE: The following paragraph is for use by districts participating in the National School Lunch and/or Breakfast Program. Pursuant to 42 USC 1776, such districts must ensure that food service personnel and other appropriate personnel who conduct or oversee administrative procedures receive training ~~on, at least once each year, on food service administrative practices (i.e., training in application, certification, verification, meal counting, and meal claiming procedures) at least once each year.~~ In addition, all food service personnel are required to receive annual training that is designed to improve the accuracy of approvals for free and reduced-price meals and the identification of reimbursable meals at the point of service and to ensure program compliance and integrity. Food service personnel must obtain certification on an annual basis to demonstrate competence in the training. ~~In addition, such~~ training is required to include modules on nutrition, health and food safety standards and methodologies, and any other appropriate topics as determined by the U.S. Secretary of Agriculture. ~~CDE provides~~ See CDE's web site for online training that meets these requirements; ~~see CDE's web site~~

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE (42 USC 1776)

Meal Sales

~~CSBA NOTE The following section may be revised~~ Commencing with the 2022-23 school year, each district is required, pursuant to Education Code 49501 5, as added by ~~districts that have one or more high-poverty schools that operate under the federal universal meal service provision (42 USC 1759a), which provides~~ AB 130, to provide a nutritionally adequate breakfast and/or lunch free of charge to all, to any student who requests a meal, regardless of the student's eligibility for participation in the federal free or reduced-price meal program. Consequently, only nonprogram foods may be sold to students at the school. For further information, see BP 3553 - Free and Reduced Price Meals

~~Meals may be sold to students,~~ Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day (Education Code 49501 5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students (Education Code 38082, 49501 5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria (Education Code 38082)

~~CSBA NOTE Pursuant to Education Code 38082, the Governing Board may is authorized to adopt a resolution to authorize~~ permit the serving of meals to additional persons individuals and organizations other than those listed above, specified in the preceding paragraph. CDE's Nutrition Services Division Management Bulletin 00-111 SNP-04-2021 states that the Board's policy or resolution must specify the means for serving those persons and indicates that using funds from the National School Lunch or Breakfast Program may not be used to serve any nonstudent would be contrary to program goals. The following optional paragraph is for districts that have adopted such a resolution and should be revised to reflect district practice.

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods

~~CSBA NOTE Pursuant to Education Code 38084, the district may determine meal prices consistent with the goal of paying the costs of maintaining the cafeterias (exclusive of the costs of housing and equipping cafeterias or other costs determined by Board resolution, which are paid from district funds other than the cafeteria fund, pursuant to Education Code 38100).~~

~~Students who meet federal eligibility criteria for the reduced-price meal program cannot be charged more than the amounts listed in 42 USC 1758 and 1773, see AR 3553 - Free and Reduced Price Meals. For information about setting prices for full-price meals, see 42 USC 1760 and CDE's Nutrition Services Division Management Bulletin SNP 11-2019.~~

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760. Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

~~CSBA NOTE Pursuant to USDA Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast Program are mandated to have a written and clearly communicated meal charge~~

policy which includes, but is not limited to, policy on the collection of delinquent meal charge debt. See the accompanying administrative regulation for additional language fulfilling this mandate

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with BP/AR 3553 - Free and Reduced Price Meals, 2 CFR 200 426, and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5

~~CSBA NOTE Education Code 49557.5 requires any district that participates in the National School Lunch and/or Breakfast Program to ensure that students whose parents/guardians have unpaid meal fees are not shamed or treated differently than other students. As amended by SB 265 (Ch. 785, Statutes of 2019), Education Code 49557.5 provides that students with unpaid meal fees must not be denied a reimbursable meal of their choice, eliminating the possibility that a school could provide an alternative meal to a student with unpaid meal fees. For further information about unpaid meal charges, see CDE's Nutrition Services Division Management Bulletin SNP-03-2017.~~

~~In addition, Education Code 49557 requires the Board to approve a plan that ensures students eligible to receive free or reduced-price meals are not treated differently from other students, including, but not limited to, assurance that eligible students will not be overtly identified by the use of special tokens, tickets, or any other means. For additional language addressing this requirement, see BP/AR 3553 - Free and Reduced Price Meals.~~

~~The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees or a student who is enrolled in the free or reduced-price meal program is not overtly identified by the use of special tokens, tickets, or other means and is not shamed, treated differently, or denied a meal of the student's choice. (Education Code 49557, 49557.5)~~

Cafeteria Fund

Cafeteria Fund and Account

~~CSBA NOTE Pursuant to Education Code 38090, money received for the sale of food or for any services performed by the cafeterias may be paid into the county treasury to the credit of a "cafeteria fund" for the district~~

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

~~CSBA NOTE The following optional paragraph may be revised to reflect district practice. 2 CFR Part 200, Appendix VII and USDA's guidance, "Indirect Costs Guidance for State Agencies and School Food Authorities," provide information regarding allowable indirect costs that may be charged to the nonprofit school food service account. Also see the accompanying administrative regulation.~~

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

~~CSBA NOTE: Education Code 38103 allows the Board, at its discretion and with the approval of the County Superintendent of Schools who is responsible for a countywide payroll/retirement system under Education Code 42646, to have wages, salaries, and benefits of food service employees paid either from the district's general fund (Option 1 below) or from the district's cafeteria fund (Option 2)~~

OPTION 1: The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred (Education Code 38103)

OPTION 1 ENDS HERE

OPTION 2: The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

OPTION 2 ENDS HERE

Contracts with Outside Services

CSBA NOTE. The following ~~section is optional paragraph may be revised Pursuant to reflect Education Code 45103 5, the district practice. 2 CFR Part 200, Appendix VII and USDA guidance, Indirect Costs- Guidance is authorized to contract for State Agencies and School Food Authorities, provide information regarding allowable indirect costs that may be charged to the nonprofit school consulting services related to food service account. Also see management Education Code 45103 5, 42 USC 1758, and 7 CFR 210 16 authorize a district, under specified conditions, and with approval of CDE, to contract with a food service management company to manage food service operations in any district school See the accompanying administrative regulation for related requirements~~

~~The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and~~

~~CSBA NOTE: The following section is optional Pursuant to Education Code 45103 5, the district is authorized to contract for consulting services related to food service management 42 USC 1758, 7 CFR 210.16, and Education Code 45103 5 authorize a district, under specified conditions and with approval of CDE, to contract with a food service management company to manage its food service operation in one or more of its schools. See the accompanying administrative regulation for related requirements.~~

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools (Education Code 45103 5, 42 USC 1758, 7 CFR 210 16)

Procurement of Foods, Equipment and Supplies

CSBA NOTE: The following two paragraphs reflect requirements for districts participating in the National School Lunch and/or Breakfast Program Pursuant to 7 CFR 210 21, districts are required to comply with all requirements for purchasing commercial food products served in the school meal programs, including those outlined in the Buy American provision. USDA's Memorandum SP 38-2017 clarifies that a district participating in the National School Lunch and/or Breakfast Program or any entity purchasing food on its behalf must, to the maximum extent practicable, purchase domestically grown and processed foods, as defined. According to the Memorandum, a domestic commodity or product is deemed to be "substantially using" domestic agricultural commodities when over 51 percent of the final processed product consists of agricultural commodities produced in the United States.

Limited exceptions to the Buy American requirement are described in USDA's Memorandum SP 38-2017. If the district is using one of these exceptions, it must maintain documentation justifying the exception(s)

Pursuant to Education Code 49563, CDE is required to make resources, requirements, and best practices related to the Buy American provision available on its web site and to provide districts with related USDA guidance or regulations as updates are issued

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States (42 USC 1760, 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

CSBA NOTE: Pursuant to Public Contract Code 20111, districts participating in a federally funded child nutrition program, such as the National School Lunch and/or Breakfast Program, must comply with the federal procurement standards of 2 CFR 200 318-200.326 in regard to bid solicitations and awards. Also see BP/AR 3230 - Federal Grant Funds. Districts that do not participate in such a program may revise the following paragraph.

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200 318-200 326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

CSBA NOTE: The following paragraph is for use by districts that have one or more schools participating in the National School Lunch Program, School Breakfast Program, Seamless Summer Feeding Option, and/or other federal meal program. The state monitoring process (the Administrative Review) includes a review of district compliance with requirements for federal meal programs, including a review of resource management in the food service program as provided in the following paragraph. ~~Each district is reviewed at least once every three years except that, for school years from 2017-2019 through 2021-22, the three-year review cycle was extended to a five-year cycle pursuant to a waiver submitted by CDE's Nutrition Services Division to USDA. The CDE performs an Administrative Review of participating districts every three years.~~ See CDE's nutrition services web site for a current list of documents that may be requested for the review.

~~During the Administrative Review, CDE will review district policies on unpaid meal charges, unpaid meal debt, the prohibition against shaming of students whose families cannot pay for a meal or who have unpaid meal debt, and processes for notifying parents/guardians of these policies at the beginning of the school year and when a student enrolls during the school year.~~

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 15550-15565

Description

School lunch and breakfast programs

Ed Code 38080-38086

School meals

Ed Code 38090-38095

Cafeterias, funds and accounts

Ed Code 38100-38103

Cafeterias, allocation of charges

Ed. Code 42646

Alternate payroll procedure

Ed Code 45103 5

Contracts for management consulting services, restrictions

Ed Code 49490-49493

School breakfast and lunch programs

Ed Code 49500-49505

School meals

Ed. Code 49550-49564.5

Meals for needy students

Ed Code 49554

Contract for services

Ed Code 49580-49581

Food recovery program

F&A Code 58595

Preference for California-grown agricultural products

H&S Code 113700-114437

California Retail Food Code, sanitation and safety requirements

Pub. Cont Code 2000-2002

Responsive bidders

Pub Cont. Code 20111

Contracts over \$50,000, contracts for construction, award to lowest responsible bidder

Federal

2 CFR 200

Description

Appendix VII -Indirect cost proposals

2 CFR 200.318-200.326

Procurement standards

2 CFR 200.400-200 475

Cost principles

2 CFR 200.56

Indirect costs, definition

42 USC 1751-1769j

School Lunch Program

42 USC 1771-1793

Child nutrition

42 USC 1773

School Breakfast Program

7 CFR 210 1-210 31

National School Lunch Program

7 CFR 210 1-210.33

National School Lunch Program

7 CFR 220 1-220 21

National School Breakfast Program

7 CFR 220 1-220.22

National School Breakfast Program

7 CFR 245 8

Nondiscrimination practices for students eligible for free and reduced price meal and -free milk

7 CFR 250 1-250 70

Management Resources

California Department of Education
Publication

~~California Department of Education
Publication~~

California Department of Education
Publication

California Department of Education
Publication

~~California Department of Education
Publication~~

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Publication

U S Department of Agriculture
Publication

USDA foods

Description

~~Paid Pricing of Adult Meals in the National School Lunch
Equity Requirement and Calculation Tool Updated Guidance
for School Year 2019-20 School Breakfast Programs, NSD
Management Bulletin, SNP-11-2019, May 2019~~04-2021,
August 2021

~~Senate Bill 250 Child Hunger Prevention and Fair Treatment
Act of 2017 and USDA Meal Charge Policy Requirements,
NSD Management Bulletin, SNP-05-2018~~

Procuring and Monitoring of Food Service Management
Contracts, NSD Management Bulletin, SNP-13-2015, January
2015

Storage and Inventory Management of U S. Department of
Agriculture Foods, NSD Management Bulletin, FDP-01-2018,
January 2018

~~Unpaid Meal Charges April 2017~~

~~Paid Lunch Equity Requirement, NSD Management Bulletin,
USDA SNP-16-2012, October 2012~~

Food Distribution Program Administrative Manual

~~Adult and Sibling Meals in the National School Lunch and
School Breakfast Programs, NSD Management Bulletin 00-
111, July 2000~~

Cafeteria Funds--Allowable Uses, NSD Management Bulletin,
NSD-SNP-07-2013, May 201305-2020, February 2020

~~Clarification for the Use of Alternate Meals in the National
School Lunch and School Breakfast Programs, May 2015~~

California School Accounting Manual

School Meals--FAQs

~~Unpaid Meal Charges--Guidance and Q&A, SP 23-2017,
March 2017~~

~~Unpaid Meal Charges--Local Meal Charge Policies, SP 46-
2016, July 2016~~

Compliance with and Enforcement of the Buy American
Provision in the National School Lunch Program, SP 24-2016,
February 201638-2017, June 2017

Discretionary Elimination of Reduced Price Charges in the
School Meal Programs, SP 17-2014, January 2014

Indirect Costs Guidance for State Agencies and School Food
Authorities SP 60-2016, September 2016

School Meals - FAQs

U S. Department of Agriculture
Publication

~~Overcoming the Unpaid Meal Challenge. Proven Strategies
from Our Nation's Schools~~ Charges Local Meal Charge
Policies, SP 29-2017, September 46-2016, July 2016

Website

U S Department of Agriculture, Food and Nutrition Services

Website

California Department of Education, Nutrition Services
Division

Website

California School Nutrition Association

Cross References

| Code | Description |
|-------------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 1113 | District And School Web Sites |
| 1113 | District And School Web Sites |
| 1113-E(1) | District And School Web Sites |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 3100 | Budget |
| 3100 | Budget |
| 3110 | Transfer Of Funds |
| 3230 | Federal Grant Funds |
| 3230 | Federal Grant Funds |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |
| 3300 | Expenditures And Purchases |
| 3311 | Bids |
| 3311 | Bids |
| 3312 | Contracts |
| 3314 2 | Revolving Funds |
| 3400 | Management Of District Assets/Accounts |
| 3400 | Management Of District Assets/Accounts |
| 3460 | Financial Reports And Accountability |
| 3460 | Financial Reports And Accountability |
| 3510 | Green School Operations |
| 3511 | Energy And Water Management |
| 3511 | Energy And Water Management |
| 3512 | Equipment |
| 3512-E(1) | Equipment |

| | |
|-----------------|--|
| 3515 6 | Criminal Background Checks For Contractors |
| 3550 | Food Service/Child Nutrition Program |
| 3550 | Food Service/Child Nutrition Program |
| 3552 | Summer Meal Program |
| 3552 | Summer Meal Program |
| 3553 | Free And Reduced Price Meals |
| 3553 | Free And Reduced Price Meals |
| 3554 | Other Food Sales |
| 3554 | Other Food Sales |
| 3555 | Nutrition Program Compliance |
| 3555-E(1) | Nutrition Program Compliance |
| 3580 | District Records |
| 3580 | District Records |
| 3600 | Consultants |
| 4112.4 | Health Examinations |
| 4212 | Appointment And Conditions Of Employment |
| 4212 4 | Health Examinations |
| 4231 | Staff Development |
| 4312 4 | Health Examinations |
| 4331 | Staff Development |
| 5030 | Student Wellness |
| 5145.6 | Parental Notifications |
| 5145 6-E(1) | Parental Notifications |

Regulation 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 07/01/2019 | **Last Revised Date:** 03/06/01/2020-2022 | **Last Reviewed Date:** 07/06/01/2019-2022

CSBA NOTE Districts that provide breakfast and/or lunch free of charge to all students (i.e., "universal meal service") at one or more schools pursuant to 42 USC 1759a or Education Code 49550.5 should revise the following administrative regulation accordingly. Also see BP/AR 3553 – Free and Reduced Price Meals. CSBA NOTE With the establishment of the California Universal Meal Program pursuant to Education Code 49501.5, as added by AB 130 (Ch 44, Statutes of 2021), all public schools in California must provide free of charge, a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free or reduced-price meal eligibility status. To receive state reimbursement for the two meals, districts must participate in both the National School Lunch Program and the School Breakfast Program and comply with the requirement to have a written and clearly communicated meal charge policy as mandated pursuant to U.S. Department of Agriculture's (USDA) Memorandum SP 46-2016. However, some requirements of the National School Lunch Program and/or School Breakfast Program are no longer applicable.

Payments for Meals

CSBA NOTE State and federal law (Education Code 49550, 49557, 42 USC 1758, 1773, 7 CFR 245.8) require that all students eligible for free and reduced-price meals receive a reimbursable meal during each school day, which must be the same meal choice offered to noneligible students, see BP/AR 3553 – Free and Reduced Price Meals. Districts therefore cannot serve an alternate meal (i.e., a meal that is different than the day's advertised meal) to a student eligible for reduced-price meals who does not have the ability to pay or who fails to provide a meal ticket or other medium of exchange on a given day.

In addition to providing meals at no cost to students who are eligible, the district may offer meals at no cost to students who qualify for reduced-price benefits. Districts that choose to eliminate reduced-price meal charges may still claim the meals at the reduced-price rate, but the cost difference between the reduced-price meal and the no-cost meal must be covered by the district's cafeteria fund. For more information, see the U.S. Department of Agriculture's (USDA) Memorandum SP 17-2014.

The following section includes recommendations of the California Department of Education's (CDE) Nutrition Services Division Management Bulletin and the USDA's "School Meals – FAQs" on the USDA's web site and may be revised to reflect district practice.

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

CSBA NOTE: Districts should, at a minimum, inform parents/guardians at the beginning of the school year and on an ongoing basis of district practices for students who have lost or forgotten their meal payment. In addition, districts should set up a system for notifying parents/guardians when a student's meal payment account has a low or negative balance.

According to USDA's Memorandum SP 23-2017, the district's policy on delinquent meal payments must be communicated in writing to all households at the start of each school year and to households transferring to the school during the school year. CDE's Nutrition Services Division Management

Bulletin SNP-03-2017 states that, at a minimum, districts should use the methods specified below to communicate the district's meal policy.

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

- 1 Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
- 2 Including the policy in print versions of student handbooks, if provided to parents/guardians annually
- 3 Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of application/eligibility forms at the start of the school year
4. Posting the policy on the district's web site

Reimbursement Claims

- 5—Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

~~CSBA NOTE The following optional paragraph may be revised to reflect district practice. According to the USDA's "School Meals – FAQs," any district that participates in the National School Lunch and/or Breakfast Program and has one or more schools which use a system of meal tickets (or tokens, cards, or other similar medium of exchange) may limit the number of lost or stolen tickets it will replace for students each school year, as long as the limit is set at three or more. However, such a limit may only be established if the school (1) advises students and parents/guardians of the district's rules regarding replacement tickets when applications for free and reduced-price meals are distributed or approved, (2) maintains a list of students who have reported lost and stolen tickets and the number of occurrences for each student; (3) issues at least one advance warning to the student or the student's parent/guardian prior to refusing to issue a replacement ticket, and (4) does not deny meals to prekindergarten or younger primary students or students with disabilities who may be unable to take full responsibility for their meal tickets. Although these requirements apply only to students who qualify for free or reduced-price meals, USDA recommends that districts apply the same limits for students who pay full price for their meals in order to ensure that needy students are not overtly identified because of a disparate ticket replacement policy.~~
CSBA NOTE To streamline administration of state and federal meal programs, the California Department of Education (CDE) has developed an online Child Nutrition Information and Payment System which must be used to submit reimbursement claims and to submit and track the status of applications and USDA food requests.

~~In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports a ticket as lost or stolen.~~

~~However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.~~

~~In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or~~

designee shall investigate any claim that a bill does not belong to a student or is inaccurate, and shall open a new account as appropriate for a student whose account appears to have been misused-

CSBA NOTE: Pursuant to CDE's Nutrition Services Division Management Bulletin SNP-03-2017, districts must ensure that students who are approved for reduced-price meals receive all meals that are paid for. Any excess payments must be either carried over or refunded to the parents/guardians. The following paragraph extends this provision to also apply to students paying for full-price meals.

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or refunded to the student's parents/guardians-

Unpaid and Delinquent Meal Charges

CSBA NOTE The following section reflects requirements applicable to districts participating in the National School Lunch and/or Breakfast Program and may also be used by districts that do not participate in the program. Pursuant to USDA Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast Program are mandated to have a written and clearly communicated meal charge policy which includes, but is not limited to, policy on the collection of delinquent meal charge debt. Such policy may be consistent for all students or vary by grade level. The following section may be revised to reflect district practice-

The district shall not direct any action toward a student to collect unpaid school meal fees. (Education Code 49557.5)

Students who have unpaid meal charges shall be served a meal of their choice throughout the school year regardless of the level of debt incurred by the household. Such students shall not be overtly identified by the use of special tokens, tickets, or other means and shall not be shamed, treated differently, or denied a meal of their choice. (Education Code 49557, 49557.5)

CSBA NOTE Education Code 49557.5 requires that parents/guardians be notified no later than 10 days after a student's school meal account has reached a negative balance. At its discretion, the district may choose to also notify parents/guardians before the student's meal account reaches a negative balance. The following paragraph may be modified to reflect district practice.

No later than 10 days after a student's school meal account has reached a negative balance, the Superintendent or designee shall so notify the student's parent/guardian. Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application. (Education Code 49557.5)

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (Education Code 49557.5)

CSBA NOTE The following optional paragraph reflects CDE guidance in its Nutrition Services Division Management Bulletin SNP-03-2017-

The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year-

CSBA NOTE CDE's Nutrition Services Division Management Bulletin SNP-03-2017 requires that the district's unpaid meal policy conform with the cost principles set forth in 2 CFR 200.426, as provided below.

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

CSBA NOTE Pursuant to CDE's Nutrition Services Division Management Bulletin SNP-03-2017, delinquent debt must be reclassified as bad debt and written off as an operating loss if it is not paid by the end of the fiscal year in which the debt was incurred, unless the district enters into a repayment plan with the parent/guardian prior to the end of the fiscal year or the debt occurs fewer than 90 days prior to the end of the fiscal year. Federal funds are not available to reimburse the district for bad debt. Districts are required to maintain related records in accordance with 7 CFR 210.9 and 210.15.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

CSBA NOTE To streamline administration of state and federal meal programs, CDE has developed an online Child Nutrition Information and Payment System which must be used to submit reimbursement claims and to submit and track the status of applications and USDA food requests.

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, and reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school

cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

Cafeteria Fund and Account

CSBA NOTE Education Code 38093 authorizes the Governing Board to establish one or more cafeteria revolving accounts to be treated as revolving cash accounts of the cafeteria fund.

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

CSBA NOTE Education Code 38101 permits a district, with approval from CDE, to utilize cafeteria funds to pay for the purchase of a mobile food facility. However, if the district uses federal reimbursements from any of the federal child nutrition programs for such purchase, the mobile food facility shall only be used to support the administration of those federal programs. Mobile food facilities used for any purposes other than to support the administration of federal child nutrition programs shall not be purchased with cafeteria funds.

The cafeteria fund shall be used only for those expenditures authorized by the Governing Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual

~~CSBA NOTE: The following optional paragraph is optional. By law, cafeteria funds may be used for use by districts that choose to provide universal breakfast (free to the operation and improvement of charge to all students) at one or more schools. Pursuant to school food services. For example, pursuant to Education Code 49550.5, districts may use cafeteria funds to supplement the cost of providing universal breakfast provided they submit the required certification to CDE. The requirement to submit certification does not apply to any district that provides universal breakfast pursuant to a federally authorized provision (e.g., Provision 1, 2, or 3 or the Community Eligibility Provision of the National School Lunch Act).~~

~~With CDE approval, the district may use cafeteria funds to supplement the provision of universal a nutritionally adequate breakfast. On and/or before July 1 of each year, the lunch to district shall submit to CDE a Board signed application certifying that breakfast will be provided to all students at no charge and that any cost above the amount provided in federal reimbursement will be covered when permitted by the district with nonfederal funds. (Education Code 49550.5) law.~~

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the purpose of and basis for the expenditure (Education Code 38101)

~~CSBA NOTE: The following optional paragraph may be revised to reflect district practice. 2 CFR Part 200 Appendix VII and USDA's guidance, "SP 60-2016, Indirect Costs Guidance for State Agencies and School Food Authorities," provide information regarding allowable indirect costs that may be charged to the nonprofit school food service account. Indirect costs are those that are incurred for the benefit of multiple programs or objectives and typically support administrative overhead functions (e.g., accounting, payroll, purchasing, utilities, janitorial services). Each program or objective that benefits from the indirect cost bears a commensurate portion of the cost. Costs may be charged to the nonprofit food service account only if properly documented.~~

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less (Education Code 38101)

~~CSBA NOTE: Pursuant to 7 CFR 210.14 and 220.7, net cash resources (i.e., all monies that have accrued to the nonprofit school food service at any given time, less cash payable) should not exceed three months' average expenditures. If there is a surplus, then according to USDA's guidance, "Indirect Costs: Guidance for State Agencies and School Food Authorities," the district must lower the price of paid lunches, improve food quality, or make other improvements to school meal operations. CDE's Nutrition Services Division Management Bulletin NSD-SNP-07-2013 provides that CDE may approve a district's net cash resources in an amount greater than three months' average expenditures if the district has a spending plan for the excess funds in place with the Nutrition Services Division.~~

Net cash resources in the nonprofit school food service shall not exceed three months' average expenditures (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

~~CSBA NOTE: The following optional section is for use by districts that participate in the National School Lunch Program and receive foods from USDA pursuant to 42 USC 1755 and 7 CFR 250.1-250.70. CDE is responsible for ordering and distributing USDA foods for use in California schools.~~

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such

storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

CSBA NOTE. The following optional section is for use by districts that contract for food service management services pursuant to Education Code 49554, 42 USC 1758, or 7 CFR 210.16 or consulting services pursuant to Education Code 45103.5, and should be modified to reflect the type(s) of contracts the district maintains, see the accompanying Board policy.

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5, 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554, 42 USC 1758, 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5 (Education Code 45103.5)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|---------------------|-------------------------------------|
| 5 CCR 15550-15565 | School lunch and breakfast programs |
| Ed Code 38080-38086 | School meals |
| Ed Code 38090-38095 | Cafeterias, funds and accounts |
| Ed Code 38100-38103 | Cafeterias, allocation of charges |

| | |
|--------------------------|---|
| Ed Code 42646 | Alternate payroll procedure |
| Ed. Code 45103.5 | Contracts for management consulting services, restrictions |
| Ed Code 49490-49493 | School breakfast and lunch programs |
| Ed Code 49500-49505 | School meals |
| <u>Ed Code 49501 5</u> | <u>California Universal Meals Program</u> |
| Ed Code 49550-49564 5 | Meals for needy students |
| Ed. Code 49554 | Contract for services |
| Ed Code 49580-49581 | Food recovery program |
| F&A Code 58595 | Preference for California-grown agricultural products |
| H&S Code 113700-114437 | California Retail Food Code, sanitation and safety requirements |
| Pub. Cont Code 2000-2002 | Responsive bidders |
| Pub Cont. Code 20111 | Contracts over \$50,000, contracts for construction, award to lowest responsible bidder |

Federal

| | |
|-------------------------------|--|
| 2 CFR 200 | Description Appendix VII -Indirect cost proposals |
| 2 CFR 200 318-200 326 | Procurement standards |
| 2 CFR 200 400-200 475 | Cost principles |
| 2 CFR 200 56 | Indirect costs, definition |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1771-1793 | Child nutrition |
| 42 USC 1773 | School Breakfast Program |
| 7 CFR 210 1-210 31 | National School Lunch Program |
| 7 CFR 210.1-210.33 | National School Lunch Program |
| 7 CFR 220 1-220.21 | National School Breakfast Program |
| 7 CFR 220 1-220 22 | National School Breakfast Program |
| 7 CFR 245.8 | Nondiscrimination practices for students eligible for free and reduced price meal and -free milk |
| 7 CFR 250 1-250 70 | USDA foods |

Management Resources

California Department of Education
Publication

Description

~~Paid Lunch Equity Requirement and Calculation Tool-~~
~~Updated~~Exemption Guidance for School Year 2019-20, NSD
Management Bulletin, SNP-11-2019, May 201902-2021,
April 2022

California Department of Education
Publication

~~Senate Bill 250 Child Hunger Prevention and Fair Treatment~~
~~Act of 2017 and USDA Meal Charge Policy Requirements,~~
~~NSD Management Bulletin, SNP-05-2018~~

| | |
|---|---|
| California Department of Education Publication | Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015 |
| California Department of Education Publication | Storage and Inventory Management of U S Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018 |
| California Department of Education Publication | Unpaid Meal Charges April 2017 |
| California Department of Education Publication | Paid Lunch Equity Requirement, NSD Management Bulletin, USDA-SNP-16-2012, October 2012 |
| California Department of Education Publication | Food Distribution Program Administrative Manual |
| California Department of Education Publication | <u>Pricing of Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin 00-111, July 2000</u> <u>SNP-04-2021, August 2021</u> |
| California Department of Education Publication | Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013 <u>05-2020, February 2020</u> |
| California Department of Education Publication | Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, May 2015 |
| California Department of Education Publication | California School Accounting Manual |
| U S Department of Agriculture Publication | School Meals--FAQs |
| U S Department of Agriculture Publication | Unpaid Meal Charges--Guidance and Q&A, SP-23-2017, March 2017 |
| U S Department of Agriculture Publication | Unpaid Meal Charges--Local Meal Charge Policies, SP-46- 2016, July 2016 |
| U.S Department of Agriculture Publication | Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016 |
| U S. Department of Agriculture Publication | Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014 |
| U S. Department of Agriculture Publication | Indirect Costs. Guidance for State Agencies and School Food Authorities, SP 60-2016, September 2016 |
| <u>U S Department of Agriculture Publication</u> | <u>School Meals FAQs</u> |
| U S Department of Agriculture Publication | Overcoming the Unpaid Meal Challenge. Proven Strategies from Our Nation's Schools <u>Charges Local Meal Charge Policies, SP 29-2017, September</u> <u>46-2016, July 2016</u> |
| Website | U.S Department of Agriculture, Food and Nutrition Services |
| Website | California Department of Education, Nutrition Services Division |
| Website | California School Nutrition Association |

Cross References

| Code | Description |
|-------------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 1113 | District And School Web Sites |
| 1113 | District And School Web Sites |
| 1113-E(1) | District And School Web Sites |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 3100 | Budget |
| 3100 | Budget |
| 3110 | Transfer Of Funds |
| 3230 | Federal Grant Funds |
| 3230 | Federal Grant Funds |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |
| 3300 | Expenditures And Purchases |
| 3311 | Bids |
| 3311 | Bids |
| 3312 | Contracts |
| 3314 2 | Revolving Funds |
| 3400 | Management Of District Assets/Accounts |
| 3400 | Management Of District Assets/Accounts |
| 3460 | Financial Reports And Accountability |
| 3460 | Financial Reports And Accountability |
| 3510 | Green School Operations |
| 3511 | Energy And Water Management |
| 3511 | Energy And Water Management |
| 3512 | Equipment |
| 3512-E-(1) | Equipment |
| 3515 6 | Criminal Background Checks For Contractors |
| 3550 | Food Service/Child Nutrition Program |
| 3550 | Food Service/Child Nutrition Program |
| 3552 | Summer Meal Program |
| 3552 | Summer Meal Program |
| 3553 | Free And Reduced Price Meals |
| 3553 | Free And Reduced Price Meals |

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|--------------|--|
| 3554 | Other Food Sales |
| 3554 | Other Food Sales |
| 3555 | Nutrition Program Compliance |
| 3555-E-(1) | Nutrition Program Compliance |
| 3580 | District Records |
| 3580 | District Records |
| 3600 | Consultants |
| 4112.4 | Health Examinations |
| 4212 | Appointment And Conditions Of Employment |
| 4212 4 | Health Examinations |
| 4231 | Staff Development |
| 4312 4 | Health Examinations |
| 4331 | Staff Development |
| 5030 | Student Wellness |
| 5145 6 | Parental Notifications |
| 5145.6-E-(1) | Parental Notifications |

Policy Reference UPDATE Service

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Policy 3553: Free And Reduced Price Meals

Status: ADOPTED

Original Adopted Date: 03/01/2016 | **Last Revised Date:** ~~03/06/01/2018~~2022 | **Last Reviewed Date:** 03/06/01/20182022

CSBA NOTE In addition to the requirement, pursuant to Education Code 49550 requires, that all districts to provide at least one nutritionally adequate meal during each school day to needy students, as defined in Education Code 49552 as those who meet federal eligibility criteria for, commencing June 1, 2022, all districts are required pursuant to Education Code 49501 5, as added by AB 130 (Ch 44, Statutes of 2021), to provide a free, nutritionally adequate breakfast and lunch each school day, to any student who requests a meal, regardless of the student's free or reduced-price meal eligibility. To be eligible for state reimbursement for provision of meals— under Education Code 49501 5, a district must participate in the National School Lunch and/or School Breakfast Programs. Consequently, the federal rules and regulations governing those programs are applicable to districts that may want to seek state reimbursement for the cost of meals required pursuant to Education Code 49501 5.

Pursuant to 42 USC 1758 and 1773, districts that participate in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773) may receive a higher reimbursement rate for free and reduced-price meals than that provided for meals for noneligible students. In addition, state funding may be available through the State MealBreakfast and Lunch Program (Education Code 49490-49494). The district may apply to the California Department of Education (CDE) for available state and federal funds.

The requirement to provide at least one nutritionally adequate meal to needy students applies during summer school sessions unless the district receives a waiver from the State Board of Education (SBE) under the conditions described in Education Code 49548. In order to receive a waiver, the district is required to submit a waiver request no later than 60 days before the last regular meeting of the SBE before the start of the summer school session for which the waiver is sought. Funding to support the provision of summer school meals is available through the Seamless Summer Feeding Option and/or Summer Food Service Program (Education Code 49547.5, 42 USC 1761); see BP/AR 3552 - Summer Meal Program.

Student eligibility for free and reduced-price meals serves as the basis for identifying students as low income for a variety of purposes, including, but not limited to, state allocations of supplemental and concentration funding within the local control funding formula. Districts must use such funding to increase or improve services for low-income students and other populations of "unduplicated students" (see BP/AR 3100 - Budget) and must establish goals and specific actions for low-income students in the local control and accountability plan (see BP/AR 0460 - Local Control and Accountability Plan).

The following policy is **mandated** for any district that authorizes employee access to students' free and reduced-price meal eligibility information for the disaggregation of academic achievement data and other specified purposes, see section "Confidentiality/Release of Records" below.

The Governing Board recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students from low-income families in the district's food service program.

~~The~~Each school day, the district shall provide at least one, free of charge, a nutritionally adequate meal each school day, free of charge or at a reduced price, breakfast and lunch for students whose families meet federal eligibility criteria any student who requests a meal. (Education Code 49550, 4955249501 5)

~~CSBA NOTE: Pursuant to 42 USC 1759a, eligible schools may apply to receive meal reimbursements under a universal meal service provision (e.g., the Community Eligibility Provision or Provision 2), which provides breakfast and/or lunch free of charge to all students enrolled at the school. Education Code 49564, as added by SB 138 (Ch. 724, Statutes of 2017), requires any district with a "very high poverty school," defined as one that qualifies to receive the free meal rate in the Community Eligibility Provision, to apply to CDE by September 1, 2018 to operate under any federal universal meal service provision. A district may be exempted from this requirement if the Governing Board adopts a resolution stating that it is unable to comply due to fiscal hardship.~~

~~If all district schools operate under a universal meal service provision, this policy and the accompanying regulation should be revised to delete references to reduced-price meals, student eligibility, and the application process.~~ CSBA NOTE: Education Code 49564.3, as added by AB 130, requires districts with a "high poverty school," defined as a school that is eligible to operate the Community Eligibility Provision (CEP) pursuant to 42 USC 1759a, to adopt a universal meal service provision such as the CEP or Provision 2 no later than June 30, 2022.

To provide optimal nutrition and ~~reduce the administrative burden of food service operations~~ ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to ~~provide breakfast and/or lunch free of charge to all students at the school under a federally-funded~~ operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

~~If any district school meets the criteria for a "very high poverty school" through its eligibility for the federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district Superintendent or designee shall apply submit an application to operate a federal universal meal provision to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years on behalf of any district school that meets the definition of a "high poverty school" (Education Code 49564, 42 USC 1759a) 3)~~

~~CSBA NOTE: In order to be reimbursed for the California Universal Meal Program established pursuant to Education Code 49501.5, as added by AB 130, or for free and reduced-price meals under the federal National School Lunch or School Breakfast Program, a school must meet federal state and/or state federal nutritional guidelines in 7 CFR 210.10 and 220.8 and Education Code 49430 and 49430.7 and 7 CFR 210.10 and 220.8, as described in AR 3550 - Food Service/Child Nutrition Program~~

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals served under the school nutrition program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

~~CSBA NOTE: The federally funded Special Milk Program (42 USC 1772, 7 CFR 215.1, 215.7) assists in providing milk to students at reasonable prices in schools that do not participate in the National School Lunch or Breakfast Program or Summer Food Service Program. Participating districts may, at their discretion, choose to provide milk at no charge to students who qualify for free and reduced-price meals. The following optional paragraph is for use by districts that choose to provide free milk to eligible students. CSBA NOTE: Education Code 49557 requires the district to develop a plan ensuring that students eligible to receive free and reduced-price meals are not treated differently in the implementation of the food services program. See the accompanying administrative regulation for plan requirements.~~

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

~~CSBA NOTE- Education Code 49557 requires the district to develop a plan ensuring that students receiving free and reduced-price meals are not treated differently in the implementation of the food services program. See the accompanying administrative regulation for plan requirements.~~

The Board shall approve, and shall submit to the CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students—{ and that meets other requirements specified in Education Code 49557}.

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be released/disclosed except as provided by law and authorized by the Board or pursuant to a court order (Education Code 49558)

~~CSBA NOTE: The remainder of this section should be revised to reflect the purposes for sharing free and reduced-price eligibility information that are authorized by the Board. Districts wishing to use free and reduced-price meal records for the following purposes are mandated by Education Code 49558 to adopt a policy authorizing employee access. See the accompanying administrative regulation for additional requirements applicable to districts that authorize such access.~~

The Board authorizes designated employees to use individual records pertaining to student/an individual student's eligibility for the free and reduced-price meal program for the following purposes (Education Code 49558)

1. Disaggregation of academic achievement data

~~CSBA NOTE Education Code 49558 allows districts to use the name and eligibility status of students participating in the free and reduced-price meal program to identify students eligible for school choice and supplemental educational services (SES) in Title I schools identified for program improvement. However, the Every Student Succeeds Act (P.L. 114-95) repealed 20 USC 6316 which had required the provision of student transfers and SES.~~

~~Although Education Code 49558 has not yet been amended to reflect the repeal of 20 USC 6316, CSBA believes that the use of free and reduced-price eligibility data would be necessary to implement Title I, Part A of the Elementary and Secondary Education Act, which provides financial assistance to meet the needs of students from low-income families, as well as other federal programs. The district should consult legal counsel if it has questions about the use of free and reduced-price meal information for these or other purposes.~~

2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576

~~CSBA NOTE According to CDE In its Management Bulletin SNP-12-2015, Education Code 49558 does not prohibit 02-2018, CDE clarified that designated school officials authorized to administer the sharing of free and reduced-price meal application information to other districts/schools for program may share the purpose of determining students' eligibility. The district may provide only the student's name and eligibility status unless of a student with other school officials within the district for purposes not directly related to the applicant consents free and reduced-price meal program, such as to facilitate the sharing of additional information provision of educational services and support to students who participate in the free and reduced-price meal program on a targeted basis rather than on a schoolwide or districtwide basis, in accordance with the local control accountability plan.~~

3 Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

CSBA NOTE: According to CDE's Management Bulletin SNP-12-2015, Education Code 49558 does not prohibit the sharing of free and reduced-price meal application information to other districts/schools for the purpose of determining student eligibility. For this purpose, the district may provide only a student's name and eligibility status unless the applicant consents to the sharing of additional information.

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal ~~benefits~~ that other educational agency in ensuring that the student continues to receive school meals.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations (Education Code 49558).

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula LCFF and for assessing accountability of that funding (Education Code 49558).

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. ~~He/she~~The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law (Education Code 49557.2, 49557.3, 49558).

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|---------------------|--|
| 5 CCR 15510 | Mandatory meals for needy students |
| 5 CCR 15530-15535 | Nutrition education |
| 5 CCR 15550-15565 | School lunch and breakfast programs |
| Ed. Code 48980 | Parent/Guardian notifications |
| Ed Code 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed Code 49490-49494 | School breakfast and lunch programs |

Ed Code 49500-49505

School meals

Ed Code 49501 5

California Universal Meals Program

Ed Code 49510-49520

Nutrition

Ed Code 49530-49536

Child Nutrition Act

Ed Code 49547-49548 3

Comprehensive nutrition services

Ed. Code 49550-49564.5

Meals for needy students

Ed Code 49564 3

High-poverty schools, universal meal service

Federal

Description

20 USC 1232g

Family Educational Rights and Privacy Act (FERPA) of 1974

20 USC 6301-6576

Title I Improving the Academic Achievement of the Disadvantaged

42 USC 1751-1769j

School Lunch Program

42 USC 1771-1791

Child nutrition

42 USC 1773

School Breakfast Program

7 CFR 210 1-210 31

National School Lunch Program

7 CFR 220 10-220 21

National School Breakfast Program

7 CFR 245.1-245 13

Eligibility for free and reduced-price meals and free milk

Management Resources

Description

California Department of Education
Publication

~~Direct Certification Implementation Checklist Free and Reduced-Price Meals January 2018~~
Clarification on the Sharing of Individual Student Eligibility Information for Local Control and Accountability Plan Purposes, Management Bulletin SNP-02-2018, May 2018

CSBA Publication

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CSBA Publication

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev 2012

U.S Department of Agriculture
Publication

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 20152017

U S Department of Agriculture
Publication

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

Website

U S Department of Agriculture, Food and Nutrition ServicesService

Website

Nourish California Food Policy Advocates

Website

California Project LEAN (Leaders Encouraging Activity and Nutrition)

Website

California Department of Education, Nutrition Services Division

Website

CSBA

Cross References

| Code | Description |
|---------------|---|
| 0200 | Goals For The School District |
| 0410 | Nondiscrimination In District Programs And Activities |
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 0470 | COVID-19 Mitigation Plan |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 1400 | Relations Between Other Governmental Agencies And The Schools |
| 3100 | Budget |
| 3100 | Budget |
| 3250 | Transportation Fees |
| 3250 | Transportation Fees |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |
| 3550 | Food Service/Child Nutrition Program |
| 3550 | Food Service/Child Nutrition Program |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3552 | Summer Meal Program |
| 3552 | Summer Meal Program |
| 3554 | Other Food Sales |
| 3554 | Other Food Sales |
| 3555 | Nutrition Program Compliance |
| 3555-E-PDF(1) | Nutrition Program Compliance |
| 4119.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4219.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4319.23 | Unauthorized Release Of Confidential/Privileged Information |
| 5030 | Student Wellness |
| 5117 | Interdistrict Attendance |
| 5117 | Interdistrict Attendance |
| 5125 | Student Records |
| 5125 | Student Records |
| 5141-22 | Infectious Diseases |
| 5141.22 | Infectious Diseases |

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| 5141.6 | School Health Services |
| 5141 6 | School Health Services |
| 5145 3 | Nondiscrimination/Harassment |
| 5145 3 | Nondiscrimination/Harassment |
| 5145 6 | Parental Notifications |
| 5145 6-E-PDF(1) | Parental Notifications |
| 5145 71 | Title IX Sexual Harassment Complaint Procedures |
| 5145 71-E-PDF(1) | Title IX Sexual Harassment Complaint Procedures |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 5148 2 | Before/After School Programs |
| 5148 2 | Before/After School Programs |
| 6162 51 | State Academic Achievement Tests |
| 6162.51 | State Academic Achievement Tests |
| 6164 5 | Student Success Teams |
| 6164.5 | Student Success Teams |
| 6171 | Title I Programs |
| 6171 | Title I Programs |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173-E-(1) | Education For Homeless Children |
| 6173-E-(2) | Education For Homeless Children |
| 6173.1 | Education For Foster Youth |
| 6173 1 | Education For Foster Youth |
| 6175 | Migrant Education Program |
| 6175 | Migrant Education Program |
| 6176 | Weekend/Saturday Classes |
| 6177 | Summer Learning Programs |

Regulation 3553: Free And Reduced Price Meals

Status: ADOPTED

Original Adopted Date: 03/01/2016 | **Last Revised Date:** 03/06/01/20182022 | **Last Reviewed Date:** 03/06/01/20182022

CSBA NOTE In addition to the requirement pursuant to Education Code 49550 requires, that all districts to provide at least one nutritionally adequate meal during each school day to low-income needy students, as defined in Education Code 49552 as those who meet federal eligibility criteria for, commencing June 1, 2022, all districts are required pursuant to Education Code 49501 5, as added by AB 130 (Ch 44, Statutes of 2021), to provide a free, nutritionally adequate breakfast and lunch each school day to any student who requests a meal, regardless of the student's free or reduced-price meal eligibility To be eligible for state reimbursement for provision of meals under Education Code 49501 5, a district must participate in the National School Lunch and/or School Breakfast Programs. Consequently, the federal rules and regulations governing those programs are applicable to districts that may want to seek state reimbursement for the cost of meals required pursuant to Education Code 49501 5

The following administrative regulation is for use by all districts, regardless of whether they receive reimbursement for free and reduced-price meals through the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773) and/or the State Meal Program (Education Code 49490-49494).

Applications

CSBA NOTE The California Department of Education's (CDE) Management Bulletin USDA-SNP-07-2010, "Universal Meals Program Questions and Answers," clarifies that it is districts participating in the responsibility of the district National School Lunch and/or Breakfast Program must continue to ensure that collect meal applications, as meal counts for reimbursement purposes need to be claimed in accordance with the amount of free and, reduced-price, and paid meals and free milk meet the requirements of law Model application forms are available from the CDE in several formats and in both English and Spanish served

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5 The district's application packet shall include the notifications and information listed in Education Code 49557 2.

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day (Education Code 48980, 49520, 42 USC 1758, 7 CFR 245 5)

CSBA NOTE: The following paragraph is optional In addition to the paper application form described above, Education Code 49557 authorizes districts to make the application for free or reduced-price meals available online, provided that it complies with specified requirements

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

CSBA NOTE: According to the U.S. Department of Agriculture's (USDA), "Eligibility Manual for School Meals: Determining and Verifying Eligibility," households enrolling a new student after the start of the school year must also be provided an application and related materials

An application form and related information shall also be provided whenever a new student is enrolled

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person (7 CFR 245.5)

Eligibility

CSBA NOTE. Districts are responsible for determining students' eligibility for free and reduced-price meals in accordance with criteria established by CDE consistent with 42 USC 1758 and 1773 and 7 CFR 245.3. Family income levels that qualify for free or reduced-price meals, by household size, are annually posted on CDE's web site

Pursuant to 42 USC 1769c, a district that has demonstrated a high level of, or a high risk for, administrative error may be required to implement a second-level, independent review of the eligibility determination for each application. Such districts also will be subject to additional CDE reporting requirements

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education

CSBA NOTE. In accordance with law, participants in certain state and federal programs are deemed to have met the income eligibility requirements of the free and reduced-price meal program and therefore may be directly certified as eligible without further action or additional application. For purpose of direct certification, districts may obtain data through the California Longitudinal Pupil Achievement Data System (CALPADS) or may enter into a local agreement with the county department of social or welfare services to match enrollment data.

Pursuant to 42 USC 1758 and 7 CFR 245.6, districts must directly certify for enrollment in the free and reduced-price meal program students who participate in the CalFresh program or California Work Opportunity and Responsibility to Kids (CalWORKs) program. 42 USC 1758 and 7 CFR 245.6 also authorize, but do not require, districts to directly certify any student who is homeless, migratory, a foster youth, or enrolled in a Head Start program. Education Code 49562, as amended by SB 138 (Ch. 724, Statutes of 2017), also requires districts to use participation data in the Medi-Cal program to directly certify students as eligible for free and reduced-price meals, beginning with participation data from the 2017-18 school year as provided by CDE

Further information about direct certification and eligibility is available in the USDA's "Eligibility Guidance for School Meals Manual."

Pursuant to 42 USC 1759a, certain districts located in high poverty areas may be eligible to participate in alternative processes for annual determinations of student eligibility for free and reduced-price meals (Provisions 1, 2, 3, and 4). Districts participating in these alternative processes should revise the following section to reflect district practice

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when

authorized by law. (Education Code 49561, 49562, 42 USC 1758, 7 CFR 245 6)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245 6a (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall (42 USC 1758, 7 CFR 245 6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

~~If any household is to receive a reduction or termination of benefits. If~~ as a result of verification activities, the eligibility of a household that is receiving free or reduced-price benefits cannot be confirmed, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for the household's ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided At least 10 days prior to the actual reduction or termination of benefits, the Superintendent or designee shall send a notice of adverse action to the household. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

CSBA NOTE The following section is for use by districts that have adopted a policy, pursuant to Education Code 49558, allowing designated district employees to use individual student records compiled in the administration of the free and reduced-price meal program for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576. See the accompanying Board policy. The district should consult legal counsel if it has questions about the use of free and reduced-price meal information for these or other purposes.

It is recommended that the district designate by name or job title the employee(s) authorized to use records for these purposes. Districts should identify the specific title(s) of the designated employee(s) in the space provided below, such as Title I Coordinator.

The Superintendent designates the following district employee(s) to ~~usedisclose a student's name and eligibility status from~~ individual meal records pertaining to student participation in the free and reduced-price meal program only for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC

(title or position)

In ~~using the~~ permitting the disclosure of student records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)

- 1 No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law
- 2 Information regarding individual student participation in the free and reduced-price meal program is not publicly released.
- 3 All other confidentiality provisions required by law are met
- 4 Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose

Nondiscrimination Plan

~~The district's plan for students receiving~~

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|--|
| <p><u>CSBA NOTE Pursuant to Education Code 49557, even with the establishment of the universal meal program, the legal obligation under federal law to ensure that students who are eligible for free and reduced-price meals are not treated differently remains applicable to districts.</u></p> |
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In implementing the district's food service programs for students who are eligible to receive free or reduced-price meals, ~~the district~~ shall ensure the following (Education Code 49557; 42 USC 1758)

- 1 The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law
- 2 There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means
- 3 The students shall not be required to work for their meals ~~or for milk~~
- 4 The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals ~~or milk~~ at a different time.

~~When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price (Education Code 49557; 7 CFR 245-8)~~

Prices

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|---|
| <p>CSBA NOTE The following section is for use by districts that provide reduced-price meals to students through the National School Lunch and/or Breakfast Program pursuant to 42 USC 1758 and 1773.</p> |
|---|

~~The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast (42 USC 1758, 1773)~~

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|--|--|
| 5 CCR 15510 | Mandatory meals for needy students |
| 5 CCR 15530-15535 | Nutrition education |
| 5 CCR 15550-15565 | School lunch and breakfast programs |
| Ed. Code 48980 | Parent/Guardian notifications |
| Ed Code 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed Code 49490-49494 | School breakfast and lunch programs |
| Ed Code 49500-49505 | School meals |
| <u>Ed Code 49501.5</u> | <u>California Universal Meals Program</u> |
| Ed Code 49510-49520 | Nutrition |
| Ed Code 49530-49536 | Child Nutrition Act |
| Ed. Code 49547-49548.3 | Comprehensive nutrition services |
| Ed. Code 49550-49564.5 | Meals for needy students |
| Federal | Description |
| 20 USC 1232g | Family Educational Rights and Privacy Act (FERPA) of 1974 |
| 20 USC 6301-6576 | Title I Improving the Academic Achievement of the Disadvantaged |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1771-1791 | Child nutrition |
| 42 USC 1773 | School Breakfast Program |
| 7 CFR 210.1-210.31 | National School Lunch Program |
| 7 CFR 220.10-220.21 | National School Breakfast Program |
| 7 CFR 245.1-245.13 | Eligibility for free and reduced-price meals and free milk |
| Management Resources | Description |
| California Department of Education Publication | Direct Certification Implementation Checklist-Free and Reduced-Price Meals-January 2018 |
| CSBA Publication | Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012 |
| CSBA Publication | Monitoring for Success. A Guide for Assessing and Strengthening Student Wellness Policies, <u>rev. 2012</u> |
| U.S. Department of Agriculture Publication | Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015 <u>2017</u> |
| U.S. Department of Agriculture Publication | Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002 |

| | |
|---------|---|
| Website | U S Department of Agriculture, Food and Nutrition Services <u>Service</u> |
| Website | <u>Nourish</u> California Food Policy Advocates |
| Website | California Project LEAN (Leaders Encouraging Activity and Nutrition) |
| Website | California Department of Education, Nutrition Services Division |
| Website | CSBA |

Cross References

| Code | Description |
|-------------|---|
| 0200 | Goals For The School District |
| 0410 | Nondiscrimination In District Programs And Activities |
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 0470 | COVID-19 Mitigation Plan |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 1400 | Relations Between Other Governmental Agencies And The Schools |
| 3100 | Budget |
| 3100 | Budget |
| 3250 | Transportation Fees |
| 3250 | Transportation Fees |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |
| 3550 | Food Service/Child Nutrition Program |
| 3550 | Food Service/Child Nutrition Program |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3552 | Summer Meal Program |
| 3552 | Summer Meal Program |
| 3554 | Other Food Sales |
| 3554 | Other Food Sales |
| 3555 | Nutrition Program Compliance |
| 3555-E-(1) | Nutrition Program Compliance |
| 4119.23 | Unauthorized Release Of Confidential/Privileged Information |

| | |
|--------------------|---|
| 4219.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4319.23 | Unauthorized Release Of Confidential/Privileged Information |
| 5030 | Student Wellness |
| 5117 | Interdistrict Attendance |
| 5117 | Interdistrict Attendance |
| 5125 | Student Records |
| 5125 | Student Records |
| 5141.22 | Infectious Diseases |
| 5141.22 | Infectious Diseases |
| 5141 6 | School Health Services |
| 5141.6 | School Health Services |
| 5145 3 | Nondiscrimination/Harassment |
| 5145 3 | Nondiscrimination/Harassment |
| 5145 6 | Parental Notifications |
| 5145 6-E-(1) | Parental Notifications |
| 5145-71 | Title IX Sexual Harassment Complaint Procedures |
| 5145-71-E-PDF(1) | Title IX Sexual Harassment Complaint Procedures |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 5148 2 | Before/After School Programs |
| 5148.2 | Before/After School Programs |
| 6162.51 | State Academic Achievement Tests |
| 6162 51 | State Academic Achievement Tests |
| 6164-5 | Student Success Teams |
| 6164-5 | Student Success Teams |
| 6171 | Title I Programs |
| 6171 | Title I Programs |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173-E- (1) | Education For Homeless Children |
| 6173-E-(2) | Education For Homeless Children |
| 6173.1 | Education For Foster Youth |
| 6173 1 | Education For Foster Youth |
| 6175 | Migrant Education Program |
| 6175 | Migrant Education Program |

6176

Weekend/Saturday Classes

6177

Summer Learning Programs

Policy Reference UPDATE Service

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Regulation 4112.2: Certification

Status: ADOPTED

Original Adopted Date: 01/01/2011 | **Last Revised Date:** 07/06/01/20172022 | **Last Reviewed Date:** 07/06/01/20172022

Verification of Credentials

CSBA NOTE: The following optional section may be revised to reflect district practice Pursuant to Education Code 44330, 44332.5, and 44857, each person employed in a position requiring certification qualifications must register a valid credential not later than 60 days after beginning employment in the district or not later than 60 days after renewing a credential. Pursuant to Education Code 44332.5, a district with over 10,000 average daily attendance (ADA) may provide for the registration of its own certificated employees' credentials If it does not do so, or if the district has 10,000 ADA or less, certificated employees' credentials must be registered with the county office of education- (COE) The following section may be revised to reflect district practice

The Commission on Teacher Credentialing (CTC) does not provide credentials in a paper format. Pursuant to 5 CCR 80001, the official record of a credential ~~includes any credential in a paper or electronic format, including, but not limited to,~~ information obtained from the ~~CTC~~CTC's web site If an applicant has indicated a county of employment on his/her application, the county office of education will receive a download of credential information for that applicant. For all other certificated staff, the district must obtain verification of its employees' certification through the CTC's online service and may print the displayed information

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC) Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential (Education Code 44857)

CSBA NOTE: Pursuant to Education Code 44332, 44332.5, and 44332.6, an individual may be employed while his/her CTC is processing the application is being processed by the CTC if he/she the individual holds a temporary certificate issued by a district with over 10,000 ADA or the county office of education COE, indicating that he/she the individual has passed the state assessment of teachers' basic skills and completed a criminal record check. As amended by AB 1918 (Ch. 127, Statutes of 2016); Education Code 44332, 44332.5, and 44332.6 require the district or county office of education COE, prior to issuing a temporary certificate, to obtain a certificate of clearance (fingerprint clearance) from the CTC to satisfy the criminal record check requirement.

The Superintendent or designee shall verify that any person who is employed by the district while his/her CTC is processing the application for certification is being processed by the CTC possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions

Basic Skills Proficiency

CSBA NOTE: Education Code 44830 provides that a district cannot employ an individual in a position requiring certification unless that person has met the basic skills proficiency requirement or is exempted from the requirement by law. Such exemptions are specified in Education Code 44252 and 44830 Unless exempted, persons who have been granted a credential by the CTC have met the basic skills

proficiency requirement as a condition of obtaining the credential According to CTC leaflet CL-667, Basic Skills Requirement, the basic skills proficiency requirement also may be met by passage of the California Basic Educational Skills Test, California Subject Examinations for Teachers- Multiple Subject Plus Writing Skills Examination, California State University Early Assessment Program, California State University Placement Examinations, or a basic skills examination from another state.

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252 6, 44830)

CSBA NOTE According to CTC leaflet CL-667, "Basic Skills Requirement", the basic skills proficiency requirement may be met as reflected in Items #1-8, below

A person may demonstrate basic skills proficiency in reading, writing, and mathematics by

1. Passage of the California Basic Educational Skills Test (CBEST) (Education Code 44252 5)
2. Passage of the California Subject Examinations for Teachers plus Writing Skills Examination
3. Passage of the California State University (CSU) Early Assessment Program or the CSU Placement Examinations (Education Code 44252)
4. Achieving a qualifying score on the Scholastic Aptitude Test or the American College Test (Education Code 44252)
5. Achieving a qualifying score on College Board Advanced Placement Examinations
6. Passage of a basic skills examination from another state

CSBA NOTE Pursuant to Education Code 44252, as amended by AB 130 (Ch. 44, Statutes of 2021), a person is exempt from the basic skills proficiency test requirement by earning at least a letter grade of B in qualifying coursework determined by a credential preparation program, or determined by CTC for an applicant not enrolled in a California credential preparation program "Qualifying coursework" means a course or courses taken at a regionally accredited institution of higher education for academic credit that applies toward the requirements for an associate's degree, baccalaureate degree, or higher degree. Qualifying coursework does not include professional development or continuing education units, inservice training or workshops, or courses where credits do not apply toward the requirements for an associate's degree, baccalaureate degree, or higher degree. Pursuant to Education Code 44203, as amended by AB 320 (Ch. 663, Statutes of 2021), the definition of a "regionally accredited institution" includes an institution of higher education that held preaccreditation status at the time the degree of an applicant for a credential was conferred if the institution achieved full accreditation status within five years of earning preaccreditation status in addition to an institution of higher education that has already been designated as regionally accredited. CTC is proposing emergency regulations to implement the statutory changes to subject matter competence requirements enacted by AB 130, see CTC Coded Correspondence 21-06 for more information on the proposed regulations.

7. Qualifying coursework (Education Code 44252)

CSBA NOTE Pursuant to Education Code 44252, as amended by AB 130 and AB 167 (Ch. 252, Statutes of 2021), a person is exempt from the basic skills proficiency test requirement if a credential preparation program or CTC determines that an applicant has demonstrated proficiency through a combination of coursework, as described in Item #7, above, passage of a component or components of the basic skills proficiency test, and scores described in Items #3 and 4, above.

8. Qualifying coursework and exams (Education Code 44252)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if he/she/the employee has not yet been afforded the opportunity to take the test, provided that he/she/the employee takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of his/her/the test results (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she/the teacher has completed a basic skills proficiency test in another state, passed a basic skills proficiency test developed and administered by the district, by cooperating districts or by the county office of education (COE), or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement (Education Code 44252, 44274.2, 5 CCR 80071 4, 80413.3)

CSBA NOTE. Pursuant to Education Code 44252 and 44830, persons holding or applying for a "designated subjects special subjects" credential must be assessed with a district basic skills proficiency test, unless their credential requires possession of a bachelor's degree in which case they are required to meet the state basic skills proficiency requirement. When such persons are employed by a consortium of districts or a joint powers agreement, the test may instead be established by the boards of those entities.

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test (Education Code 44252, 44830)

Short-Term Staff Permit

CSBA NOTE: 5 CCR 80021 establishes the short-term staff permit (STSP) to immediately fill teacher vacancies based on unforeseen circumstances. Pursuant to 5 CCR 80021, the CTC will issue the STSP to an individual only once and for no more than one year. The STSP will expire no later than July 1, unless the STSP is for a summer school assignment in which case the STSP will expire no later than September 1

The district may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved intern/internship program
4. Inability of the applicant to enroll in an approved intern/internship program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an intern/internship program or the applicant's withdrawal from an intern/internship program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to the CTC. (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested
2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit
3. Written justification for the permit signed by the Superintendent or designee

CSBA NOTE 5 CCR 80021 provides that a holder of the STSP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). 5 CCR 80021 provides that all STSPs will also include an English learner authorization allowing the holder to provide services in English language development (ELD) or specially designed academic instruction in English (SDAIE), see AR 4112 22 - Staff Teaching English Learners. Upon request by the district and verification of the applicant's target-language proficiency, the STSP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

CSBA NOTE 5 CCR 80021.1 establishes the provisional internship permit (PIP) to staff classrooms when appropriately credentialed teachers cannot be found after a diligent search. 5 CCR 80021 1 provides that the PIP will be issued for one calendar year and may not be renewed

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media (5 CCR 80021 1)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that the CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 1 for the multiple subject, single subject, or education specialist PIP as appropriate (5 CCR 80021 1)

When submitting the request for a PIP, the district shall provide verification of all of the following. (5 CCR 80021.1, 80026 5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.

- 2 Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education (COE) and who has completed at least three years of full-time classroom teaching experience.

- 3 The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
- 4 The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
- 5 A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a ~~public~~ open Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that ~~he/she~~ the applicant will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

- 6 The candidate has been apprised of steps to earn a credential and enroll in an intern program.

CSBA NOTE: 5 CCR 80021.1 provides that a holder of the PIP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). In addition, 5 CCR 80021.1 provides that all PIPs will include an English learner authorization allowing the holder to provide services in ELD or SDAIE, see AR 4112.22 - Staff Teaching English Learners. Upon request by the district and verification of the applicant's target-language proficiency, the PIP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit (5 CCR 80021.1).

Teaching Permit for Statutory Leave

CSBA NOTE. 5 CCR 80022, as added by Register 2016, No. 34, establishes the Teaching Permit for Statutory Leave (TPSL), which authorizes the holder to serve as the interim teacher of record when a teacher takes a statutory leave. The applicable statutory leaves are specified in 5 CCR 80022 and, as clarified by CTC Coded Correspondence 16-10, exclude administrative leave. The TPSL is valid for one calendar year from the first day of the month immediately following the date of issuance, but may be renewed on an annual basis provided that the holder completes additional requirements as specified and the district verifies that it will provide continued mentoring and support.

Qualifications required for the TPSL include possession of a bachelor's or higher degree, completion of the basic skills requirement unless exempted by state law or regulations, completion of a subject-matter requirement, and 45 hours of preservice preparation in the content areas listed in 5 CCR 80022. The design and delivery of the preservice preparation are at the discretion of the district and, as described in CTC Coded Correspondence 16-10, may include existing training and development programs, new

preparation courses or modules, and/or partnerships with the county office of education COE, neighboring districts, colleges and universities, or private companies. The CTC does not accredit or oversee any TPSL preparation. The following paragraph may be revised to reflect district practice.

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that the CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to the CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to the CTC that it will provide the interim teacher: (5 CCR 80022)

1. An orientation to the assignment before or during the first month of service in the statutory leave assignment.
2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment.
3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs.

CSBA NOTE: The TPSL authorizes the interim teacher of record to serve for the full length of the statutory leave. CTC Coded Correspondence 16-10 clarifies that, when more than one acceptable leave is taken consecutively, the holder of the TPSL may continue to serve as the interim teacher of record for the entire length of those leaves.

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022. He/she shall and annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

CSBA NOTE: Pursuant to Education Code 44225.7, the district may request that the CTC grant an applicant a one-year emergency permit (Education Code 44300, 5 CCR 80023-80026.6) when a "fully prepared teacher," defined as a teacher who has completed a teacher preparation program, is unavailable to the district. Emergency permits may only be issued for the resource specialist permit (5 CCR 80024.3.1), teacher librarian services permit (5 CCR 80024.6), crosscultural, language and academic development permit (CLAD) (5 CCR 80024.8), and bilingual authorization permit (5 CCR 80024.7).

Pursuant to 5 CCR 80023.1, an emergency permit may be renewed for up to two additional one-year

periods (for a maximum of three years of service).

In order to request an emergency permit, the district must first demonstrate that it has made reasonable efforts to recruit candidates who are enrolled in an intern program or are scheduled to complete preliminary credential requirements within six months and must submit a Declaration of Need for Fully Qualified Educators; see the accompanying Board policy.

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, (CLAD), or emergency bilingual authorization permit (5 CCR 80024 3 1, 80024 6, 80024 7, 80024 8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before he/she begins beginning a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education COE and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026 5)

Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:

CSBA NOTE: 5 CCR 80025.3, as amended by Register 2016, No. 34, authorizes the holder of the STSP, PIP, or TPSL to provide day-to-day substitute teaching services for up to 30 days for a general education teacher or 20 days for a special education teacher.

1. A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the California Basic Educational Skills Test CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve or as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025 3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025 1)
3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025 2)
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025 5)

CSBA NOTE: 5 CCR 80025 and 80025.5 require the district to have a Statement of Need on file before employing a person with an emergency substitute permit pursuant to item #1 or 4 above. The CTC form for the Statement of Need may be found in the CTC's online, "Credential Information Guide," which may be accessed only by employers.

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025 5)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|--|---|
| 5 CCR 80001-80674.6 | Commission on Teacher Credentialing |
| Ed Code 32340-32341 | Unlawful issuance of a credential |
| Ed Code 35186 | Complaints regarding teacher vacancy or misassignment |
| Ed. Code 44066 | Limitations on certification requirements |
| Ed. Code 44200-44399 1 <u>44418</u> | Teacher credentialing |
| Ed Code 44250-44277 | Credentials and assignment of teachers |
| Ed Code 44300-44302 | Emergency permit |
| Ed Code 44325-44328 | District interns |
| Ed Code 44330-44355 | Certificates and credentials |
| Ed. Code 44420-44440 | Revocation and suspension of credentials |
| Ed Code 44450-44468 | University intern <u>internship</u> program |
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| Ed Code 56060-56063 | Substitute teachers in special education |
| Ed Code 8360-8370 <u>8295-8305</u> | Qualifications of child care <u>Child development program</u> personnel <u>qualifications</u> |
| Federal | Description |
| 20 USC 6312 | Title I local educational agency plans; notifications regarding teacher qualifications |
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| Management Resources | Description |
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| | <u>Competence, Coded Correspondence 21-06, September 20, 2021</u> |
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| Website | National Board Resource Center |
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| Website | Commission on Teacher Credentialing |
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| Website | CSBA |
| Website | U S Department of Education |

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Policy Reference UPDATE Service

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Regulation 4161.8: Family Care And Medical Leave

Status: ADOPTED

Original Adopted Date: 08/01/2013 | **Last Revised Date:** 0306/01/20212022 | **Last Reviewed Date:** 0306/01/20182022

CSBA NOTE. The following optional administrative regulation addresses mandatory subjects of bargaining. The laws referenced in this regulation provide minimum amounts of leave which the district must grant its employees if more generous benefits are not provided as part of its collective bargaining agreement. Any covered subject that is already addressed in the district's collective bargaining agreements should be deleted from this administrative regulation.

Both federal and state law provide for family care and medical leave (29 USC 2601-2654, the Family and Medical Leave Act of 1993 (FMLA), and Government Code 12945 1-12945 2, the California Family Rights Act (CFRA)). However, these laws do not always provide identical rights or operate in the same manner. For example, pregnancy as a "serious health condition" is covered under FMLA but not under CFRA. Instead, under state law, an employee who is disabled due to pregnancy, childbirth, or a related medical condition is entitled to pregnancy disability leave (PDL) pursuant to Government Code 12945. Where there is a difference between state and federal law, the law that grants the greatest benefits generally controls. In those situations, legal counsel should be consulted as needed.

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or ~~leave for pregnancy disability pursuant to California's~~ Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945 2, 2 CCR 11094, 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

CSBA NOTE Government Code 12945 2, as amended by SB 1383 (Ch 86, Statutes of 2020), includes a child of a registered domestic partner in the definition of "child" for purposes of CFRA leave.

Child means a biological, adopted, or foster child; a stepchild, a legal ward; or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945 2, 2 CCR 11087, 29 USC 2611)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945 2; 2 CCR 11087, 29 USC 2611, 29 CFR 825 110)

CSBA NOTE Government Code 12945 2, as amended by AB 1033 (Ch 327, Statutes of 2021), includes a parent-in-law in the definition of "parent" for purposes of CFRA leave.

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, or sibling. (Government Code 12945.2; 2 CCR 11087, 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is. (2 CCR 11035)

- 1 Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
- 2 Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law, a stepparent, a legal guardian, or another person who stood in loco parentis to the employee when the employee was a child.

Parent However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2, 2 CCR 11087, 29 USC 2611, 29 CFR 825.122)

~~CSBA NOTE For purposes of CFRA leave, Government Code 12945.2, as amended by SB 1383, includes an employee's grandparent, grandchild, sibling, and registered domestic partner with a serious health condition as one for whom an employee may take family care and medical leave.~~

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows (Government Code 12945.2, 2 CCR 11087, 11097; 29 USC 2611, 2612, 29 CFR 825.113-825.115)

- 1 Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when formally admitted to a health care facility with the expectation of remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

- 2 Continuing treatment or continuing supervision by a health care provider, including one or more of the following.
 - a A period of incapacity of more than three consecutive full days
 - b Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective

- e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5 (Family Code 297, 297.5, 300, 2 CCR 11087, 29 CFR 825.122)

Eligibility/Purposes of Leave

CSBA NOTE. Government Code 12945.2 and 29 USC 2611-2612 require a district to grant family care and medical leave to an eligible employee for any of the reasons stated below. These requirements apply to all public agencies regardless of the number of employees

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2, 29 USC 2612, 29 CFR 825 112, 825 126, 825.127)

- 1 The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
- 2 ~~To~~The care for the employee's of an eligible family member with a serious health condition
- 3 The employee's own serious health condition that makes the employee unable to perform ~~one or more essential~~the job functions of the position

CSBA NOTE: Pursuant to 29 CFR 825.126, FMLA military family leave is available to any eligible employee for a qualifying exigency while the employee's spouse, child, or parent who is a military member is on covered active duty during deployment to a foreign country. Government Code 12945.2, ~~as amended by SB 1383~~, provides exigency leave under CFRA for an employee whose registered domestic partner is on active duty. For requirements related to qualifying exigency leave, see the section "Military Family Leave Resulting from Qualifying Exigencies" below

- 4 ~~Any~~A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)

CSBA NOTE Pursuant to 29 CFR 825.127, military caregiver leave is available to any eligible employee who is a family member of a covered servicemember with a serious injury or illness. For requirements related to military caregiver leave, see the section on "Military Caregiver Leave" below.

- 5 ~~To~~The care for of a covered servicemember with a serious injury or illness ~~if when~~the covered servicememberemployee is the employee's a spouse, child, parent, or next of kin, ~~as defined of the covered servicemember~~

CSBA NOTE: Under federal law, pregnancy as a "serious health condition" is covered as part of FMLA leave. However, disability due to pregnancy is explicitly excluded from coverage under CFRA (2 CCR 11093). Instead, pursuant to Government Code 12926 and 12945, any California employee who is "disabled because of pregnancy, childbirth, or related medical conditions" is entitled to unpaid PDL of up to four months if the employer has five or more employees. Therefore, such an employee is entitled to up to four months of PDL and an additional 12 weeks of CFRA leave following the birth of the child

Additionally, pursuant to 2 CCR 11037, PDL is not subject to eligibility requirements for other FMLA and CFRA leaves, such as minimum hours worked or length of service

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition (Government Code 12945, 2 CCR 11037)

Terms of Leave

CSBA NOTE: ~~Leaves Pursuant to Government Code 12945 2, leaves common to CFRA and FMLA run concurrently so that total leave to which an employee is entitled would be 12 work weeks. However, when they do not run concurrently, an employee may be eligible for up to 12 work weeks under both CFRA and FMLA, for a total of 24 work weeks not be more than 12 work weeks.~~

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. ~~In circumstances where the leaves do not run concurrently under the law, the employee may take up to 12 work weeks for both CFRA and FMLA, for a total of 24 work weeks.~~ (Government Code 12945 2, 29 USC 2612)

CSBA NOTE: To determine the 12-month period in which the leave entitlement occurs, the district may use any of the methods identified in 29 CFR 825 200 and specified in options #1-4 below. However, a district may choose not to use any of these options and may instead choose some other fixed 12-month period. Whichever option is selected, it must be applied uniformly to all employees. If the district fails to select a method for calculating the 12-month period, the method that provides the most beneficial outcome for the employee will be used. Pursuant to 2 CCR 11090, if the district decides to change the calculation method, it must provide at least 60 days' notice to all employees

OPTION 1: ~~This~~The 12-month period shall coincide with the calendar year (29 CFR 825.200)

OPTION 2: ~~This~~The 12-month period shall coincide with the fiscal year. (29 CFR 825.200)

OPTION 3: ~~This~~The 12-month period shall be measured forward from the date the employee's first family care and medical leave begins (29 CFR 825 200)

OPTION 4. ~~This~~The 12-month period shall be a rolling period measured backward from the date an employee uses any family care and medical leave, as defined in 29 CFR 825 200 (29 CFR 825 200)

CSBA NOTE: 2 CCR 11042 clarifies that the four months of PDL to which an employee is entitled means the number of days or hours that the employee would normally work within the four calendar months. For employees who work 40 hours per week, PDL leave is defined as 17-1/3 weeks, 122 days, or 693 hours

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis (Government Code 12945; 2 CCR 11042)

CSBA NOTE While leaves common to CFRA and FMLA run concurrently, PDL is separate and distinct from CFRA leave. Consequently, pursuant to 2 CCR 11046, an employee who is "disabled by pregnancy" may be entitled to up to four months of PDL, followed by 12 work weeks of CFRA leave for the birth of the child (baby bonding). Determining which leaves run concurrently is a complex endeavor and districts should consult legal counsel as needed.

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child (Government Code

12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090, 29 USC 2612)

~~CSBA NOTE: Government Code 12945.6, which limited the amount of leave related to the birth or placement of a child to a combined total of 12 work weeks when both parents work for the district, was repealed by SB 1383, thereby allowing both parents to take up to 12 work weeks of leave for this purpose.~~ CSBA NOTE: Although 29 USC 2612 allows the district to limit the aggregate number of work weeks of leave to which two parents may be entitled when both parents work for the district, such leave is covered under both FMLA and CFRA and state law prevails since it provides greater rights to employees

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district

Use/Substitution of Paid Leave

CSBA NOTE: The district may require employees (Option 1) or employees may elect (Option 2) to use paid leave during an otherwise unpaid portion of CFRA or FMLA leave or PDL. Pursuant to 2 CCR 11044 and 11092, the district may only require an employee to use sick leave if the leave is for the employee's own serious health condition or for PDL, unless mutually agreed to by the district and the employee.

OPTION 1: During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2, 2 CCR 11044, 11092, 29 USC 2612)

OPTION 2: During any otherwise unpaid period of PDL or any FMLA or CFRA leave, the employee may elect to use accrued vacation leave, or any other paid time off negotiated with the district that the employee is eligible to use. If the leave is for the employee's own serious health condition or PDL, the employee may also elect to use accrued sick leave during the period of leave. (Government Code 12945, 12945.2, 2 CCR 11044, 11092, 29 USC 2612)

CSBA NOTE: The following paragraph is for use with either option above.

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2, 2 CCR 11042, 11090, 29 USC 2612)

CSBA NOTE: Pursuant to 2 CCR 11090, the minimum duration of CFRA parental leave for the birth, adoption, or foster care placement of a child is generally two weeks. However, the district must grant a

request for CFRA leave of less than two weeks duration on any two occasions and may grant additional requests.

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions (2 CCR 11090, 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances (2 CCR 11041, 11090, 29 USC 2612)

- 1 The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.

CSBA NOTE Pursuant to 2 CCR 11041, the district must accommodate the transfer request of a pregnant employee to the same extent that it accommodates transfer requests for other temporarily disabled employees

2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.
- 3 The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule (2 CCR 11041, 11090, 29 USC 2612)

Request for Leave

CSBA NOTE: Pursuant to 2 CCR 11050 and 11091, an employee is required to notify the district of the need to take PDL or family care and medical leave. The employee must provide at least verbal notice sufficient to make the district aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave. However, the employee does not need to assert rights under CFRA or FMLA or even mention CFRA or FMLA to meet the notice requirement, but must state the reason the leave is needed. If there is a question about whether leave is FMLA/CFRA qualifying or if the district is considering denying CFRA leave based on an employee's refusal to provide further information, legal counsel should be consulted

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

CSBA NOTE: Both 29 CFR 825 300 and 2 CCR 11091 require the district to provide an employee with notice of the designation of leave as either qualifying for CFRA or FMLA protection. See section entitled "Notifications" below for further requirements of this "designation notice" as well as other required notifications.

Pursuant to 2 CCR 11091, an employee has the obligation to respond to questions designed to determine whether an absence is potentially CFRA qualifying. If the district is unable to determine whether requested leave is CFRA qualifying because of an employee's refusal to respond to its inquiries, the employee may be denied CFRA protection.

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825 300)

CSBA NOTE: Pursuant to 2 CCR 11091, the district may require an employee to provide at least 30 days advance notice of the need for family care and medical leave, if the need is foreseeable. If the district requires such advance notice from employees, then the district's notification of FMLA/CFRA rights must so specify, see section below entitled "Notifications."

Pursuant to 2 CCR 11050, an employee requesting PDL is required to provide the district at least 30 days advance notice if the need for PDL is foreseeable.

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945 2; 2 CCR 11050, 11091)

Certification of Health Condition

CSBA NOTE: The following optional section is for use by districts that require an employee to submit a medical certification of the need for family care and medical leave for an employee's own serious health condition or to care for the employee's eligible family member with a serious health condition. In order to help avoid claims of discrimination, the district should generally treat all such employees uniformly, thus, districts using this section should request a medical certification from all such employees.

Districts requiring written medical certification from employees may develop their own form, utilize one provided by the employee's health care provider, or use the form provided in 2 CCR 11097.

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091, 29 CFR 825 305)

The certification shall include the following (Government Code 12945 2, 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
- 2 The probable duration of the condition

CSBA NOTE Item #3 below addresses an eligible employee's request for leave to care for an eligible family member. In such a case, 2 CCR 11087 provides that the health care provider's certification need not identify the serious health condition involved. The U.S. Department of Labor (DOL) provides a form, "Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act," that districts may use for this purpose to avoid unauthorized disclosure of the serious health condition

3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:
 - a Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
 - b Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
- 4 If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position
- 5 If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

CSBA NOTE: Government Code 12940 and other provisions of the California Genetic Information Nondiscrimination Act of 2011 prohibit an employer from making a non-job related inquiry into an employee's genetic information. A district which believes that an employee's leave may require obtaining this information should consult with legal counsel

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011 (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee (2 CCR 11091; 29 CFR 825 301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third

health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2, 2 CCR 11091, 29 USC 2613)

Certification for PDL

CSBA NOTE The following optional section is for use by districts that require an employee to submit a medical certification of the need for leave along with the request for PDL. Districts requiring written medical certification from employees who request reasonable accommodation, transfer, or disability leave because of pregnancy may develop their own form, utilize one provided by the employee's health care provider, or use the form provided in 2 CCR 11050.

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2, 2 CCR 11050, 29 USC 2613)

Release to Return to Work

CSBA NOTE. The following optional section is for use by districts that choose to require a return-to-work certification and may be modified to list the specific positions for which certification is required. Pursuant to 2 CCR 11091, the district may require an employee to submit a return-to-work certification from the employee's health provider, stating that the employee is able to return to work. However, this requirement may only be made if the district has a uniformly applied practice of requiring such releases when employees return to work after illness, injury, or disability, any fitness-for-duty examination is job related and consistent with business necessity, and the practice is not forbidden by its collective bargaining agreement. 2 CCR 11050 has similar requirements when an employee is returning to work after PDL.

Pursuant to 29 CFR 825.312, when the health care provider certifies that the employee is able to resume work, the district may also require the health care provider to address the employee's ability to perform the essential functions of the job. If such a requirement is imposed, then the district must provide the employee with a list of the employee's essential job functions with the "designation notice", see section entitled "Notifications" below.

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the

employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position

Rights to Reinstatement

CSBA NOTE: Pursuant to Government Code 12945.2, 2 CCR 11043 and 11089, and 29 USC 2614, an employee on PDL or family care and medical leave has the right to be reinstated to the same or a comparable position upon return from such leave. However, such an employee has no greater right to reinstatement or other benefits than the employee would have if employment had been continuous. As amended by SB 1383, Government Code 12945.2 eliminates the district's authority to deny reinstatement of a "key employee" in certain situations.

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends (Government Code 12945 2; 2 CCR 11043, 11089, 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee (2 CCR 11089, 29 CFR 825 216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan (Government Code 12945.2, 2 CCR 11092, 29 USC 2614)

CSBA NOTE Pursuant to 2 CCR 11044 and 11092, the time that the district maintains and pays for group health coverage during PDL shall not be used to meet its obligation to pay for 12 weeks of group health coverage during leave taken under CFRA, even where the district designates the PDL as FMLA or CFRA leave. The entitlements to employer-paid group health coverage during PDL and during CFRA are two separate and distinct entitlements.

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945 2, 2 CCR 11044, 11092, 29 USC 2614, 29 CFR 825 213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan (Government Code 12945.2, 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

CSBA NOTE The following optional section reflects 29 USC 2611 and 2612 which authorize an eligible employee to take up to 12 work weeks of unpaid FMLA leave to attend to an "exigency" arising out of the fact that the employee's spouse, child, or parent is on active duty or on call to active duty status in the National Guard or Reserves, or is a member of the regular Armed Forces on deployment to a foreign country. Pursuant to Government Code 12945.2, as amended by SB 1383, an employee may take unpaid leave under CFRA to attend to an exigency involving the employee's registered domestic partner.

Pursuant to 29 CFR 825 200, an employee is entitled to 12 work weeks of qualifying exigency leave during each 12-month period established by the district; see section entitled "Terms of Leave" above According to DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," an employee may take all 12 weeks of FMLA leave entitlement as a qualifying exigency leave or take a combination of the 12 weeks of leave for both qualifying exigency leave and other FMLA leave, such as leave for a serious health condition.

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status (Government Code 12945.2, 29 USC 2612, 29 CFR 825 126)

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or and, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law Deployment to a foreign county includes deployment to international waters. (29 USC 2611, 29 CFR 825.126)

CSBA NOTE: Pursuant to 29 CFR 825.126, a "qualifying exigency" may include "other events" agreed to by the district and the employee As an example of such other event, DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," and the California Department of Human Resources', "Questions and Answers - Military Family Leave -- FMLA," list leave to spend time with the military member either prior to or post deployment or to attend to household emergencies that would normally have been handled by the military member

Qualifying exigencies include time needed to (29 CFR 825 126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings

- 8 Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable (29 CFR 825.302)

CSBA NOTE: The district may require the employee to provide certification of the qualifying exigency containing the information specified in 29 CFR 825.309. A form has been developed by DOL for this purpose and is available on its web site.

The following paragraph is optional and should be deleted by those districts that do not require such documentation. In order to help avoid claims of discrimination, the district should generally treat all employees uniformly, thus, districts using this paragraph should request certification from all employees requesting such leave

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis (29 CFR 825.302)

CSBA NOTE: Pursuant to 29 USC 2612 and 29 CFR 825.207, the district has the option to require or give employees discretion to use paid leave when taking FMLA/CFRA leave, see Options 1 and 2 in the section entitled "Use/Substitution of Paid Leave" above. Whichever option is selected by the district with regards to FMLA/CFRA leave is also applicable to qualified exigency leave.

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply

Military Caregiver Leave

CSBA NOTE: 29 USC 2612 and 29 CFR 825.127 authorize an eligible employee to take up to 26 work weeks of unpaid military caregiver leave, as defined below, during a single 12-month period. According to DOL's "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," if an employee does not use the entire 26-week entitlement in a single 12-month period, unused weeks cannot be carried over into another 12-month period. However, the employee may qualify for nonmilitary FMLA leave.

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is ~~not in addition to, but rather is inclusive of,~~ the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

CSBA NOTE ~~Unlike the provisions for other FMLA/CFRA leave, 29 CFR 825.127 places no age limit on the definition of "child," as detailed below. In addition, 29 CFR 825.127 defines "next of kin" of a covered servicemember in relation to military caregiver leave.~~

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents in law") (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember (29 USC 2611, 2612, 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients (29 USC 2611; 29 CFR 825.127)

CSBA NOTE 29 USC 2611 defines "serious injury or illness" for active members of the Armed Forces and for veterans, as provided below. Pursuant to 29 CFR 825.127, ~~one of the four conditions listed in item #2 below must be present for a veteran's injury or illness to~~ will qualify as a "serious injury or illness" for the purpose of this leave, ~~only if one of the four conditions listed in Item #2 below is present~~

Serious injury or illness means: (29 USC 2611, 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following.
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U S Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition

- c A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
- d An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

CSBA NOTE. As is the case for other types of FMLA/CFRA leave, 29 CFR 825.302 requires the employee, when the need for the leave is foreseeable, to provide 30 days advance notice to the district before the leave is to begin.

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above

CSBA NOTE. 29 CFR 825.310 authorizes the district to require employees to provide certification of the need for the leave, which is to be completed by an authorized health care provider of the covered servicemember.

The following paragraph is optional. In order to help avoid claims of discrimination, the district should generally treat all employees uniformly; thus, districts using this paragraph should request a medical certification from all employees requesting such leave.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310

CSBA NOTE Pursuant to 29 CFR 825.127, an employee may take up to a total of 26 work weeks of leave for both regular FMLA and military caregiver leave during the 12-month leave entitlement period. However, the employee may not take more than 12 weeks for regular FMLA leave. For example, according to DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," an employee could take 12 weeks of FMLA leave to care for a newborn child and 14 weeks of military caregiver leave; but could not take 16 weeks to care for a newborn and 10 weeks of military caregiver leave. If the leave qualifies as both military caregiver leave and leave to care for a family member with a serious health condition, 29 CFR 825.127 specifies that the district must first designate the leave as military caregiver leave.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period (29 USC 2612)

CSBA NOTE Pursuant to 29 USC 2612 and 29 CFR 825.207, the district has the option to require or give employees discretion to substitute paid leave when taking FMLA/CFRA leave, see Options 1 and 2 in section entitled "Use/Substitution of Paid Leave" above. Whichever option is selected by the district with regard to FMLA/CFRA leave is also applicable to military caregiver leave

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply

Notifications

CSBA NOTE Both 29 CFR 825.300 and 2 CCR 11095 require employers to provide general notification to employees of their rights under the FMLA/CFRA as well as specific notifications when an employee has requested leave, as detailed below. 2 CCR 11049 contains similar notice requirements for PDL purposes. Samples of notices which describe an employee's rights are available on the web sites of the California Department of Fair Employment and Housing and the DOL

Pursuant to 2 CCR 11095, the district must translate the notice into every language that is spoken by at least 10 percent of the district's employees at any facility

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. **General Notice** Information explaining the provisions of the FEHA/Fair Employment and Housing Act/PDL and FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks (2 CCR 11049, 11095, 29 USC 2619)

CSBA NOTE. Pursuant to 2 CCR 11050 and 11091, a district may require an employee, when the need for the leave is foreseeable, to provide at least 30 days advance notice before the leave is to begin; see the section entitled "Request for Leave" above. 2 CCR 11049 and 11091 specify that districts requiring such notice from employees must give them "reasonable advance notice" of their obligation and that incorporation of the requirement into the general notice satisfies the "advance notice" requirement.

The following optional paragraph is for use by districts that require employees to provide advance notice

2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave (2 CCR 11049, 11050, 11091)
3. **Eligibility Notice** When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave (2 CCR 11049, 11091; 29 CFR 825.300)
4. **Rights and Responsibilities Notice.** Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying

CSBA NOTE: Item #3b4b below is for use by districts that require medical certification to the effect that the employee is able to resume work. See the section entitled "Release to Return to Work" above

- b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid

leave if the employee does not meet the conditions for paid leave

- d Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
- e The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
- f The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice (29 CFR 825.300)

- 5 Designation Notice. When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, ~~he/she~~ the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination (2 CCR 11091, 29 CFR 825 300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period (29 CFR 825 300)

CSBA NOTE 29 CFR 825 300 requires the designation notice to specify whether the district requires paid leave to be used during an otherwise unpaid family care and medical leave, whether the district requires an employee to present release to return to work certification, and whether that certification must address the employee's ability to perform the essential functions of the job. See the sections entitled "Use/Substitution of Paid Leave" and "Release to Return to Work" above. The following paragraph should be revised to reflect district practice

- 6 If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097, 29 CFR 825 300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

CSBA NOTE: Government Code 12946, 29 USC 2616, and 29 CFR 825.500 require districts to maintain records of, among other things, applications, dates, and personnel and employment action related to family care and medical leave. Pursuant to 42 USC 2000ff-1, any individually identifiable genetic information possessed by the district must be treated as a confidential medical record of the employee involved.

The Superintendent or designee shall maintain records pertaining to an individual employee's use of ~~family care and medical~~ FMLA or CFRA leave or PDL in accordance with law (Government Code 12946, 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825 500)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|--|---|
| 2 CCR 11035-11051 | Unlawful sex discrimination, pregnancy, childbirth and related medical conditions |
| 2 CCR 11087- 11097 11098 | California Family Rights Act |
| Ed Code 44965 | Granting of leaves of absence for pregnancy and childbirth |
| Fam Code 297-297 5 | Rights, protections, benefits under the law, registered domestic partners |
| Fam. Code 300 | Definition of marriage |
| Gov. Code 12926 | Definitions |
| Gov. Code 12940 | Unlawful discriminatory employment practices |
| Gov. Code 12945 | Unlawful discrimination based on pregnancy, childbirth, or related medical conditions |
| Gov. Code 12945 1-12945 2 | California Family Rights Act |
| <u>Gov Code 12945 6</u> | <u>Parental leave</u> |
| Gov Code 12946 | Fair employment and Housing Act discrimination prohibited |
| Unemployment Insurance Code 3300-3308 | Paid family leave |
| Federal | Description |
| 1 USC 7 | Definition of marriage, <u>and</u> spouse |
| 29 CFR 825 100-825 702 | Family and Medical Leave Act of 1993 |
| 29 USC 2601-2654 | Family Care and Medical Leave Act |
| 42 USC 2000ff-2000ff-11 | Genetic Information Nondiscrimination Act of 2008 |
| Management Resources | Description |
| CA Dept of HR Publication | Questions and Answers – Military Family Leave – FMLA |
| Court Decision | Faust v California Portland Cement Company, (2007) 150 Cal App 4th 864 |
| Court Decision | Tellis v Alaska Airlines, (9th Cir., 2005) 414 F 3d 1045 |
| Court Decision | United States v Windsor, (2013) 699 F 3d 169 |
| U S Department of Labor Publication | <u>Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers</u> |
| U S Department of Labor Publications | Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act, Form WH-380-F |
| Website | California Department of Human Resources |

Website

U S. Department of Labor, FMLA

Website

California Department of Fair Employment and Housing

Cross References

| Code | Description |
|--------------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 0470 | COVID-19 Mitigation Plan |
| 2121 | Superintendent's Contract |
| 4030 | Nondiscrimination In Employment |
| 4030 | Nondiscrimination In Employment |
| 4032 | Reasonable Accommodation |
| 4033 | Lactation Accommodation |
| 4112 2 | Certification |
| 4112.2 | Certification |
| 4112 4 | Health Examinations |
| 4112 42 | Drug And Alcohol Testing For School Bus Drivers |
| 4112.42 | Drug And Alcohol Testing For School Bus Drivers |
| 4112 9 | Employee Notifications |
| 4112 9-E-(1) | Employee Notifications |
| 4113 4 | Temporary Modified/Light-Duty Assignment |
| 4117.3 | Personnel Reduction |
| 4141 | Collective Bargaining Agreement |
| 4154 | Health And Welfare Benefits |
| 4154 | Health And Welfare Benefits |
| 4161 | Leaves |
| 4161 | Leaves |
| 4161.1 | Personal Illness/Injury Leave |
| 4161 2 | Personal Leaves |
| 4161.9 | Catastrophic Leave Program |
| 4161 9 | Catastrophic Leave Program |
| 4212.4 | Health Examinations |
| 4212 42 | Drug And Alcohol Testing For School Bus Drivers |
| 4212 42 | Drug And Alcohol Testing For School Bus Drivers |
| 4212 9 | Employee Notifications |
| 4212 9-E-(1) | Employee Notifications |
| 4213.4 | Temporary Modified/Light-Duty Assignment |

| | |
|--------------|---|
| 4217 3 | Layoff/Rehire |
| 4241 | Collective Bargaining Agreement |
| 4254 | Health And Welfare Benefits |
| 4254 | Health And Welfare Benefits |
| 4259 | Employee Assistance Programs |
| 4261 | Leaves |
| 4261 | Leaves |
| 4261.1 | Personal Illness/Injury Leave |
| 4261 2 | Personal Leaves |
| 4261.9 | Catastrophic Leave Program |
| 4261 9 | Catastrophic Leave Program |
| 4312 4 | Health Examinations |
| 4312 42 | Drug And Alcohol Testing For School Bus Drivers |
| 4312.42 | Drug And Alcohol Testing For School Bus Drivers |
| 4312 9 | Employee Notifications |
| 4312 9-E-(1) | Employee Notifications |
| 4313 4 | Temporary Modified/Light-Duty Assignment |
| 4354 | Health And Welfare Benefits |
| 4354 | Health And Welfare Benefits |
| 4359 | Employee Assistance Programs |
| 4361 | Leaves |
| 4361 | Leaves |
| 4361.1 | Personal Illness/Injury Leave |
| 4361.2 | Personal Leaves |
| 4361.9 | Catastrophic Leave Program |
| 4361.9 | Catastrophic Leave Program |

Regulation 4261.8: Family Care And Medical Leave

Status: ADOPTED

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CSBA NOTE. The following optional administrative regulation addresses mandatory subjects of bargaining. The laws referenced in this regulation provide minimum amounts of leave which the district must grant its employees if more generous benefits are not provided as part of its collective bargaining agreement. Any covered subject that is already addressed in the district's collective bargaining agreements should be deleted from this administrative regulation.

Both federal and state law provide for family care and medical leave (29 USC 2601-2654, the Family and Medical Leave Act of 1993 (FMLA), and Government Code 12945.1-12945.2, the California Family Rights Act (CFRA)). However, these laws do not always provide identical rights or operate in the same manner. For example, pregnancy as a "serious health condition" is covered under FMLA but not under CFRA. Instead, under state law, an employee who is disabled due to pregnancy, childbirth, or a related medical condition is entitled to pregnancy disability leave (PDL) pursuant to Government Code 12945. Where there is a difference between state and federal law, the law that grants the greatest benefits generally controls. In those situations, legal counsel should be consulted as needed.

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or leave for pregnancy disability pursuant to California's Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding (Government Code 12945, 12945.2, 2 CCR 11094, 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

~~CSBA NOTE Government Code 12945.2, as amended by SB 1383 (Ch 86, Statutes of 2020), includes a child of a registered domestic partner in the definition of "child" for purposes of CFRA leave.~~

Child means a biological, adopted, or foster child; a stepchild, a legal ward; or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087, 29 USC 2611)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2, 2 CCR 11087, 29 USC 2611, 29 CFR 825.110)

~~CSBA NOTE Government Code 12945.2, as amended by AB 1033 (Ch 327, Statutes of 2021), includes a parent-in-law in the definition of "parent" for purposes of CFRA leave.~~

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, or sibling. (Government Code 12945.2, 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law, a stepparent, a legal guardian, or another person who stood in loco parentis to the employee when the employee was a child.

~~Parent~~ However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2, 2 CCR 11087, 29 USC 2611, 29 CFR 825.122)

~~CSBA NOTE: For purposes of CFRA leave, Government Code 12945.2, as amended by SB 1383, includes an employee's grandparent, grandchild, sibling, and registered domestic partner with a serious health condition as one for whom an employee may take family care and medical leave.~~

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows. (Government Code 12945.2, 2 CCR 11087, 11097, 29 USC 2611, 2612, 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when formally admitted to a health care facility with the expectation of remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective

- e Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5 (Family Code 297, 297.5, 300, 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

CSBA NOTE Government Code 12945.2 and 29 USC 2611-2612 require a district to grant family care and medical leave to an eligible employee for any of the reasons stated below. These requirements apply to all public agencies regardless of the number of employees.

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612, 29 CFR 825.112, 825.126, 825.127)

- 1 The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
- 2 ~~To~~ The care for the employee's of an eligible family member with a serious health condition
- 3 The employee's own serious health condition that makes the employee unable to perform ~~one or more essential~~ the job functions of the position

CSBA NOTE Pursuant to 29 CFR 825.126, FMLA military family leave is available to any eligible employee for a qualifying exigency while the employee's spouse, child, or parent who is a military member is on covered active duty during deployment to a foreign country. Government Code 12945.2, as amended by SB-1383, provides exigency leave under CFRA for an employee whose registered domestic partner is on active duty. For requirements related to qualifying exigency leave, see the section "Military Family Leave Resulting from Qualifying Exigencies" below.

- 4 ~~Any~~ A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)

CSBA NOTE: Pursuant to 29 CFR 825.127, military caregiver leave is available to any eligible employee who is a family member of a covered servicemember with a serious injury or illness. For requirements related to military caregiver leave, see the section on "Military Caregiver Leave" below.

5. ~~To~~ The care for of a covered servicemember with a serious injury or illness ~~if when the covered servicemember employee is the employee's~~ a spouse, child, parent, or next of kin, ~~as defined of the covered servicemember~~

CSBA NOTE Under federal law, pregnancy as a "serious health condition" is covered as part of FMLA leave. However, disability due to pregnancy is explicitly excluded from coverage under CFRA (2 CCR 11093). Instead, pursuant to Government Code 12926 and 12945, any California employee who is "disabled because of pregnancy, childbirth, or related medical conditions" is entitled to unpaid PDL of up to four months if the employer has five or more employees. Therefore, such an employee is entitled to up to four months of PDL and an additional 12 weeks of CFRA leave following the birth of the child.

Additionally, pursuant to 2 CCR 11037, PDL is not subject to eligibility requirements for other FMLA and CFRA leaves, such as minimum hours worked or length of service.

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition (Government Code 12945, 2 CCR 11037)

Terms of Leave

CSBA NOTE: Pursuant to Government Code 12945.2, leaves common to CFRA and FMLA run concurrently so that total leave to which an employee is entitled would be 12 work weeks. However, when they do not run concurrently, an employee may be eligible for up to 12 work weeks under both CFRA and FMLA, for a total of 24 work weeks not be more than 12 work weeks.

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. In circumstances where the leaves do not run concurrently under the law, the employee may take up to 12 work weeks for both CFRA and FMLA, for a total of 24 work weeks. (Government Code 12945.2, 29 USC 2612)

CSBA NOTE: To determine the 12-month period in which the leave entitlement occurs, the district may use any of the methods identified in 29 CFR 825.200 and specified in options #1-4 below. However, a district may choose not to use any of these options and may instead choose some other fixed 12-month period. Whichever option is selected, it must be applied uniformly to all employees. If the district fails to select a method for calculating the 12-month period, the method that provides the most beneficial outcome for the employee will be used. Pursuant to 2 CCR 11090, if the district decides to change the calculation method, it must provide at least 60 days' notice to all employees.

OPTION 1: ~~This~~The 12-month period shall coincide with the calendar year (29 CFR 825.200)

OPTION 2: ~~This~~The 12-month period shall coincide with the fiscal year (29 CFR 825.200)

OPTION 3: ~~This~~The 12-month period shall be measured forward from the date the employee's first family care and medical leave begins (29 CFR 825.200)

OPTION 4: ~~This~~The 12-month period shall be a rolling period measured backward from the date an employee uses any family care and medical leave, as defined in 29 CFR 825.200 (29 CFR 825.200)

CSBA NOTE: 2 CCR 11042 clarifies that the four months of PDL to which an employee is entitled means the number of days or hours that the employee would normally work within the four calendar months. For employees who work 40 hours per week, PDL leave is defined as 17-1/3 weeks, 122 days, or 693 hours.

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis (Government Code 12945, 2 CCR 11042)

CSBA NOTE: While leaves common to CFRA and FMLA run concurrently, PDL is separate and distinct from CFRA leave. Consequently, pursuant to 2 CCR 11046, an employee who is "disabled by pregnancy" may be entitled to up to four months of PDL, followed by 12 work weeks of CFRA leave for the birth of the child (baby bonding). Determining which leaves run concurrently is a complex endeavor and districts should consult legal counsel as needed.

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child (Government Code

12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090, 29 USC 2612)

CSBA NOTE: Government Code 12945.6, which limited the amount of leave related to the birth or placement of a child to a combined total of 12 work weeks when both parents work for the district, was repealed by SB 1383, thereby allowing both parents to take up to 12 work weeks of leave for this purpose. **CSBA NOTE:** Although 29 USC 2612 allows the district to limit the aggregate number of work weeks of leave to which two parents may be entitled when both parents work for the district, such leave is covered under both FMLA and CFRA and state law prevails since it provides greater rights to employees

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district

Use/Substitution of Paid Leave

CSBA NOTE: The district may require employees (Option 1) or employees may elect (Option 2) to use paid leave during an otherwise unpaid portion of CFRA or FMLA leave or PDL. Pursuant to 2 CCR 11044 and 11092, the district may only require an employee to use sick leave if the leave is for the employee's own serious health condition or for PDL, unless mutually agreed to by the district and the employee.

OPTION 1: During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2, 2 CCR 11044, 11092; 29 USC 2612)

OPTION 2: During any otherwise unpaid period of PDL or any FMLA or CFRA leave, the employee may elect to use accrued vacation leave, or any other paid time off negotiated with the district that the employee is eligible to use. If the leave is for the employee's own serious health condition or PDL, the employee may also elect to use accrued sick leave during the period of leave. (Government Code 12945, 12945.2, 2 CCR 11044, 11092, 29 USC 2612)

CSBA NOTE: The following paragraph is for use with either option above.

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090, 29 USC 2612)

CSBA NOTE: Pursuant to 2 CCR 11090, the minimum duration of CFRA parental leave for the birth, adoption, or foster care placement of a child is generally two weeks. However, the district must grant a

request for CFRA leave of less than two weeks duration on any two occasions and may grant additional requests

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090, 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090, 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member

CSBA NOTE: Pursuant to 2 CCR 11041, the district must accommodate the transfer request of a pregnant employee to the same extent that it accommodates transfer requests for other temporarily disabled employees

2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule
3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090, 29 USC 2612)

Request for Leave

CSBA NOTE. Pursuant to 2 CCR 11050 and 11091, an employee is required to notify the district of the need to take PDL or family care and medical leave. The employee must provide at least verbal notice sufficient to make the district aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave. However, the employee does not need to assert rights under CFRA or FMLA or even mention CFRA or FMLA to meet the notice requirement, but must state the reason the leave is needed. If there is a question about whether leave is FMLA/CFRA qualifying or if the district is considering denying CFRA leave based on an employee's refusal to provide further information, legal counsel should be consulted.

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

CSBA NOTE: Both 29 CFR 825.300 and 2 CCR 11091 require the district to provide an employee with notice of the designation of leave as either qualifying for CFRA or FMLA protection. See section entitled "Notifications" below for further requirements of this "designation notice" as well as other required notifications.

Pursuant to 2 CCR 11091, an employee has the obligation to respond to questions designed to determine whether an absence is potentially CFRA qualifying. If the district is unable to determine whether requested leave is CFRA qualifying because of an employee's refusal to respond to its inquiries, the employee may be denied CFRA protection.

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091, 29 CFR 825.300)

CSBA NOTE: Pursuant to 2 CCR 11091, the district may require an employee to provide at least 30 days advance notice of the need for family care and medical leave, if the need is foreseeable. If the district requires such advance notice from employees, then the district's notification of FMLA/CFRA rights must so specify; see section below entitled "Notifications."

Pursuant to 2 CCR 11050, an employee requesting PDL is required to provide the district at least 30 days advance notice if the need for PDL is foreseeable.

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2, 2 CCR 11050, 11091)

Certification of Health Condition

CSBA NOTE: The following optional section is for use by districts that require an employee to submit a medical certification of the need for family care and medical leave for an employee's own serious health condition or to care for the employee's eligible family member with a serious health condition. In order to help avoid claims of discrimination, the district should generally treat all such employees uniformly; thus, districts using this section should request a medical certification from all such employees.

Districts requiring written medical certification from employees may develop their own form, utilize one provided by the employee's health care provider, or use the form provided in 2 CCR 11097.

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

The certification shall include the following. (Government Code 12945 2, 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition

CSBA NOTE: Item #3 below addresses an eligible employee's request for leave to care for an eligible family member. In such a case, 2 CCR 11087 provides that the health care provider's certification need not identify the serious health condition involved. The U S Department of Labor (DOL) provides a form, "Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act,_" that districts may use for this purpose to avoid unauthorized disclosure of the serious health condition.

3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
 - b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

CSBA NOTE Government Code 12940 and other provisions of the California Genetic Information Nondiscrimination Act of 2011 prohibit an employer from making a non-job related inquiry into an employee's genetic information. A district which believes that an employee's leave may require obtaining this information should consult with legal counsel.

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091, 29 CFR 825 301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third

health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding (Government Code 12945 2; 2 CCR 11091; 29 USC 2613)

Certification for PDL

CSBA NOTE: The following optional section is for use by districts that require an employee to submit a medical certification of the need for leave along with the request for PDL. Districts requiring written medical certification from employees who request reasonable accommodation, transfer, or disability leave because of pregnancy may develop their own form, utilize one provided by the employee's health care provider, or use the form provided in 2 CCR 11050

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave (Government Code 12945 2, 2 CCR 11050, 29 USC 2613)

Release to Return to Work

CSBA NOTE: The following optional section is for use by districts that choose to require a return-to-work certification and may be modified to list the specific positions for which certification is required. Pursuant to 2 CCR 11091, the district may require an employee to submit a return-to-work certification from the employee's health provider, stating that the employee is able to return to work. However, this requirement may only be made if the district has a uniformly applied practice of requiring such releases when employees return to work after illness, injury, or disability, any fitness-for-duty examination is job related and consistent with business necessity, and the practice is not forbidden by its collective bargaining agreement. 2 CCR 11050 has similar requirements when an employee is returning to work after PDL.

Pursuant to 29 CFR 825 312, when the health care provider certifies that the employee is able to resume work, the district may also require the health care provider to address the employee's ability to perform the essential functions of the job. If such a requirement is imposed, then the district must provide the employee with a list of the employee's essential job functions with the "designation notice"; see section entitled "Notifications" below.

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the

employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

CSBA NOTE: Pursuant to Government Code 12945.2, 2 CCR 11043 and 11089, and 29 USC 2614, an employee on PDL or family care and medical leave has the right to be reinstated to the same or a comparable position upon return from such leave. However, such an employee has no greater right to reinstatement or other benefits than the employee would have if employment had been continuous. As amended by SB 1383, Government Code 12945.2 eliminates the district's authority to deny reinstatement of a "key employee" in certain situations.

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends (Government Code 12945.2, 2 CCR 11043, 11089, 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee (2 CCR 11089, 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan (Government Code 12945.2; 2 CCR 11092, 29 USC 2614)

CSBA NOTE. Pursuant to 2 CCR 11044 and 11092, the time that the district maintains and pays for group health coverage during PDL shall not be used to meet its obligation to pay for 12 weeks of group health coverage during leave taken under CFRA, even where the district designates the PDL as FMLA or CFRA leave. The entitlements to employer-paid group health coverage during PDL and during CFRA are two separate and distinct entitlements.

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control (Government Code 12945.2, 2 CCR 11044, 11092, 29 USC 2614, 29 CFR 825.213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan (Government Code 12945.2, 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

CSBA NOTE: The following optional section reflects 29 USC 2611 and 2612 which authorize an eligible employee to take up to 12 work weeks of unpaid FMLA leave to attend to an "exigency" arising out of the fact that the employee's spouse, child, or parent is on active duty or on call to active duty status in the National Guard or Reserves, or is a member of the regular Armed Forces on deployment to a foreign country. Pursuant to Government Code 12945.2, as amended by SB 1383, an employee may take unpaid leave under CFRA to attend to an exigency involving the employee's registered domestic partner

Pursuant to 29 CFR 825.200, an employee is entitled to 12 work weeks of qualifying exigency leave during each 12-month period established by the district, see section entitled "Terms of Leave" above. According to DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," an employee may take all 12 weeks of FMLA leave entitlement as a qualifying exigency leave or take a combination of the 12 weeks of leave for both qualifying exigency leave and other FMLA leave, such as leave for a serious health condition

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status (Government Code 12945.2, 29 USC 2612, 29 CFR 825.126)

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or and, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign county includes deployment to international waters (29 USC 2611, 29 CFR 825.126)

CSBA NOTE. Pursuant to 29 CFR 825.126, a "qualifying exigency" may include "other events" agreed to by the district and the employee. As an example of such other event, DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," and the California Department of Human Resources', "Questions and Answers - Military Family Leave -- FMLA," list leave to spend time with the military member either prior to or post deployment or to attend to household emergencies that would normally have been handled by the military member.

Qualifying exigencies include time needed to (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings

- 8 Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
- 9 Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable (29 CFR 825.302)

CSBA NOTE: The district may require the employee to provide certification of the qualifying exigency containing the information specified in 29 CFR 825.309. A form has been developed by DOL for this purpose and is available on its web site

The following paragraph is optional and should be deleted by those districts that do not require such documentation. In order to help avoid claims of discrimination, the district should generally treat all employees uniformly, thus, districts using this paragraph should request certification from all employees requesting such leave

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

CSBA NOTE. Pursuant to 29 USC 2612 and 29 CFR 825.207, the district has the option to require or give employees discretion to use paid leave when taking FMLA/CFRA leave, see Options 1 and 2 in the section entitled "Use/Substitution of Paid Leave" above. Whichever option is selected by the district with regards to FMLA/CFRA leave is also applicable to qualified exigency leave.

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply

Military Caregiver Leave

CSBA NOTE. 29 USC 2612 and 29 CFR 825.127 authorize an eligible employee to take up to 26 work weeks of unpaid military caregiver leave, as defined below, during a single 12-month period. According to DOL's "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," if an employee does not use the entire 26-week entitlement in a single 12-month period, unused weeks cannot be carried over into another 12-month period. However, the employee may qualify for nonmilitary FMLA leave.

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is not in addition to, but rather is inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be (29 CFR 825.127)

- 1 A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

CSBA NOTE: Unlike the provisions for other FMLA/CFRA leave, 29 CFR 825.127 places no age limit on the definition of "child," as detailed below. In addition, 29 CFR 825.127 defines "next of kin" of a covered servicemember in relation to military caregiver leave.

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents in law") (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612, 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients (29 USC 2611, 29 CFR 825.127)

CSBA NOTE: 29 USC 2611 defines "serious injury or illness" for active members of the Armed Forces and for veterans, as provided below. Pursuant to 29 CFR 825.127, ~~one of the four conditions listed in item #2 below must be present for a veteran's injury or illness to~~ will qualify as a "serious injury or illness" for the purpose of this leave, only if one of the four conditions listed in Item #2 below is present.

Serious injury or illness means. (29 USC 2611; 29 CFR 825.127)

- 1 For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition

- c A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
- d An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

CSBA NOTE: As is the case for other types of FMLA/CFRA leave, 29 CFR 825 302 requires the employee, when the need for the leave is foreseeable, to provide 30 days advance notice to the district before the leave is to begin.

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above

CSBA NOTE. 29 CFR 825 310 authorizes the district to require employees to provide certification of the need for the leave, which is to be completed by an authorized health care provider of the covered servicemember.

The following paragraph is optional. In order to help avoid claims of discrimination, the district should generally treat all employees uniformly, thus, districts using this paragraph should request a medical certification from all employees requesting such leave.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825 310

CSBA NOTE: Pursuant to 29 CFR 825.127, an employee may take up to a total of 26 work weeks of leave for both regular FMLA and military caregiver leave during the 12-month leave entitlement period. However, the employee may not take more than 12 weeks for regular FMLA leave. For example, according to DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," an employee could take 12 weeks of FMLA leave to care for a newborn child and 14 weeks of military caregiver leave, but could not take 16 weeks to care for a newborn and 10 weeks of military caregiver leave. If the leave qualifies as both military caregiver leave and leave to care for a family member with a serious health condition, 29 CFR 825.127 specifies that the district must first designate the leave as military caregiver leave

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period (29 USC 2612)

CSBA NOTE: Pursuant to 29 USC 2612 and 29 CFR 825.207, the district has the option to require or give employees discretion to substitute paid leave when taking FMLA/CFRA leave, see Options 1 and 2 in section entitled "Use/Substitution of Paid Leave" above. Whichever option is selected by the district with regard to FMLA/CFRA leave is also applicable to military caregiver leave

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

CSBA NOTE: Both 29 CFR 825.300 and 2 CCR 11095 require employers to provide general notification to employees of their rights under the FMLA/CFRA as well as specific notifications when an employee has requested leave, as detailed below. 2 CCR 11049 contains similar notice requirements for PDL purposes. Samples of notices which describe an employee's rights are available on the web sites of the California Department of Fair Employment and Housing and the DOL.

Pursuant to 2 CCR 11095, the district must translate the notice into every language that is spoken by at least 10 percent of the district's employees at any facility.

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave.

1. **General Notice** Information explaining the provisions of the FEHA/Fair Employment and Housing Act/PDL and FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks (2 CCR 11049, 11095, 29 USC 2619)

CSBA NOTE: Pursuant to 2 CCR 11050 and 11091, a district may require an employee, when the need for the leave is foreseeable, to provide at least 30 days advance notice before the leave is to begin; see the section entitled "Request for Leave" above. 2 CCR 11049 and 11091 specify that districts requiring such notice from employees must give them "reasonable advance notice" of their obligation and that incorporation of the requirement into the general notice satisfies the "advance notice" requirement.

The following optional paragraph is for use by districts that require employees to provide advance notice.

2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave (2 CCR 11049, 11050, 11091)
3. **Eligibility Notice** When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave (2 CCR 11049, 11091, 29 CFR 825.300)
4. **Rights and Responsibilities Notice** Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying

CSBA NOTE: Item #3b4b below is for use by districts that require medical certification to the effect that the employee is able to resume work. See the section entitled "Release to Return to Work" above

- b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
- c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid

leave if the employee does not meet the conditions for paid leave

- d Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
- e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
- f The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice (29 CFR 825 300)

5. Designation Notice. When the Superintendent or designee has information (e.g , sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, ~~he/she~~the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825 300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period (29 CFR 825 300)

CSBA NOTE 29 CFR 825.300 requires the designation notice to specify whether the district requires paid leave to be used during an otherwise unpaid family care and medical leave, whether the district requires an employee to present release to return to work certification, and whether that certification must address the employee's ability to perform the essential functions of the job. See the sections entitled "Use/Substitution of Paid Leave" and "Release to Return to Work" above. The following paragraph should be revised to reflect district practice.

6. If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825 300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825 300)

Records

CSBA NOTE. Government Code 12946, 29 USC 2616, and 29 CFR 825 500 require districts to maintain records of, among other things, applications, dates, and personnel and employment action related to family care and medical leave Pursuant to 42 USC 2000ff-1, any individually identifiable genetic information possessed by the district must be treated as a confidential medical record of the employee involved

The Superintendent or designee shall maintain records pertaining to an individual employee's use of ~~family care and medical~~ FMLA or CFRA leave or PDL in accordance with law. (Government Code 12946, 29 USC 2616; 42 USC 2000ff-1, 29 CFR 825 500)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|--|---|
| 2 CCR 11035-11051 | Unlawful sex discrimination pregnancy, childbirth and related medical conditions |
| 2 CCR 11087- 11097 <u>11098</u> | California Family Rights Act |
| Ed Code 44965 | Granting of leaves of absence for pregnancy and childbirth |
| Fam Code 297-297 5 | Rights, protections, benefits under the law, registered domestic partners |
| Fam Code 300 | Definition of marriage |
| Gov Code 12926 | Definitions |
| Gov Code 12940 | Unlawful discriminatory employment practices |
| Gov Code 12945 | Unlawful discrimination based on pregnancy, childbirth, or related medical conditions |
| Gov. Code 12945 1-12945 2 | California Family Rights Act |
| <u>Gov Code 12945 6</u> | <u>Parental leave</u> |
| Gov Code 12946 | Fair employment and Housing Act discrimination prohibited |
| Unemployment Insurance Code 3300-3308 | Paid family leave |
| Federal | Description |
| 1 USC 7 | Definition of marriage, <u>and</u> spouse |
| 29 CFR 825 100-825 702 | Family and Medical Leave Act of 1993 |
| 29 USC 2601-2654 | Family Care and Medical Leave Act |
| 42 USC 2000ff-2000ff-11 | Genetic Information Nondiscrimination Act of 2008 |
| Management Resources | Description |
| CA Dept of HR Publication | Questions and Answers – Military Family Leave – FMLA |
| Court Decision | Faust v California Portland Cement Company, (2007) 150 Cal App 4th 864 |
| Court Decision | Tellis v Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045 |
| Court Decision | United States v. Windsor, (2013) 699 F 3d 169 |
| U S Department of Labor Publication | <u>Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers</u> |
| U S Department of Labor Publications | Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act, Form WH-380-F |
| Website | California Department of Human Resources |

Website

U S Department of Labor, FMLA

Website

California Department of Fair Employment and Housing

Cross References

| Code | Description |
|--------------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 0470 | COVID-19 Mitigation Plan |
| 2121 | Superintendent's Contract |
| 4030 | Nondiscrimination In Employment |
| 4030 | Nondiscrimination In Employment |
| 4032 | Reasonable Accommodation |
| 4033 | Lactation Accommodation |
| 4112 2 | Certification |
| 4112.2 | Certification |
| 4112 4 | Health Examinations |
| 4112.42 | Drug And Alcohol Testing For School Bus Drivers |
| 4112.42 | Drug And Alcohol Testing For School Bus Drivers |
| 4112 9 | Employee Notifications |
| 4112.9-E-(1) | Employee Notifications |
| 4113 4 | Temporary Modified/Light-Duty Assignment |
| 4117.3 | Personnel Reduction |
| 4141 | Collective Bargaining Agreement |
| 4154 | Health And Welfare Benefits |
| 4154 | Health And Welfare Benefits |
| 4161 | Leaves |
| 4161 | Leaves |
| 4161 1 | Personal Illness/Injury Leave |
| 4161.2 | Personal Leaves |
| 4161 9 | Catastrophic Leave Program |
| 4161-9 | Catastrophic Leave Program |
| 4212 4 | Health Examinations |
| 4212 42 | Drug And Alcohol Testing For School Bus Drivers |
| 4212.42 | Drug And Alcohol Testing For School Bus Drivers |
| 4212 9 | Employee Notifications |
| 4212 9-E-(1) | Employee Notifications |
| 4213 4 | Temporary Modified/Light-Duty Assignment |

| | |
|--------------|---|
| 4217.3 | Layoff/Rehire |
| 4241 | Collective Bargaining Agreement |
| 4254 | Health And Welfare Benefits |
| 4254 | Health And Welfare Benefits |
| 4259 | Employee Assistance Programs |
| 4261 | Leaves |
| 4261 | Leaves |
| 4261 1 | Personal Illness/Injury Leave |
| 4261 2 | Personal Leaves |
| 4261 9 | Catastrophic Leave Program |
| 4261.9 | Catastrophic Leave Program |
| 4312.4 | Health Examinations |
| 4312 42 | Drug And Alcohol Testing For School Bus Drivers |
| 4312.42 | Drug And Alcohol Testing For School Bus Drivers |
| 4312 9 | Employee Notifications |
| 4312.9-E-(1) | Employee Notifications |
| 4313 4 | Temporary Modified/Light-Duty Assignment |
| 4354 | Health And Welfare Benefits |
| 4354 | Health And Welfare Benefits |
| 4359 | Employee Assistance Programs |
| 4361 | Leaves |
| 4361 | Leaves |
| 4361.1 | Personal Illness/Injury Leave |
| 4361 2 | Personal Leaves |
| 4361.9 | Catastrophic Leave Program |
| 4361 9 | Catastrophic Leave Program |

Regulation 4361.8: Family Care And Medical Leave

Status: ADOPTED

Original Adopted Date: 08/01/2013 | **Last Revised Date:** 0306/01/20212022 | **Last Reviewed Date:** 0306/01/20182022

CSBA NOTE The following optional administrative regulation addresses mandatory subjects of bargaining. The laws referenced in this regulation provide minimum amounts of leave which the district must grant its employees if more generous benefits are not provided as part of its collective bargaining agreement. Any covered subject that is already addressed in the district's collective bargaining agreements should be deleted from this administrative regulation.

Both federal and state law provide for family care and medical leave (29 USC 2601-2654, the Family and Medical Leave Act of 1993 (FMLA), and Government Code 12945.1-12945.2, the California Family Rights Act (CFRA)). However, these laws do not always provide identical rights or operate in the same manner. For example, pregnancy as a "serious health condition" is covered under FMLA but not under CFRA. Instead, under state law, an employee who is disabled due to pregnancy, childbirth, or a related medical condition is entitled to pregnancy disability leave (PDL) pursuant to Government Code 12945. Where there is a difference between state and federal law, the law that grants the greatest benefits generally controls. In those situations, legal counsel should be consulted as needed.

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or ~~leave for pregnancy disability pursuant to California~~ Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding (Government Code 12945, 12945.2; 2 CCR 11094, 29 USC 2615).

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

~~CSBA NOTE Government Code 12945.2, as amended by SB 1383 (Ch 86, Statutes of 2020), includes a child of a registered domestic partner in the definition of "child" for purposes of CFRA leave.~~

Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945.2, 2 CCR 11087, 29 USC 2611)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2, 2 CCR 11087, 29 USC 2611; 29 CFR 825.110)

~~CSBA NOTE Government Code 12945.2, as amended by AB 1033 (Ch 327, Statutes of 2021), includes a parent-in-law in the definition of "parent" for purposes of CFRA leave.~~

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, or sibling. (Government Code 12945.2, 2 CCR 11087, 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child

Parent However, for FMLA purposes, *parent* does not include a spouse's parents. (Government Code 12945.2, 2 CCR 11087, 29 USC 2611, 29 CFR 825.122)

~~CSBA NOTE. For purposes of CFRA leave, Government Code 12945.2, as amended by SB 1383, includes an employee's grandparent, grandchild, sibling, and registered domestic partner with a serious health condition as one for whom an employee may take family care and medical leave.~~

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2, 2 CCR 11087, 11097; 29 USC 2611, 2612, 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when formally admitted to a health care facility with the expectation of remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective

- e Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297 5, 300, 2 CCR 11087, 29 CFR 825 122)

Eligibility/Purposes of Leave

CSBA NOTE: Government Code 12945 2 and 29 USC 2611-2612 require a district to grant family care and medical leave to an eligible employee for any of the reasons stated below. These requirements apply to all public agencies regardless of the number of employees

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons (Government Code 12945 2, 29 USC 2612; 29 CFR 825 112, 825 126, 825 127)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. ~~To~~The care for the employee's of an eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform ~~one or more essential~~the job functions of the position

CSBA NOTE Pursuant to 29 CFR 825 126, FMLA military family leave is available to any eligible employee for a qualifying exigency while the employee's spouse, child, or parent who is a military member is on covered active duty during deployment to a foreign country. Government Code 12945.2, ~~as amended by SB 1383~~, provides exigency leave under CFRA for an employee whose registered domestic partner is on active duty. For requirements related to qualifying exigency leave, see the section "Military Family Leave Resulting from Qualifying Exigencies" below.

4. ~~Any~~A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)

CSBA NOTE Pursuant to 29 CFR 825 127, military caregiver leave is available to any eligible employee who is a family member of a covered servicemember with a serious injury or illness. For requirements related to military caregiver leave, see the section on "Military Caregiver Leave" below.

5. ~~To~~The care for of a covered servicemember with a serious injury or illness ~~if when~~the covered servicemember employee is the employee's spouse, child, parent, or next of kin, ~~as defined of the covered servicemember~~

CSBA NOTE Under federal law, pregnancy as a "serious health condition" is covered as part of FMLA leave. However, disability due to pregnancy is explicitly excluded from coverage under CFRA (2 CCR 11093). Instead, pursuant to Government Code 12926 and 12945, any California employee who is "disabled because of pregnancy, childbirth, or related medical conditions" is entitled to unpaid PDL of up to four months if the employer has five or more employees. Therefore, such an employee is entitled to up to four months of PDL and an additional 12 weeks of CFRA leave following the birth of the child.

Additionally, pursuant to 2 CCR 11037, PDL is not subject to eligibility requirements for other FMLA and CFRA leaves, such as minimum hours worked or length of service.

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition (Government Code 12945, 2 CCR 11037)

Terms of Leave

CSBA NOTE: Pursuant to Government Code 12945.2, leaves common to CFRA and FMLA run concurrently so that total leave to which an employee is entitled would be 12 work weeks. However, when they do not run concurrently, an employee may be eligible for up to 12 work weeks under both CFRA and FMLA, for a total of 24 work weeks not be more than 12 work weeks.

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. In circumstances where the leaves do not run concurrently under the law, the employee may take up to 12 work weeks for both CFRA and FMLA, for a total of 24 work weeks. (Government Code 12945.2; 29 USC 2612)

CSBA NOTE: To determine the 12-month period in which the leave entitlement occurs, the district may use any of the methods identified in 29 CFR 825.200 and specified in options #1-4 below. However, a district may choose not to use any of these options and may instead choose some other fixed 12-month period. Whichever option is selected, it must be applied uniformly to all employees. If the district fails to select a method for calculating the 12-month period, the method that provides the most beneficial outcome for the employee will be used. Pursuant to 2 CCR 11090, if the district decides to change the calculation method, it must provide at least 60 days' notice to all employees.

OPTION 1: ~~This~~The 12-month period shall coincide with the calendar year. (29 CFR 825.200)

OPTION 2: ~~This~~The 12-month period shall coincide with the fiscal year. (29 CFR 825.200)

OPTION 3: ~~This~~The 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

OPTION 4: ~~This~~The 12-month period shall be a rolling period measured backward from the date an employee uses any family care and medical leave, as defined in 29 CFR 825.200. (29 CFR 825.200)

CSBA NOTE: 2 CCR 11042 clarifies that the four months of PDL to which an employee is entitled means the number of days or hours that the employee would normally work within the four calendar months. For employees who work 40 hours per week, PDL leave is defined as 17-1/3 weeks, 122 days, or 693 hours.

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

CSBA NOTE: While leaves common to CFRA and FMLA run concurrently, PDL is separate and distinct from CFRA leave. Consequently, pursuant to 2 CCR 11046, an employee who is "disabled by pregnancy" may be entitled to up to four months of PDL, followed by 12 work weeks of CFRA leave for the birth of the child (baby bonding). Determining which leaves run concurrently is a complex endeavor and districts should consult legal counsel as needed.

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child. (Government Code

12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090, 29 USC 2612)

~~CSBA NOTE: Government Code 12945.6, which limited the amount of leave related to the birth or placement of a child to a combined total of 12 work weeks when both parents work for the district, was repealed by SB 1383, thereby allowing both parents to take up to 12 work weeks of leave for this purpose.~~ CSBA NOTE: Although 29 USC 2612 allows the district to limit the aggregate number of work weeks of leave to which two parents may be entitled when both parents work for the district, such leave is covered under both FMLA and CFRA and state law prevails since it provides greater rights to employees.

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

Use/Substitution of Paid Leave

CSBA NOTE. The district may require employees (Option 1) or employees may elect (Option 2) to use paid leave during an otherwise unpaid portion of CFRA or FMLA leave or PDL. Pursuant to 2 CCR 11044 and 11092, the district may only require an employee to use sick leave if the leave is for the employee's own serious health condition or for PDL, unless mutually agreed to by the district and the employee.

OPTION 1 During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2, 2 CCR 11044, 11092, 29 USC 2612)

OPTION 2: During any otherwise unpaid period of PDL or any FMLA or CFRA leave, the employee may elect to use accrued vacation leave, or any other paid time off negotiated with the district that the employee is eligible to use. If the leave is for the employee's own serious health condition or PDL, the employee may also elect to use accrued sick leave during the period of leave. (Government Code 12945, 12945.2; 2 CCR 11044; 11092, 29 USC 2612)

CSBA NOTE: The following paragraph is for use with either option above.

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2, 2 CCR 11042, 11090, 29 USC 2612)

CSBA NOTE: Pursuant to 2 CCR 11090, the minimum duration of CFRA parental leave for the birth, adoption, or foster care placement of a child is generally two weeks. However, the district must grant a

request for CFRA leave of less than two weeks duration on any two occasions and may grant additional requests

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances (2 CCR 11041, 11090, 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member

CSBA NOTE: Pursuant to 2 CCR 11041, the district must accommodate the transfer request of a pregnant employee to the same extent that it accommodates transfer requests for other temporarily disabled employees

2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.
3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

CSBA NOTE: Pursuant to 2 CCR 11050 and 11091, an employee is required to notify the district of the need to take PDL or family care and medical leave. The employee must provide at least verbal notice sufficient to make the district aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave. However, the employee does not need to assert rights under CFRA or FMLA or even mention CFRA or FMLA to meet the notice requirement, but must state the reason the leave is needed. If there is a question about whether leave is FMLA/CFRA qualifying or if the district is considering denying CFRA leave based on an employee's refusal to provide further information, legal counsel should be consulted.

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

CSBA NOTE· Both 29 CFR 825.300 and 2 CCR 11091 require the district to provide an employee with notice of the designation of leave as either qualifying for CFRA or FMLA protection. See section entitled "Notifications" below for further requirements of this "designation notice" as well as other required notifications

Pursuant to 2 CCR 11091, an employee has the obligation to respond to questions designed to determine whether an absence is potentially CFRA qualifying. If the district is unable to determine whether requested leave is CFRA qualifying because of an employee's refusal to respond to its inquiries, the employee may be denied CFRA protection

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying (2 CCR 11091; 29 CFR 825.300)

CSBA NOTE. Pursuant to 2 CCR 11091, the district may require an employee to provide at least 30 days advance notice of the need for family care and medical leave, if the need is foreseeable. If the district requires such advance notice from employees, then the district's notification of FMLA/CFRA rights must so specify, see section below entitled "Notifications "

Pursuant to 2 CCR 11050, an employee requesting PDL is required to provide the district at least 30 days advance notice if the need for PDL is foreseeable.

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations (Government Code 12945 2; 2 CCR 11050, 11091)

Certification of Health Condition

CSBA NOTE· The following optional section is for use by districts that require an employee to submit a medical certification of the need for family care and medical leave for an employee's own serious health condition or to care for the employee's eligible family member with a serious health condition. In order to help avoid claims of discrimination, the district should generally treat all such employees uniformly, thus, districts using this section should request a medical certification from all such employees.

Districts requiring written medical certification from employees may develop their own form, utilize one provided by the employee's health care provider, or use the form provided in 2 CCR 11097.

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts (2 CCR 11087, 11091, 29 CFR 825 305)

The certification shall include the following (Government Code 12945.2, 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition

CSBA NOTE Item #3 below addresses an eligible employee's request for leave to care for an eligible family member. In such a case, 2 CCR 11087 provides that the health care provider's certification need not identify the serious health condition involved. The U.S. Department of Labor (DOL) provides a form, "Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act," that districts may use for this purpose to avoid unauthorized disclosure of the serious health condition.

- 3 If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
 - b Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position
- 5 If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

CSBA NOTE: Government Code 12940 and other provisions of the California Genetic Information Nondiscrimination Act of 2011 prohibit an employer from making a non-job related inquiry into an employee's genetic information. A district which believes that an employee's leave may require obtaining this information should consult with legal counsel.

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011 (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee (2 CCR 11091, 29 CFR 825 301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third

health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2, 2 CCR 11091, 29 USC 2613)

Certification for PDL

CSBA NOTE: The following optional section is for use by districts that require an employee to submit a medical certification of the need for leave along with the request for PDL. Districts requiring written medical certification from employees who request reasonable accommodation, transfer, or disability leave because of pregnancy may develop their own form, utilize one provided by the employee's health care provider, or use the form provided in 2 CCR 11050

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2, 2 CCR 11050, 29 USC 2613)

Release to Return to Work

CSBA NOTE: The following optional section is for use by districts that choose to require a return-to-work certification and may be modified to list the specific positions for which certification is required. Pursuant to 2 CCR 11091, the district may require an employee to submit a return-to-work certification from the employee's health provider, stating that the employee is able to return to work. However, this requirement may only be made if the district has a uniformly applied practice of requiring such releases when employees return to work after illness, injury, or disability, any fitness-for-duty examination is job related and consistent with business necessity, and the practice is not forbidden by its collective bargaining agreement. 2 CCR 11050 has similar requirements when an employee is returning to work after PDL.

Pursuant to 29 CFR 825.312, when the health care provider certifies that the employee is able to resume work, the district may also require the health care provider to address the employee's ability to perform the essential functions of the job. If such a requirement is imposed, then the district must provide the employee with a list of the employee's essential job functions with the "designation notice", see section entitled "Notifications" below.

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the

employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

CSBA NOTE: Pursuant to Government Code 12945.2, 2 CCR 11043 and 11089, and 29 USC 2614, an employee on PDL or family care and medical leave has the right to be reinstated to the same or a comparable position upon return from such leave. However, such an employee has no greater right to reinstatement or other benefits than the employee would have if employment had been continuous. As amended by SB 1383, Government Code 12945.2 eliminates the district's authority to deny reinstatement of a "key employee" in certain situations.

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends (Government Code 12945.2; 2 CCR 11043, 11089, 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089, 29 CFR 825 216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan (Government Code 12945.2, 2 CCR 11092, 29 USC 2614)

CSBA NOTE: Pursuant to 2 CCR 11044 and 11092, the time that the district maintains and pays for group health coverage during PDL shall not be used to meet its obligation to pay for 12 weeks of group health coverage during leave taken under CFRA, even where the district designates the PDL as FMLA or CFRA leave. The entitlements to employer-paid group health coverage during PDL and during CFRA are two separate and distinct entitlements.

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control (Government Code 12945.2, 2 CCR 11044, 11092, 29 USC 2614; 29 CFR 825 213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2, 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

CSBA NOTE: The following optional section reflects 29 USC 2611 and 2612 which authorize an eligible employee to take up to 12 work weeks of unpaid FMLA leave to attend to an "exigency" arising out of the fact that the employee's spouse, child, or parent is on active duty or on call to active duty status in the National Guard or Reserves, or is a member of the regular Armed Forces on deployment to a foreign country. Pursuant to Government Code 12945.2, as amended by SB 1383, an employee may take unpaid leave under CFRA to attend to an exigency involving the employee's registered domestic partner

Pursuant to 29 CFR 825.200, an employee is entitled to 12 work weeks of qualifying exigency leave during each 12-month period established by the district, see section entitled "Terms of Leave" above. According to DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," an employee may take all 12 weeks of FMLA leave entitlement as a qualifying exigency leave or take a combination of the 12 weeks of leave for both qualifying exigency leave and other FMLA leave, such as leave for a serious health condition.

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2, 29 USC 2612, 29 CFR 825.126)

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or and, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign county includes deployment to international waters (29 USC 2611, 29 CFR 825.126)

CSBA NOTE Pursuant to 29 CFR 825.126, a "qualifying exigency" may include "other events" agreed to by the district and the employee. As an example of such other event, DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," and the California Department of Human Resources', "Questions and Answers - Military Family Leave -- FMLA," list leave to spend time with the military member either prior to or post deployment or to attend to household emergencies that would normally have been handled by the military member.

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings

- 8 Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825 302)

CSBA NOTE. The district may require the employee to provide certification of the qualifying exigency containing the information specified in 29 CFR 825.309. A form has been developed by DOL for this purpose and is available on its web site

The following paragraph is optional and should be deleted by those districts that do not require such documentation. In order to help avoid claims of discrimination, the district should generally treat all employees uniformly, thus, districts using this paragraph should request certification from all employees requesting such leave

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825 309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis (29 CFR 825.302)

CSBA NOTE: Pursuant to 29 USC 2612 and 29 CFR 825.207, the district has the option to require or give employees discretion to use paid leave when taking FMLA/CFRA leave, see Options 1 and 2 in the section entitled "Use/Substitution of Paid Leave" above. Whichever option is selected by the district with regards to FMLA/CFRA leave is also applicable to qualified exigency leave.

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

CSBA NOTE: 29 USC 2612 and 29 CFR 825 127 authorize an eligible employee to take up to 26 work weeks of unpaid military caregiver leave, as defined below, during a single 12-month period. According to DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," if an employee does not use the entire 26-week entitlement in a single 12-month period, unused weeks cannot be carried over into another 12-month period. However, the employee may qualify for nonmilitary FMLA leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is not in addition to, but rather is inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons (29 USC 2611, 2612; 29 CFR 825 127)

Covered servicemember may be (29 CFR 825 127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

~~CSBA NOTE- Unlike the provisions for other FMLA/CFRA leave, 29 CFR 825 127 places no age limit on the definition of "child," as detailed below. In addition, 29 CFR 825 127 defines "next of kin" of a covered servicemember in relation to military caregiver leave.~~

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age (29 CFR 825 127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents in law") (29 CFR 825 127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612, 29 CFR 825 127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825 127)

~~CSBA NOTE 29 USC 2611 defines "serious injury or illness" for active members of the Armed Forces and for veterans, as provided below. Pursuant to 29 CFR 825 127, one of the four conditions listed in item #2 below must be present for a veteran's injury or illness to will qualify as a "serious injury or illness" for the purpose of this leave, only if one of the four conditions listed in Item #2 below is present.~~

Serious injury or illness means: (29 USC 2611; 29 CFR 825 127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition

- c A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
- d An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

CSBA NOTE: As is the case for other types of FMLA/CFRA leave, 29 CFR 825.302 requires the employee, when the need for the leave is foreseeable, to provide 30 days advance notice to the district before the leave is to begin.

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

CSBA NOTE. 29 CFR 825.310 authorizes the district to require employees to provide certification of the need for the leave, which is to be completed by an authorized health care provider of the covered servicemember.

The following paragraph is optional. In order to help avoid claims of discrimination, the district should generally treat all employees uniformly; thus, districts using this paragraph should request a medical certification from all employees requesting such leave.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

CSBA NOTE: Pursuant to 29 CFR 825.127, an employee may take up to a total of 26 work weeks of leave for both regular FMLA and military caregiver leave during the 12-month leave entitlement period. However, the employee may not take more than 12 weeks for regular FMLA leave. For example, according to DOL's "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," an employee could take 12 weeks of FMLA leave to care for a newborn child and 14 weeks of military caregiver leave, but could not take 16 weeks to care for a newborn and 10 weeks of military caregiver leave. If the leave qualifies as both military caregiver leave and leave to care for a family member with a serious health condition, 29 CFR 825.127 specifies that the district must first designate the leave as military caregiver leave.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

CSBA NOTE: Pursuant to 29 USC 2612 and 29 CFR 825.207, the district has the option to require or give employees discretion to substitute paid leave when taking FMLA/CFRA leave, see Options 1 and 2 in section entitled "Use/Substitution of Paid Leave" above. Whichever option is selected by the district with regard to FMLA/CFRA leave is also applicable to military caregiver leave.

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

CSBA NOTE: Both 29 CFR 825 300 and 2 CCR 11095 require employers to provide general notification to employees of their rights under the FMLA/CFRA as well as specific notifications when an employee has requested leave, as detailed below. 2 CCR 11049 contains similar notice requirements for PDL purposes. Samples of notices which describe an employee's rights are available on the web sites of the California Department of Fair Employment and Housing and the DOL.

Pursuant to 2 CCR 11095, the district must translate the notice into every language that is spoken by at least 10 percent of the district's employees at any facility.

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave.

1. **General Notice** Information explaining the provisions of the ~~FEHA~~Fair Employment and Housing Act/PDL and FMLA/CFRA and ~~employee~~employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

CSBA NOTE. Pursuant to 2 CCR 11050 and 11091, a district may require an employee, when the need for the leave is foreseeable, to provide at least 30 days advance notice before the leave is to begin, see the section entitled "Request for Leave" above. 2 CCR 11049 and 11091 specify that districts requiring such notice from employees must give them "reasonable advance notice" of their obligation and that incorporation of the requirement into the general notice satisfies the "advance notice" requirement.

The following optional paragraph is for use by districts that require employees to provide advance notice.

2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)
3. **Eligibility Notice** When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091, 29 CFR 825.300)
4. **Rights and Responsibilities Notice** Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825 300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying.

CSBA NOTE. Item #~~3b4a~~3b4b below is for use by districts that require medical certification to the effect that the employee is able to resume work. See the section entitled "Release to Return to Work" above.

- b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification.
- c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid

leave if the employee does not meet the conditions for paid leave

- d Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
- e The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
- f The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

- 5 Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, ~~he/she~~ the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period (29 CFR 825.300)

CSBA NOTE 29 CFR 825.300 requires the designation notice to specify whether the district requires paid leave to be used during an otherwise unpaid family care and medical leave, whether the district requires an employee to present release to return to work certification, and whether that certification must address the employee's ability to perform the essential functions of the job. See the sections entitled "Use/Substitution of Paid Leave" and "Release to Return to Work" above. The following paragraph should be revised to reflect district practice

- 6 If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097, 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice (29 CFR 825.300)

Records

CSBA NOTE Government Code 12946, 29 USC 2616, and 29 CFR 825.500 require districts to maintain records of, among other things, applications, dates, and personnel and employment action related to family care and medical leave. Pursuant to 42 USC 2000ff-1, any individually identifiable genetic information possessed by the district must be treated as a confidential medical record of the employee involved

The Superintendent or designee shall maintain records pertaining to an individual employee's use of ~~family care and medical~~ FMLA or CFRA leave or PDL in accordance with law (Government Code 12946, 29 USC 2616; 42 USC 2000ff-1, 29 CFR 825.500)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|--|---|
| 2 CCR 11035-11051 | Unlawful sex discrimination: pregnancy, childbirth and related medical conditions |
| 2 CCR 11087- 11097 11098 | California Family Rights Act |
| Ed Code 44965 | Granting of leaves of absence for pregnancy and childbirth |
| Fam. Code 297-297.5 | Rights, protections, benefits under the law, registered domestic partners |
| Fam. Code 300 | Definition of marriage |
| Gov. Code 12926 | Definitions |
| Gov Code 12940 | Unlawful discriminatory employment practices |
| Gov. Code 12945 | Unlawful discrimination based on pregnancy, childbirth, or related medical conditions |
| Gov. Code 12945.1-12945.2 | California Family Rights Act |
| <u>Gov Code 12945.6</u> | <u>Parental leave</u> |
| Gov Code 12946 | Fair employment and Housing Act: discrimination prohibited |
| Unemployment Insurance Code 3300-3308 | Paid family leave |
| Federal | Description |
| 1 USC 7 | Definition of marriage, <u>and</u> spouse |
| 29 CFR 825.100-825.702 | Family and Medical Leave Act of 1993 |
| 29 USC 2601-2654 | Family Care and Medical Leave Act |
| 42 USC 2000ff-2000ff-11 | Genetic Information Nondiscrimination Act of 2008 |
| Management Resources | Description |
| CA Dept of HR Publication | Questions and Answers – Military Family Leave – FMLA |
| Court Decision | Faust v. California Portland Cement Company, (2007) 150 Cal App 4th 864 |
| Court Decision | Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045 |
| Court Decision | United States v. Windsor, (2013) 699 F.3d 169 |
| U.S. Department of Labor Publication | <u>Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers</u> |
| U.S. Department of Labor Publications | Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act, Form WH-380-F |
| Website | California Department of Human Resources |

Website

U S Department of Labor, FMLA

Website

California Department of Fair Employment and Housing

Cross References

Code

Description

| | |
|-------------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 0470 | COVID-19 Mitigation Plan |
| 2121 | Superintendent's Contract |
| 4030 | Nondiscrimination In Employment |
| 4030 | Nondiscrimination In Employment |
| 4032 | Reasonable Accommodation |
| 4033 | Lactation Accommodation |
| 4112 2 | Certification |
| 4112.2 | Certification |
| 4112 4 | Health Examinations |
| 4112 42 | Drug And Alcohol Testing For School Bus Drivers |
| 4112 42 | Drug And Alcohol Testing For School Bus Drivers |
| 4112.9 | Employee Notifications |
| 4112.9-E(1) | Employee Notifications |
| 4113 4 | Temporary Modified/Light-Duty Assignment |
| 4117.3 | Personnel Reduction |
| 4141 | Collective Bargaining Agreement |
| 4154 | Health And Welfare Benefits |
| 4154 | Health And Welfare Benefits |
| 4161 | Leaves |
| 4161 | Leaves |
| 4161 1 | Personal Illness/Injury Leave |
| 4161 2 | Personal Leaves |
| 4161.9 | Catastrophic Leave Program |
| 4161 9 | Catastrophic Leave Program |
| 4212.4 | Health Examinations |
| 4212 42 | Drug And Alcohol Testing For School Bus Drivers |
| 4212.42 | Drug And Alcohol Testing For School Bus Drivers |
| 4212 9 | Employee Notifications |
| 4212 9-E(1) | Employee Notifications |
| 4213 4 | Temporary Modified/Light-Duty Assignment |

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| 4217 3 | Layoff/Rehire |
| 4241 | Collective Bargaining Agreement |
| 4254 | Health And Welfare Benefits |
| 4254 | Health And Welfare Benefits |
| 4259 | Employee Assistance Programs |
| 4261 | Leaves |
| 4261 | Leaves |
| 4261 1 | Personal Illness/Injury Leave |
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| 4261 9 | Catastrophic Leave Program |
| 4261 9 | Catastrophic Leave Program |
| 4312 4 | Health Examinations |
| 4312.42 | Drug And Alcohol Testing For School Bus Drivers |
| 4312 42 | Drug And Alcohol Testing For School Bus Drivers |
| 4312 9 | Employee Notifications |
| 4312.9-E-(1) | Employee Notifications |
| 4313 4 | Temporary Modified/Light-Duty Assignment |
| 4354 | Health And Welfare Benefits |
| 4354 | Health And Welfare Benefits |
| 4359 | Employee Assistance Programs |
| 4361 | Leaves |
| 4361 | Leaves |
| 4361 1 | Personal Illness/Injury Leave |
| 4361.2 | Personal Leaves |
| 4361 9 | Catastrophic Leave Program |
| 4361 9 | Catastrophic Leave Program |

Regulation 6173.1: Education For Foster Youth

Status: ADOPTED

Original Adopted Date: 12/01/2013 | **Last Revised Date:** ~~1006/01/2017-2022~~ | **Last Reviewed Date:** ~~1006/01/2017-2022~~

Definitions

CSBA NOTE Pursuant to Education Code 48853 5, as amended by AB 1055 (Ch 287, Statutes of 2021), "foster youth" has the same meaning as the term is defined in Education Code 42238 01, as amended by AB 167 (Ch 252, Statutes of 2021). See Items #4 and 5 below

Foster youth, foster child, or student in foster care means any of the following (Education Code 42238 01, 48853 5)

- 1 A child who has been removed from his/her home is the subject of a petition filed pursuant to Welfare and Institutions Code 309,300, whether or not the child has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 319 or 361
- 2 A child who is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under pursuant to Welfare and Institutions Code 300 or 602 or is a 602, has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 727, and is in foster care as defined by Welfare and Institutions Code 727 4(d)
- 3 A nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238 01 (Education Code 42238 01, 48853 5)
- 4 A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court pursuant to the court's jurisdiction in accordance with the tribe's law
- 5 A child who is the subject of a voluntary placement agreement, as defined in Welfare and Institutions Code 11400

CSBA NOTE In instances where the rights of the parent/guardian have been limited, the court may appoint an educational representative on a temporary or long-term basis to make educational decisions for the student

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she/the foster youth was last enrolled If the school the foster youth attended when permanently housed is different from the school in which he/she/the foster youth was last enrolled, or if there is another school that the foster youth attended within the preceding 15 months and with which the foster youth is connected, the district liaison for foster youth shall determine, in the best interests of the foster youth, which school is shall be deemed the school of origin This determination shall be made in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, and shall be based on the best interests of the foster youth (Education Code 48853 5)

CSBA NOTE: Education Code 48850 expresses the legislative intent that the "best interests" of a foster youth include educational stability as well as placement in the least restrictive educational program, as provided below.

In addition, pursuant to 20 USC 6311, determination of a student's "best interest" requires consideration of all factors relating to the student's best interest, including the appropriateness of the current educational setting and the proximity to the school in which the student is enrolled at the time of placement

~~Best interest~~*interests of a foster youth* means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the proximity to the school at the time of placement, appropriateness of the educational setting, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students (Education Code 48850, 48853, 20 USC 6311)

District Liaison

CSBA NOTE. Pursuant to Education Code 48853 5, districts are required to designate a staff person as the educational liaison for foster youth. ~~This~~The person may be the same individual designated as the liaison for homeless students as required by 42 USC 11432, see AR 6173 - Education for Homeless Children In addition, Education Code 48853.5 requires that, for districts operating a foster youth services program, the liaison be affiliated with that program The duties of the liaison are as specified below.

The Superintendent designates the following position as the district's liaison for foster youth (Education Code 48853 5)

(position or title)

(address)

(phone number)

(email)

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853 5)

CSBA NOTE: Education Code 48645 5 requires districts to accept for credit full or partial coursework completed in a public school or nonpublic nonsectarian school or agency in addition to a juvenile court school, see the section below entitled "Transfer of Coursework and Credits "

- ~~1-2~~ Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645 5, 48853 5)

~~2-3~~

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request (Education Code 48853 5)

CSBA NOTE. Pursuant to Education Code 48853.5, 48911, 48915 5, and 48918 1, the district liaison is required to invite or notify a foster youth's attorney and the appropriate official of the county child welfare agency in certain circumstances when expulsion-related proceedings are pending against the foster youth. For specific situations requiring such invitation or notice, see AR 5144 1 - Suspension and Expulsion/Due Process.

~~2-4~~ When required by law, notify the appropriate county child welfare agency, when the required by law for a foster youth who is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination for a foster youth who is a student with a disability, prior to a change in the foster youth's placement when he/she is a student with a disability. (Education Code 48853 5, 48911, 48915 5, 48918 1)

CSBA NOTE. Items #4-8 below are optional and should be modified to reflect district practice.

~~3-5~~ As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

~~4-6~~ As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

~~5-7~~ Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

CSBA NOTE. Optional item #7 establishes the responsibility of the district liaison to collaborate with other local agencies to coordinate services for foster youth

Education Code 42920 5-42921 establish the Foster Youth Services Coordinating Program and provide funding for a county office of education or consortium of county offices of education to coordinate educational support for foster youth among the districts within their jurisdiction. As part of the program, such county offices must develop and implement a coordinating plan for purposes of establishing guiding principles and protocols to provide supports for foster care students. To the extent possible, such a plan must include, but is not limited to, a description of how the program will establish ongoing collaboration among local educational agencies, county child welfare agencies, and county probation departments to determine the proper educational placement of foster youth. In addition, pursuant to Education Code 42921, if a district annually certifies in writing that it is unable, using any other state, federal, local, or private funds, to provide tutoring, mentoring, and counseling for foster youth, it may enter into a temporary agreement with the foster youth services coordinating program to provide those services, if the program has established such services

~~6-8~~ Collaborate with the county office of education, county placing agency, county child welfare agency, county probation department, juvenile court, and other appropriate agencies to help coordinate instruction, counseling, tutoring, mentoring vocational training, and other related services for the district's foster youth

CSBA NOTE. The following optional item facilitates the annual update of the local control and accountability plan required pursuant to Education Code 52060, see BP/AR 0460 - Local Control and Accountability Plan.

~~7-9~~ Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in the district's local control and accountability plan

CSBA NOTE The following paragraph is optional and may be revised to reflect district practice

The Superintendent or designee shall regularly monitor the liaison's caseload-of-the-liaison, as well as his/her additional duties outside of the foster youth program, to determine whether ensure that adequate time and resources are available provided to meet the needs of foster youth in the district

Enrollment

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency

CSBA NOTE Pursuant to Education Code 48853, a district is required to educate foster youth in the least restrictive environment necessary for their educational achievement. However, a district may be discharged from this obligation when the parent/guardian or other person holding the right to make educational decisions for the foster youth unilaterally decides to place the foster youth in another educational program and provides the district a written statement as specified in item #2 below

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interestinterests of the student to be placed in another education program and submits a written statement to the district indicating that determination and that he/she is awarean awareness of the following
 - a. The student has a right to attend a regular public school in the least restrictive environment.
 - b. The alternate education program is a special education program, if applicable
 - c. The decision to unilaterally remove the student from the district school and to place him/herthe student in an alternate education program may not be financed by the district
 - d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student

CSBA NOTE: Pursuant to Education Code 48853 5, the education of a foster youth may continue his/her education in the school of origin under the circumstances stated below. Elementary and high school districts should delete any item (#3b or c) that is not applicable to the grade levels served by the district

3. At the initial placement or any subsequent change in placement, the student exercises his/herthe right to continue in his/herthe school of origin, as defined above. In any such circumstance, the following shall apply:
 - a. The student may continue in the school of origin for the duration of the court's jurisdiction
 - b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/herthe school of origin for the remainder of the school year.

- c -If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/herthe school of origin until he/she graduates through graduation
- d If the student is transitioning between school grade levels, he/shethe student shall be allowed to continue in the district ~~of origin~~ in the same attendance area to provide him/herthe student the benefit of matriculating with his/herthe student's peers in accordance with the established feeder patterns of school ~~districts~~ in the district A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853 5)

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the foster youth, recommend that the foster youth's right to attend the school of origin be waived and he/shethe foster youth be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend All decisions shall be made in accordance with the foster youth's best interests (Education Code 48853 5)

Prior to making any recommendation to move a foster youth from his/herthe school of origin, the liaison shall provide the foster youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests (Education Code 48853 5) (~~Education Code 48853 5~~)

CSBA NOTE Pursuant to Education Code 48853 5, a district is required to immediately enroll any foster youth transferring into the district even when the foster youth has outstanding fees or fines due to the last school attended or the district has not received the foster youth's academic and medical records, as listed in ~~items~~ Items #1-3 below However, pursuant to Health and Safety Code 120341, if a district does not receive a foster youth's immunization records prior to ~~enrolling him/her~~ enrollment, the district must take steps, after the foster youth is enrolled, to obtain his/herthe immunization records or ensure that he/shethe foster youth is properly immunized See BP/AR 5141 31 - Immunizations.

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the foster youth would be served by his/hera transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth ~~The, regardless of whether the foster youth shall be immediately enrolled even if he/she~~ (Education Code 48853 5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
- 3 Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

CSBA NOTE Education Code 48853 and 48853 5 specify that, if a dispute arises regarding school placement, then the district shall use an existing dispute resolution process available to any district student The following paragraph should be modified to reflect district practice.

If the foster youth or a person holding the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she mayan appeal to ~~may be filed with~~ the Superintendent The Superintendent shall make a determination within 30 calendar days of receipt of the appeal Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian of foster youth or the person holding the right to make educational decisions for the foster youth may appeal that decision to the Board The Board shall consider the issue at its next regularly scheduled meeting The

Board's decision shall be final

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the foster youth has the right to remain in the school of origin pending resolution of the dispute (Education Code 48853.5)

Transportation

CSBA NOTE: Pursuant to Education Code 48853.5, a district may, but is not required to, provide transportation to enable a foster youth to attend a school or school district of origin, except when it is otherwise required by federal law or pursuant to the individualized education program of a student with a disability. In accordance with 20 USC 6312, ~~as amended by the Every Student Succeeds Act (P.L. 114-95)~~, districts are mandated to collaborate with the local child welfare agency to develop clear written procedures governing how transportation will be provided, arranged, and funded to enable foster youth to attend their school of origin, when it is in their best interest to do so. The local child welfare agency may reimburse the district for any additional costs of such transportation, or the district may agree to pay for or share the costs with the child welfare agency. The following section may be revised to reflect the procedures established in collaboration with the child welfare agency, or such procedures may be incorporated into a memorandum of understanding or other document.

The Superintendent or designee shall collaborate with the local child welfare agency to determine how transportation will be provided, arranged, and funded in a cost-effective manner to enable a foster youth to remain in ~~their~~the school of origin, for the duration of ~~their~~the time spent in foster care, when it is in ~~their~~the foster youth's best interest to do so. Such transportation costs may be paid by either the child welfare agency or the district, or shared by both (20 USC 6312)

Effect of Absences on Grades

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the ~~student's~~the student grades shall be calculated as of the date he/~~she~~the student left school
2. A verified court appearance or related court-ordered activity

Transfer of Coursework and Credits

CSBA NOTE: The following section is for use by districts maintaining high schools. Education Code 51225.2 addresses the transferability of coursework and credits completed by foster youth, as provided below.

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the ~~foster youth did not complete the entire course, he/she~~ was not completed at the previous school, the foster youth shall be issued partial credit for the coursework completed and shall be required to take the uncompleted portion of the course ~~that he/she did not complete at his/her previous school.~~

However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, ~~he/she~~the foster youth shall be enrolled

in the same or equivalent course, if applicable, ~~so that he/she may continue and complete to~~ enable the completion of the entire course (Education Code 51225.2)

CSBA NOTE: Although Education Code 51225.2 requires districts to award partial credits to foster youth who transfer from school to school, there is no uniform system for calculating and awarding partial credits. To ensure consistency in the treatment of foster youth, the California Child Welfare Council (CCWC), in its, "Partial Credit Model Policy and Practice Recommendations," available on its web site, recommends the approach specified in the following optional paragraph, which may be revised to reflect district practice.

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California (Education Code 51225.2)

Applicability of Graduation Requirements

CSBA NOTE: The following section is for use by districts maintaining high schools. Also see BP 6146.1 - High School Graduation Requirements.

To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.

However, when a foster youth who has completed ~~his/her~~ the second year of high school transfers into the district from another school district or transfers between high schools within the district, ~~he/she~~ the foster youth shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of ~~his/her~~ the fourth year of high school. Within 30 calendar days of the foster youth's transfer, the Superintendent or designee shall notify the foster youth, the person holding the right to make educational decisions for ~~him/her~~ the foster youth, and the foster youth's social worker of the availability of the exemption and whether the foster youth qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer a foster youth. (Education Code 51225.1)

To determine whether a foster youth is in ~~his/her~~ the third or fourth year of high school, the district shall use either the number of credits the foster youth has earned as of the date of the transfer or the length of ~~his/her~~ school enrollment, whichever qualifies ~~him/her~~ the foster youth for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any foster youth who is granted an exemption and the person holding the right to make educational decisions for ~~him/her~~ the foster youth how any requirements that are waived will affect the foster youth's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a foster youth to transfer schools in order to qualify for an exemption and ~~no shall not grant any request for a transfer solely to qualify for an exemption shall be~~ made by a foster youth or any person acting on behalf of a foster youth for a transfer solely to qualify the foster youth for an exemption. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while he/she ~~is~~ still enrolled in school or if he/she the foster youth transfers to another school or school district (Education Code 51225 1)

Upon making a finding that a foster youth is reasonably able to complete district graduation requirements within his/her the fifth year of high school, the Superintendent or designee shall: (Education Code 51225 1)

1. Inform the foster youth and the person holding the right to make educational decisions for ~~him/her~~ the foster youth of the option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her the foster youth's ability to gain admission to a postsecondary educational institution
2. Provide information to the foster youth about transfer opportunities available through the California Community Colleges
3. Upon agreement with the foster youth or, if he/she ~~is~~ under 18 years of age, the person holding the right to make educational decisions for ~~him/her~~ the foster youth, permit the foster youth to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

CSBA NOTE: Education Code 48850 provides that, when a foster youth's residence changes pursuant to a court order or decision of a child welfare worker, the student shall be immediately deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports. For additional information about eligibility requirements, see BP 6145 - Extracurricular and Cocurricular Activities.

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

Notification and Complaints

CSBA NOTE. Education Code 48853, 49069 5, 51225 1, and 51225 2 require that the district's annual uniform complaint procedures notification include specified information regarding the educational rights of foster youth. See AR 1312.3 - Uniform Complaint Procedures for further information regarding this notification. Education Code 48853.5 requires the California Department of Education (CDE), in consultation with the California Foster Youth Education Task Force, to develop a standardized notice of the educational rights of foster youth and to post that notice on its web site.

Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225 1, 51225 2)

CSBA NOTE Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225 2 provide that complaints of noncompliance with specified requirements related to the education of foster youth may be filed in accordance with the uniform complaint procedures specified in 5 CCR 4600-4670 As with other complaints covered under the uniform complaint procedures, a complainant may appeal the district's decision to ~~the~~ CDE and, if the district or CDE finds any merit in the complaint, the district must provide a remedy to the affected student See BP/AR 1312.3 - Uniform Complaint Procedures.

Any complaint alleging that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312 3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069 5, 51225.1, 51225.2)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|---------------------------|--|
| 5 CCR 4600-4670 | Uniform complaint procedures |
| Ed Code 32228-32228 5 | Student safety and violence prevention |
| Ed Code 42238.01-42238 07 | Local control funding formula |
| Ed Code 42920-42925 | Foster children educational services |
| Ed. Code 48645-48646 | Juvenile court schools |
| Ed. Code 48850-48859 | Education of students in foster care and students who are homeless |
| Ed. Code 48915 5 | Recommended expulsion, homeless student with disabilities |
| Ed Code 48918.1 | Notice of recommended expulsion |
| Ed Code 49061 | Student records, definitions |
| Ed Code 49069.5 | Students in foster care, grades and credits |
| Ed Code 49076 | Access to student records |
| Ed. Code 51225 1 | Exemption from district graduation requirements |
| Ed Code 51225 2 | Course credits |
| Ed Code 51225 3 | High school graduation |
| Ed Code 52060-52077 | Local control and accountability plan |
| Ed Code 56055 | Rights of foster parents pertaining to foster child's education |
| H&S Code 120341 | Foster youth, school placement, <u>and</u> immunization records |
| H&S Code 1522 41 | Training and certification of group home administrators |
| H&S Code 1529 2 | Training of licensed foster parents |
| W&I Code 16000-16014 | Foster care placement |
| W&I Code 300 | Minors subject to jurisdiction |
| W&I Code 309 | Investigation and release of child |
| W&I Code 317 | Appointment of legal counsel |

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| W&I Code 361 | Limitations on parental control |
| W&I Code 366 27 | Educational decision by relative providing living arrangements |
| W&I Code 602 | Minors violating law, ward of court |
| W&I Code 726 | Limitations on parental control |
| W&I Code 727 | Order of care, ward of court |

Federal

| | |
|--------------------|---|
| 20 USC 1415 | Description Procedural safeguards |
| 20 USC 6311 | State plan |
| 29 USC 794 | Rehabilitation Act of 1973, Section 504 |
| 42 USC 11431-11435 | McKinney-Vento Homeless Assistance Act |
| 42 USC 670-679b | Federal assistance for foster care programs |

Management Resources

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| Alliance for Children's Rights Publication | Description Foster Youth Education Toolkit, December 2016 |
| California Child Welfare Council <u>Publication</u> | Partial Credit Model Policy and Practice Recommendations |
| Cities, Counties and Schools Partnership <u>Pub.Publication</u> | Our Children. Emancipating Foster Youth, A Community Action Guide |
| CSBA Publication | Our Foster Youth· What School Boards Can Do, May 2016 |
| CSBA Publication | Foster Youth Supports for Success, Governance Brief, May 2016 |
| U.S Department of Education Publication | Ensuring Educational Stability for Children in Foster Care, Non-Regulatory Guidance, June 2016 |
| Website | Alliance for Children's Rights |
| Website | Foster Ed |
| Website | National Center for Youth Law |
| Website | California Department of Education, Foster Youth Services |
| Website | California Department of Social Services, Foster Youth Ombudsman Office |
| Website | California Foster Youth Education Task Force |
| Website | California Youth Connection |
| Website | Cities, Counties and Schools Partnership |
| Website | CSBA |
| Website | California Child Welfare Council |

Cross References

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|-------------|---|
| Code | Description |
| 0200 | Goals For The School District |
| 0410 | Nondiscrimination In District Programs And Activities |

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| 0415 | Equity |
| 0450 | Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan |
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 0470 | COVID-19 Mitigation Plan |
| 0500 | Accountability |
| 1312 3 | Uniform Complaint Procedures |
| 1312 3 | Uniform Complaint Procedures |
| 1312 3-E PDF(1) | Uniform Complaint Procedures |
| 1312.3-E PDF(2) | Uniform Complaint Procedures |
| 1400 | Relations Between Other Governmental Agencies And The Schools |
| 3100 | Budget |
| 3100 | Budget |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |
| 3515.4 | Recovery For Property Loss Or Damage |
| 3515.4 | Recovery For Property Loss Or Damage |
| 3540 | Transportation |
| 3541 | Transportation Routes And Services |
| 3553 | Free And Reduced Price Meals |
| 3553 | Free And Reduced Price Meals |
| 4131 | Staff Development |
| 4231 | Staff Development |
| 4331 | Staff Development |
| 5111 | Admission |
| 5111 | Admission |
| 5111 1 | District Residency |
| 5111 1 | District Residency |
| 5113 1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5113 11 | Attendance Supervision |
| 5116.1 | Intradistrict Open Enrollment |
| 5116.1 | Intradistrict Open Enrollment |

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| 5117 | Interdistrict Attendance |
| 5117 | Interdistrict Attendance |
| 5121 | Grades/Evaluation Of Student Achievement |
| 5121 | Grades/Evaluation Of Student Achievement |
| 5123 | Promotion/Acceleration/Retention |
| 5123 | Promotion/Acceleration/Retention |
| 5125 | Student Records |
| 5125 | Student Records |
| 5125.2 | Withholding Grades, Diploma Or Transcripts |
| 5131 | Conduct |
| 5131 2 | Bullying |
| 5131 2 | Bullying |
| 5131 6 | Alcohol And Other Drugs |
| 5131 6 | Alcohol And Other Drugs |
| 5132 | Dress And Grooming |
| 5132 | Dress And Grooming |
| 5137 | Positive School Climate |
| 5138 | Conflict Resolution/Peer Mediation |
| 5141.22 | Infectious Diseases |
| 5141 22 | Infectious Diseases |
| 5141 26 | Tuberculosis Testing |
| 5141 31 | Immunizations |
| 5141 31 | Immunizations |
| 5141 32 | Health Screening For School Entry |
| 5141.6 | School Health Services |
| 5141 6 | School Health Services |
| 5144.1 | Suspension And Expulsion/Due Process |
| 5144 1 | Suspension And Expulsion/Due Process |
| 5144 2 | Suspension And Expulsion/Due Process (Students With Disabilities) |
| 5145 3 | Nondiscrimination/Harassment |
| 5145.3 | Nondiscrimination/Harassment |
| 5145 6 | Parental Notifications |
| 5145 6-E PDF(1) | Parental Notifications |
| 5145 9 | Hate-Motivated Behavior |

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| 5147 | Dropout Prevention |
| 5148 2 | Before/After School Programs |
| 5148 2 | Before/After School Programs |
| 5148 3 | Preschool/Early Childhood Education |
| 5148.3 | Preschool/Early Childhood Education |
| 6000 | Concepts And Roles |
| 6011 | Academic Standards |
| 6020 | Parent Involvement |
| 6020 | Parent Involvement |
| 6120 | Response To Instruction And Intervention |
| 6145 | Extracurricular And Cocurricular Activities |
| 6145 | Extracurricular And Cocurricular Activities |
| 6145 2 | Athletic Competition |
| 6145 2 | Athletic Competition |
| 6146 1 | High School Graduation Requirements |
| 6146 1 | High School Graduation Requirements |
| 6146.3 | Reciprocity Of Academic Credit |
| 6146 3 | Reciprocity Of Academic Credit |
| 6159 | Individualized Education Program |
| 6159 | Individualized Education Program |
| 6159 2 | Nonpublic, Nonsectarian School And Agency Services For Special Education |
| 6159 2 | Nonpublic, Nonsectarian School And Agency Services For Special Education |
| 6159 3 | Appointment Of Surrogate Parent For Special Education Students |
| 6159 3 | Appointment Of Surrogate Parent For Special Education Students |
| 6159.4 | Behavioral Interventions For Special Education Students |
| 6162 51 | State Academic Achievement Tests |
| 6162 51 | State Academic Achievement Tests |
| 6164 2 | Guidance/Counseling Services |
| 6164 4 | Identification And Evaluation Of Individuals For Special Education |
| 6164.4 | Identification And Evaluation Of Individuals For Special Education |
| 6164.5 | Student Success Teams |

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| 6164-5 | <u>Student Success Teams</u> |
| 6164 6 | Identification And Education Under Section 504 |
| 6164 6 | Identification And Education Under Section 504 |
| 6172 | Gifted And Talented Student Program |
| 6172 | Gifted And Talented Student Program |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173-E PDF(1) | Education For Homeless Children |
| 6173-E PDF(2) | Education For Homeless Children |
| 6174 | Education For English Learners |
| 6174 | Education For English Learners |
| 6177 | Summer Learning Programs |
| 6179 | Supplemental Instruction |
| 6190 | Evaluation Of The Instructional Program |
| 9320 | Meetings And Notices |

Policy 6158: Independent Study

Status: ADOPTED

Original Adopted Date: 03/01/2005 | **Last Revised Date:** 1209/01/2021-2022 | **Last Reviewed Date:** 1209/01/2021-2022

CSBA NOTE: Education Code 51745-51749 6 authorize districts to establish independent study programs to meet the educational needs of students Pursuant to Education Code 51745, as amended by AB 130 (Ch. 44, Statutes of 2021), for the 2021-22 school year, all districts are required to offer independent study to meet the educational needs of students-

AB 167 (Ch. 252, Statutes of 2021) amended various Education Code provisions related to independent study, as reflected throughout this policy and the accompanying administrative regulation. Education Code 51747, as amended by AB 167, authorizes a district to receive apportionment credit for independent study for any student who is unable to attend in-person instruction due to a quarantine, under a local or state public health guidance, for exposure to or infection with COVID-19 or due to a school closure for COVID-19, pursuant to Education Code 41422-

Education Code 51747, as amended by AB 130, mandates that the Governing Board adopt a policy with specified requirements as a condition of receiving state apportionments for independent study students. In addition to meeting the requirements specified by Education Code 51747, board policies must comply with rules and regulations adopted by the Superintendent of Public Instruction (SPI). Boards are encouraged to review independent study policies as the SPI adopts revised rules to reflect the new requirements of AB 130.

Education Code 51749.5 mandates that the Board adopt policy with specified components as a condition of offering a program of course-based independent study. The mandated components are reflected throughout this policy and the accompanying administrative regulation-

Commencing with the 2021-22 fiscal year Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, the State Controller is required to incorporate verification of the adoption of the policies and other requirements, including loss of apportionment for independent study pursuant to Education Code 51747 and 51749.5 for districts found to be noncompliant-

When developing policy on independent study, 5 CCR 11701 requires the Board to consider, in a public hearing, (1) the scope of its existing or prospective use of independent study as an instructional strategy, (2) its purposes in authorizing independent study, and (3) factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult students.

Education Code 51747 and 51749.5 mandate the Governing Board to adopt a policy with specified components as a condition of receiving state apportionments for traditional and course-based independent study, and to implement the policy in accordance with the rules and regulations adopted by the Superintendent of Public Instruction. The mandated components for traditional independent study and course-based independent study are reflected throughout this policy and the accompanying administrative regulation

Education Code 51744, as added by AB 181 (Ch. 52, Statutes of 2022), encourages districts, when adopting policy, to consider offering more than one independent study model for short- and long-term

In the event of a school closure necessitated by an emergency condition pursuant to Education Code 46392, districts must develop a plan for offering independent study to affected students pursuant to Education Code 46393, as added by AB 130 and amended by AB 167. See BP 3516 5 - Emergency Schedules.

Independent study may be offered as a program within a school, as a charter school, or as an alternative school of choice pursuant to Education Code 58500-58512, see AR 0420 4 - Charter School Authorization, BP 6146 11 - Alternative Credits Toward Graduation and BP/AR 6181 - Alternative Schools/Programs of Choice

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a full-time or part-time basis, and/or in conjunction with part- or full-time classroom study.

CSBA NOTE 5 CCR 11701 requires the Board to hold a public hearing when setting policy regarding the maximum length of time that may elapse between the time an independent study assignment is made and the date by which the student must complete it, and the level of satisfactory educational progress and the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the student's best interests to remain in independent study. See "General Independent Study Requirements" below for more information regarding these requirements.

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students (Education Code 51747, 5 CCR 11701)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

CSBA NOTE: Education Code 51747, as amended by AB 167, relaxes certain independent study requirements for the 2021-22 school year as to students who are unable to participate in classroom-based instruction due to a quarantine order or school closure due to COVID-19, including the requirement that participation in independent study be voluntary.

The California Department of Education (CDE), in its 2021-22 AA & IT Independent Study FAQs, interpreted Education Code 51747 as permitting a district to require a student to participate in independent study under circumstances specified in the following paragraph-

Except for students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to quarantine or school closure for exposure to or infection with COVID-19, student participation in independent study shall be voluntary: and no student shall be required to participate (Education Code 51747. 51749.5 51749 6)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

CSBA NOTE: Pursuant to Education Code 46300, as amended by AB 130, the attendance of students participating in independent study for only three or more consecutive school days will be included in computing average daily attendance (ADA) for apportionment purposes.

However, for the 2021-22 school year, districts are permitted pursuant to Education Code 51747, as amended by AB 167, to claim apportionment for fewer than three consecutive school days for students who cannot participate in classroom-based instruction due to a quarantine order or school closure due to COVID-19.

With the exception of students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to a quarantine or school closure for exposure to or infection with COVID-19, the minimum period of time for any independent study option shall be three consecutive school days. (Education Code 51747.5, 46300)

General Independent Study Requirements

CSBA NOTE: Education Code 51745, as amended by AB 130, requires districts to offer independent study for the 2021-22 school year only, and thereafter to offer independent study at their discretion. Districts may meet the requirement for the 2021-22 school year by contracting with a county office of education or by entering into an interdistrict transfer agreement with another district pursuant to Education Code 46600. In addition, the requirement to offer independent study for the 2021-22 school year may be waived for districts by the county superintendent of schools in the county in which the district is located if the district demonstrates that (1) offering independent study would create an unreasonable fiscal burden on the district or county office of education due to low numbers of students participating or other extenuating circumstances, and (2) the Board does not have the option to enter into an interdistrict transfer agreement with another district or to contract with a county office of education to provide an independent study option.

For single-district counties, the waiver must be granted by the SPI.

For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver. (Education Code 51745)

For the 2022-23 school year and thereafter, the Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for independent study participation and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

CSBA NOTE: Pursuant to Education Code 46100, the Board is required to fix the length of the school day for each grade level, in accordance with law. The California Department of Education, in its "Frequently Asked Questions," clarifies that independent study is not an alternative curriculum and that students in independent study are required to meet the same number of instructional minutes as their peers who are physically at the school site for their instruction.

The minimum instructional minutes ~~for~~ shall be the same for all students at each school including students participating in independent study shall be the same as required for their peers at the school who are receiving in-person instruction, except as otherwise permitted by law. (Education Code 46100)

CSBA NOTE: Education Code 51747 mandates that the Board, in a public hearing, to adopt a policy on the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student must complete the assignment 5 CCR 11700 defines "type of program" as the statutory program category for purposes of attendance accounting, such as adult education or continuation high school In addition, 5 CCR 11701 mandates that Board policy reflect an awareness that excessive leniency in the duration of independent study assignments can result in a student falling so far behind peers as to increase, rather than decrease, the risk of dropping out of school

The following paragraph sets one week for all grade levels and types of programs as the maximum length of time an independent study assignment should be completed, and should be revised to reflect the length of time determined by the Board. In order to ensure that apportionment credits are received, the length of time determined by the Board in its policy should be reflected in the student's written agreement See the section "Master Agreement" below.

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of ~~program~~ programs When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due However, in no event shall the due date of an assignment be extended beyond the termination date of ~~the~~ specified in the student's written agreement.

CSBA NOTE: Education Code 51747 mandates that the Board, in a public hearing, to adopt a policy which specifies the level of satisfactory educational progress and the number of missed assignments allowed before an evaluation would be required is conducted to determine whether it is in a student's best interest to remain in independent study The following paragraph specifies a maximum of three assignments and should be revised to reflect the Board's determination of the number of missed assignments that will trigger an evaluation

The number of missed assignments that will trigger an evaluation must be included in the student's written agreement

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. 1 The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. 2 The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments

- 3- 3 _____ Learning of required concepts, as determined by the supervising teacher
- 4- 4 _____ Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

CSBA NOTE: Education Code 51747, as amended by AB 130~~181~~, mandates the Board to adopt policy that includes the provision of content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this requirement includes access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. See BP/AR 6143 - Courses of Study

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California (UC) or the California State University (CSU) as creditable under the A-G admissions criteria (Education Code 51747)

CSBA NOTE. Education Code 51747, as amended by AB 130, mandates the Board to adopt policy that includes plans, by grade level, to provide students with specified levels of live interaction and/or synchronous instruction as described in Items #1-3 below and defined in the accompanying administrative regulation. This requirement ~~only applies~~does not apply to students participating in an independent study program for fewer than 15 school days, or more.

According, pursuant to CDE's "2021-22 AA & IT Independent Study FAQs," synchronous instruction for traditional Education Code 51747, as amended by AB 181, students enrolled in a comprehensive school for classroom-based instruction who participate in independent study only counts toward meeting due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, as described below

Pursuant to Education Code 51747.5, as amended by AB 181, the minimum day requirements if students produce a work product that is evaluated for district may claim apportionment credit for independent study only to the extent of the time value as an outcome from their of student work products as personally judged by a certificated employee of the district, or the combined time value of student work products and participation in synchronous instruction, as long as the synchronous instruction-instructional offering augments the time value of the student work product and evidence of student participation is furnished and maintained. Evidence of student participation may include, but is not limited to, student work produced or performed as verified by a certificated employee and maintained by the district for each hour or fraction of an hour of the synchronous instructional offering.

The Superintendent or designee shall ensure that all students participating in independent study for 15 school days or more receive the following throughout the school year (Education Code 51747)

- 1- 1 _____ For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
- 2- 2 _____ For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction

- 3- 3 _____ For students in grades 9-12, opportunities for at least weekly synchronous instruction

CSBA NOTE: Education Code 51747, as amended by AB 130 and AB 167181, mandates the Board to adopt policy that includes procedures for tiered reengagement strategies for students who meet the conditions specified in the following paragraph. Items #1-3 below. This requirement only applies does not apply to students participating in an independent study program for fewer than 15 school days, or more students who participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, as described below.

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for 15 school days or more who: are (Education Code 51747)

- 1- ~~Are not~~ 1 _____ Not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or 10 percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar
- 2- ~~Are found to be not participatory~~ 2 _____ Not participating in synchronous instructional offerings pursuant to Section Education Code 51747.5 for more than the greater of three school days or 60 percent of the scheduled day times of synchronous instruction in a school month as applicable by grade span
- 3- ~~Are in~~ 3 _____ In violation of their written agreement

CSBA NOTE: Education Code 51747, as amended by AB 181, requires that the district's tiered reengagement strategies procedures include local programs intended to address chronic absenteeism, as applicable.

Tiered reengagement strategies procedures used in district independent study programs shall include; local programs intended to address chronic absenteeism, as applicable, including but are not necessarily limited to; all of the following (Education Code 51747)

- 1- 1 _____ Verification of current contact information for each enrolled student
- 2- 2 _____ Notification to parents/guardians of lack of participation within one school day of the recording of a ~~non-attendance~~ nonattendance day or lack of participation
- 3- 3 _____ A plan for outreach from the school to determine student needs, including connection with health and social services as necessary

CSBA NOTE: Education Code 51747 requires districts to hold a student-parent-educator conference as defined by Education Code 51745.5, at specified times, as reflected below and in the accompanying administrative regulation.

- 4- 4 _____ A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

CSBA NOTE Education Code 51747, as amended by AB 130, mandates the Board to adopt policy that includes a plan to expeditiously, and not longer than five instructional days, transition students whose families wish to return to in-person instruction from independent study. This requirement only applies to students participating in an independent study program for fewer than 15 school days. Pursuant to Education Code 51747, as amended by AB 181, the requirement is also not applicable to students who participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, as described below.

The Superintendent or designee shall, for students who participate in an independent study program for 15 school days or more, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later, than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)

CSBA NOTE Pursuant to Education Code 51747, as amended by AB 181, the live interaction and/ or synchronous learning requirements, tiered reengagement strategies, and transition plan obligations do not apply to students enrolled in a comprehensive school for classroom-based instruction who, under the care of an appropriate licensed professional(s), participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, provided the district obtains evidence of the need as specified in Education Code 51747.

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee (Education Code 51747)

CSBA NOTE Education Code 51747, as amended by AB 130, mandates the Board to adopt policy providing that a current written agreement (i.e., the "master agreement") will be maintained for each student who participates in independent study and for whom apportionment is claimed. Education Code 51747 provides that no independent study agreement can be valid for longer than one school year. For the 2021-22 school year only, Pursuant to Education Code 51747, as amended by AB 167, requires 181, the district is required to obtain a signed written agreement for an independent study program of any length of time no later than 30 15 school days after or more before the first day beginning of instruction in independent study, and for an independent study program or October 15, whichever date comes later of less than 15 school days, within ten school days of the beginning of the first day of the student's enrollment.

In addition, Education Code 51749.5 mandates the Board to adopt policy providing that a "learning agreement" be maintained for each student participating in course-based independent study.

See the section "Master Agreement" below for required content of these agreements

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

CSBA NOTE: For the 2021-22 school year only, the district must provide notice with specified components of the independent study option available through Education Code 51747. Education Code 51747, as amended by AB 130, requires that the written information, in addition to being written in

English, be written in the primary language if 15 percent or more of the students enrolled in a district that provides instruction in transitional kindergarten, kindergarten, or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to CDE-CSBA NOTE. Education Code 51747 requires districts to hold a student-parent-educator conference upon the request of a parent/guardian prior to enrollment or disenrollment in independent study. The term student-parent-educator conference is defined in Education 51745.5, and reflected in the accompanying administrative regulation.

The district shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's web site, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study.

CSBA NOTE: Education Code 51747, as amended by AB 130, requires districts to hold a student-parent-educator conference upon the request of a parent/guardian prior to enrollment or disenrollment in independent study. The term student-parent-educator conference is defined in Education 51745.5, and as reflected in the accompanying regulation.

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested, their by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

CSBA NOTE: Education Code 51747 mandates that, in order to receive apportionments for independent study, the district must adopt and implement policy providing for a signed written independent study agreement which contains the components listed in the following section. Because apportionments are only provided for independent study of three or more consecutive school days pursuant to Education Code 46300, as amended by AB 130, written agreements are required only in such instances

Education Code 46300 7 states that apportionments shall be received for a student in independent study only if the district receives written permission from the parent/guardian before the independent study begins, specifying the actual dates of participation, methods of study and evaluation, and resources to be made available for the student's independent study. Since all these components are included in the written agreement which the parent/guardian must sign before the commencement of independent study pursuant to Education Code 51747, the parent/guardian's signature on the agreement satisfies the requirement to obtain the parent/guardian's written permission.

For the 2021-22 school year however, the district must obtain a signed written agreement for independent study, of any length of time, no later than 30 days after the first day of instruction in independent study or October 15, whichever date comes later, pursuant to Education Code 51747, as amended by AB 167. This requirement is also applicable to independent study for a student who is unable to attend classroom-based instruction due to quarantine or school closure for COVID-19. However, pursuant to Education Code 51747, as amended by AB 181, for independent study programs of less than 15 school days the written agreement may be signed within ten school days of the

student's enrollment in independent study. As Education Code 46300.7 and 51747 are inconsistent as to when written agreements need to be signed for programs of less than 15 school days, districts are encouraged to consult CSBA District and County Office of Education Legal Services, or the district's legal counsel.

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

However,)

For student participation for the 2021-2215 school year only, the district shall obtain days or more, a signed written agreement from each shall be obtained before the student participating in an begins independent study program for any length. For student participation of time, no later less than 30 days after 15 school days, a signed written agreement shall be obtained within ten school days of the first day of instruction in the independent study program. the student's enrollment. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are is not limited to, all of the following (Education Code 51747, 5 CCR 11700, 11702)

- 1- 1 _____ The ~~manner, time, frequency, time, and place and manner~~ for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. 2 _____ The objectives and methods of study for the student's work and the methods used to evaluate that work
- 3- 3 _____ The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work

CSBA NOTE: As described in the section "General Independent Study Requirements" above, pursuant to Education Code 51747, the written agreement must contain statements reflecting Board policy pertaining to (1) the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student must complete the assignment and (2) the number of missed assignments allowed before an evaluation would be required to determine whether it is in a student's best interest to remain in independent study. Education Code 51747; as amended by AB 130, also requires that the written agreement contain a statement of the Board's policy regarding the level of satisfactory educational progress for students participating in independent study.

4. 4 _____ A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study

5. 5 The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. 6 A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. 7 A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports-

CSBA NOTE Pursuant to Education Code 51747, as amended by AB 167, a master agreement is not required to include the following statement for any student who, during the 2021-22 school year, cannot participate in classroom-based instruction due to a quarantine order or school closure due to COVID-19.

7. 8 A statement that independent study is an optional educational alternative in which no student may be required to participate

For the 2021-22 school year, this statement shall not be required for a student's participation in independent study if the student is unable to attend in-person instruction because of a quarantine or school closure mandated by a local or state health order or guidance due to the student's exposure to or infection with COVID-19.

8. 9 In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

CSBA NOTE Pursuant to Education Code 51747, as amended by AB 181, the date upon which a written agreement needs to be signed will vary depending on the projected length of independent study, as specified below. In addition, for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student is required to sign the written agreement.

9. 10 Before the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years of age, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student-

However, for the 2021-22 school year for students with disabilities, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been certificated employee designated as having responsibility for the general supervision of

student, no later than 30 days after the first day of instruction in the independent study program or October 15, whichever date comes later. special education programming of the student

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Course-Based Independent Study

CSBA NOTE- This section is for districts that provide independent study courses to its students. Education Code 51749.5-51749.6, as amended by AB 130, establish a course-based independent study option that may be offered if certain requirements are met, as described below. Education Code 51749.5 mandates that boards adopt policies that comply with the legal requirements listed in the following section and any applicable regulations adopted by the State Board of Education.

The following paragraph may be revised to reflect the grade levels offered by the district.

CSBA NOTE: This section is for districts that provide independent study courses to its students. Education Code 51749.5-51749.6 establish a course-based independent study option that may be offered if certain requirements are met, as described below. Education Code 51749.5 mandates that boards adopt policies that comply with the legal requirements listed in the following section and any applicable regulations adopted by the State Board of Education.

The following paragraph may be revised to reflect the grade levels offered by the district.

The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements (Education Code 51749.5)

- 1- 1 A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6
- 2- 2 Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.
- 3- 3 Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University UC or CSU as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for all students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly

synchronous instruction.

- 4- 4 Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300 4, 47612, and 47612 1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300 2, 47612, 48204, and 51747 3-

- 5 For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program; as indicated by ~~their~~the student's performance on applicable student-level measures of student achievement and ~~student~~ engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher

- ~~5-~~
If satisfactory educational progress in ~~an~~one or more independent study ~~class~~courses is not being made, the teacher providing instruction shall notify the student and, if the student is under 18 years of age, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. ~~age 18 years, the student's parent/guardian-~~A written record of the evaluation findings shall be treated as a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, ~~notification to parents/guardians of lack of participation within one school day of the absence or lack of participation;~~ a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

- ~~6-~~ 6 Examinations shall be administered by a proctor-

- ~~7-~~ 7 Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses

- ~~8-~~ 8 A student shall not be required to enroll in courses included in the course-based independent study program-

9. ~~9~~ 9 The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6-
10. ~~10~~ 10 For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208-
11. ~~11~~ 11 Courses required for high school graduation or for admission to the University of California UC or California State University CSU shall not be offered exclusively through independent study-
12. ~~12~~ 12 A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011-
13. ~~13~~ 13 A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course-

CSBA NOTE: Pursuant to Education Code 51749.5, as amended by AB 181, a student with disabilities may participate in a course-based independent study program if the student's individualized education program specifically provides for such participation.

14. ~~14~~ 14 A student with disabilities, as defined in Education Code 56026, shall ~~not~~ may participate in course-based independent study, ~~unless if~~ the student's individualized education program specifically provides for that participation-
15. ~~15~~ 15 A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study-
16. ~~16~~ 16 The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days-

Learning Agreement for Course-Based Independent Study

CSBA NOTE: Education Code 51749.6, as amended by AB 130, requires that, before enrolling a student in course-based independent study, the district provide the student and, if the student is less than 18 years of age, the student's parent/guardian, with a written learning agreement that includes specified components-

Before enrolling a student in a course within ~~this~~ a course-based independent study program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following:
(Education Code 51749.6)

- 1- 1 A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
- 2- 2 The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to ~~item~~item #3 of the Course-Based Independent Study section above
- 3- 3 The duration of the learning agreement, which shall not exceed a school year or span multiple school years
- 4- 4 The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
- 5- 5 The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
- 6- 6 A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports-
- 7- 7 A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a ~~student who is suspended or expelled; or~~ student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, the agreement also shall include ~~the~~ a statement that instruction may be provided to the ~~student~~ through course-based independent study only if the student is offered the alternative of classroom instruction
- 8- 8 The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress-
- 9- 9 The objectives and methods of study for the student's work, and the methods used to evaluate that work-
- 10- 10 A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study-

~~11- 11~~ A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion

For 2022-23 school year and thereafter, before CSBA NOTE Pursuant to Education Code 51749.6, as amended by AB 181, the date upon which a learning agreement needs to be signed will vary depending on the projected length of an independent study course, as specified below. In addition, for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student is required to sign the learning agreement.

~~12- 12~~ Before the commencement of an independent study course projected to last for 15 school days or more, or within ten school days of the first day of enrollment for an independent study course projected to last less than 15 school days, the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility responsible for the general supervision of the independent study course, and all persons who have direct responsibility as applicable for providing assistance to students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552

For the 2021-22 school year only, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction.

~~Written Learning~~ agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the CDE. (Education Code 51749.6)

A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Upon the request of a student's parent/guardian, and before signing a ~~written learning~~ agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, or their ~~and, if~~ requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study (Education Code 51749.6)

Student-Parent-Educator Conferences

CSBA NOTE: Education Code 51747 and 51749.5, as amended by AB 130, require districts to hold student-parent-educator conferences as defined by Education Code 51745.5, at specified times. See the accompanying administrative regulation for the definition of student-parent-educator conference.

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749 5)

Records

CSBA NOTE: Pursuant to Education Code 51745.6, 51747, 51747.5, and 51749 5, as amended by AB 130, require, commencing in the 2021-22 fiscal year, the State Controller to incorporate verifications of compliance with specified components of the laws into the the Education Audit Appeals Panel's, "Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting." includes verification of compliance with specified components of law related to the extent that these verifications are not yet included in the audit guideindependent study, with loss of apportionment for independent study for districts found to be noncompliant

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to. (Education Code 51748; 5 CCR 11703)

1. 1 ____ A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. 2 ____ A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. 3 ____ A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. 4 ____ As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. 5 ____ Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745 6 and 51749.5 (Education Code 51745 6 and 51749.5)
6. 6 ____ Appropriate documentation of compliance with the requirements pursuant to Education Code 51747 5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

CSBA NOTE Education Code 51747.5, as amended by AB 130, requires districts to document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which the student is provided independent study. ~~Any student who does not participate in scheduled live interaction or synchronous instruction on a school day must be documented as nonparticipatory for that school day~~ In addition, Education Code 51747.5 requires districts to maintain written or computer-based evidence of student engagement that includes, but is not limited to, a grade book or summary document that, for each class, lists all assignments, assessments, and associated grades. ~~Commencing in the 2021-22 fiscal year, the Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting will incorporate compliance reviews of these requirements, and a finding of noncompliance will result in loss of apportionment in proportion to the impact on ADA from the noncompliance.~~

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

CSBA NOTE Education Code 51747 ~~authorizes~~ and 51749.6 ~~authorize~~ specified records to be maintained in an electronic file, as provided in the following paragraph. Pursuant to Education Code 51747 and 51749.6, an electronic file includes a computer or electronically stored image of an original document, including, but not limited to, a PDF, JPEG, or other digital file type, that may be sent via fax machine, email, or other electronic means.

~~The signed, dated agreement, any~~
~~Signed written and supplemental agreement agreements, assignment records, work samples, and attendance records may be maintained on~~ as an electronic file electronically- (in accordance with Education Code 51747) and 51749.6, as applicable

Program Evaluation

CSBA NOTE: The following optional section may be revised to reflect district practice.

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|---|--|
| 5 CCR 11700-11705 | Independent study |
| Ed Code 17289 | Exemption for facilities |
| Ed. Code 41020 | Requirement for annual audit |
| Ed. Code 41422 | Apportionment credit for student inability to attend in-person or school closure due to COVID-19 <u>Emergency conditions and apportionments</u> |
| Ed Code 41976.2 | Independent study programs; adult education funding |
| Ed Code 42238 | Revenue limits |
| Ed. Code 42238.05 | Local control funding formula; average daily attendance |
| Ed. Code 44865 | Qualifications for home <u>independent study</u> teachers |
| Ed. Code 46100 | Length of school day |
| Ed. Code 46200-46208 | Incentives for longer instructional day and year |
| Ed. Code 46300-46307.1 | Methods of computing average daily attendance |
| Ed. Code 46390-46393 | Emergency average daily attendance |
| Ed. Code 46600 | Interdistrict attendance computation |
| Ed. Code 47612-47612.1 | Charter School Operation |
| Ed. Code 47612.5 | Charter schools operations, general requirements |
| Ed Code 48204 | Residency requirements for school attendance |
| Ed. Code 48206.3 | Home or hospital instruction; students with temporary disabilities |
| Ed Code 48220 | Classes of children exempted |
| Ed. Code 48340 | Improvement of pupil attendance |
| Ed. Code 48915 | Expulsion, particular circumstances |
| Ed. Code 48916.1 | Educational program requirements for expelled students |
| Ed. Code 48917 | Suspension of expulsion order |
| Ed Code 49011 | Student fees |
| Ed. Code 51225.3 | High school graduation |
| Ed. Code 51745 <u>51744</u> -51749.6 | Independent study |
| Ed. Code 52060 | Local Control and Accountability Plan |
| Ed. Code 52522 | Adult education alternative instructional delivery |

| | |
|----------------------|---|
| Ed. Code 52523 | Adult education as supplement to high school curriculum, criteria |
| Ed Code 56026 | Individual with exceptional needs |
| Ed. Code 58500-58512 | Alternative schools and programs of choice |
| Fam Code 6550-6552 | Caregivers |

Federal

20 USC 6301

20 USC 6311

Management Resources

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

Court Decision

Education Audit Appeals Panel Publication

Website

Website

Website

Description

Highly qualified teachers

State plan

Description

Legal Requirements for Independent Study, 2021

Conducting Individualized Determinations of Need, 2021

Clarifications for Student Learning in Quarantine, 2021

2021-22 AA & IT Independent Study FAQs, 2021

California Digital Learning Integration and Standards Guidance, April-May 2021

Elements of Exemplary Independent Study

Modesto City Schools v Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

California Consortium for Independent Study

California Department of Education, Independent Study

Education Audit Appeals Panel

Cross References

Code

0410

0420.4

0420.4

0470

0500

3260

3260

3516 5

Description

Nondiscrimination In District Programs And Activities

Charter School Authorization

Charter School Authorization

COVID-19 Mitigation Plan

Accountability

Fees And Charges

Fees And Charges

Emergency Schedules

| | |
|---------|--|
| 3580 | District Records |
| 3580 | District Records |
| 4112.2 | Certification |
| 4112.2 | Certification |
| 4131 | Staff Development |
| 5111.1 | District Residency |
| 5111.1 | District Residency |
| 5112.3 | Student Leave Of Absence |
| 5112.3 | Student Leave Of Absence |
| 5113 | Absences And Excuses |
| 5113 | Absences And Excuses |
| 5113.1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5121 | Grades/Evaluation Of Student Achievement |
| 5121 | Grades/Evaluation Of Student Achievement |
| 5125 | Student Records |
| 5125 | Student Records |
| 5126 | Awards For Achievement |
| 5126 | Awards For Achievement |
| 5141.22 | Infectious Diseases |
| 5141.22 | Infectious Diseases |
| 5141.31 | Immunizations |
| 5141.31 | Immunizations |
| 5144 1 | Suspension And Expulsion/Due Process |
| 5144.1 | Suspension And Expulsion/Due Process |
| 5146 | Married/Pregnant/Parenting Students |
| 5147 | Dropout Prevention |
| 6000 | Concepts And Roles |
| 6011 | Academic Standards |
| 6111 | School Calendar |
| 6112 | School Day |
| 6112 | School Day |
| 6142.4 | Service Learning/Community Service Classes |

| | |
|---------|--|
| 6143 | Courses Of Study |
| 6143 | Courses Of Study |
| 6146.1 | High School Graduation Requirements |
| 6146.1 | High School Graduation Requirements |
| 6146.11 | Alternative Credits Toward Graduation |
| 6146.11 | Alternative Credits Toward Graduation |
| 6152 | Class Assignment |
| 6159 | Individualized Education Program |
| 6159 | Individualized Education Program |
| 6162.5 | Student Assessment |
| 6162.51 | State Academic Achievement Tests |
| 6162 51 | State Academic Achievement Tests |
| 6164.5 | Student Success Teams |
| 6164.5 | Student Success Teams |
| 6172 | Gifted And Talented Student Program |
| 6172 | Gifted And Talented Student Program |
| 6181 | Alternative Schools/Programs Of Choice |
| 6181 | Alternative Schools/Programs Of Choice |
| 6183 | Home And Hospital Instruction |
| 6184 | Continuation Education |
| 6184 | Continuation Education |
| 6185 | Community Day School |
| 6185 | Community Day School |
| 6200 | Adult Education |
| 6200 | Adult Education |

Regulation 6158: Independent Study

Status: ADOPTED

Original Adopted Date: 10/01/2015 | Last Revised Date: ~~1209/01/2021~~2022 | Last Reviewed Date:
~~1209/01/2021~~2022

Definitions

CSBA NOTE- Education Code 51745.5, as added by AB 130 (Ch 44, Statutes of 2021), defines the terms "live interaction," "student-parent-educator conference," and "synchronous instruction" as provided below-

Live interaction means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in p-person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

Student-parent-educator conference means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

Synchronous instruction means classroom-style instruction or designated small group or one-on-one instruction delivered in p-person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by ~~the~~ teacher or teachers of record for that student pursuant to Education Code 51747.5 or the certificated employee providing instruction for course-based independent study. (Education Code 51745.5)

Educational Opportunities

CSBA NOTE ~~The following section is optional. Pursuant to Education Code 51745, as amended by AB 130,181 (Ch 52, Statutes of 2022), the district is required to offer list of educational opportunities that may be provided through independent study to meet the educational needs of students for the 2021-22 school year unless the district obtains a waiver from such requirement includes Items #1-5 below, and may be revised or expanded to reflect district practice.~~

For the 2021-22 school year, the district shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver. (Education Code 51745)

CSBA NOTE: ~~The following section is optional. Education Code 51745 lists educational opportunities that may be provided through independent study. The district may revise or expand items #1-6 below to reflect district practice.~~

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum

3—Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum

4.3 Continuing and special study during travel

5.4 Volunteer community service activities and leadership opportunities that support and strengthen student achievement

CSBA NOTE Education Code 51745, as amended by AB 167, permits districts to provide independent study to students who cannot participate in classroom-based instruction due to a COVID-19 quarantine. See the accompanying board policy.

6.5 Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes

CSBA NOTE The following paragraph is for use by districts maintaining high schools.

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and local educational agency/district-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749 5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

CSBA NOTE Pursuant to Education Code 51748, independent study students must be enrolled in school as a condition of receiving state apportionments

To participate in independent study, a student shall be enrolled in a district school. (Education Code 51748)

CSBA NOTE The following optional paragraph may be revised to reflect district practice.

For the 2022-23 school year and thereafter, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

CSBA NOTE The following paragraph limits eligibility for independent study to those students for whom state apportionments can be claimed. Education Code 46300.2 provides that districts will receive state funding for independent study for students who are residents of the county or an adjacent county Pursuant to Education Code 51747.3, students whose residency status is based on parent/guardian employment within district boundaries (in accordance with Education Code 48204(b)) are not eligible for funds apportioned for average daily attendance (ADA)

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's individualized education program specifically provides for such participation. (Education Code 51745 (Education Code 46300.2, 51747.3))

CSBA NOTE. Education Code 51747, as amended by AB 167, relaxes certain independent study requirements for the 2021-22 school year for students who cannot participate in classroom-based instruction as a result of a quarantine order or school closure due to COVID-19, including the limitation on providing a temporarily disabled student individual instruction pursuant to Education Code 48206.3 by means of independent study.

With the exception of students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to a COVID-19 quarantine or school closure, a

CSBA NOTE Pursuant to Education Code 51745, as amended by AB 181, a student with disabilities may participate in independent study if the student's individualized education program specifically provides for such participation, as specified below.

A student with disabilities, as defined in Education Code 56026, may participate in independent study if the student's individualized education program (IEP) specifically provides for such participation. If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an

need for special education or related services shall not preclude the IEP team from determining that the student can receive FAPE in an independent study placement. (Education Code 51745)

CSBA NOTE The following paragraph is based on uncodified Section 110 of AB 181 and will remain in effect only until July 1, 2024

In addition, any student with disabilities who receives services from a nonpublic, nonsectarian school through a virtual program may be permitted to participate in independent study if the student's IEP team determines that FAPE can be provided to the student by means of the virtual program and other conditions of law are satisfied.

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of through independent study. (Education Code 51747)51745)

CSBA NOTE Education Code 46300.1 provides that the district may not receive apportionments pursuant to Education Code 42238 for The following paragraph limits enrollment in independent study for those students age 21 or older, or for students 19 or older who have not been continuously enrolled in grades K-12 since their 18th birthday- However, pursuant for whom state apportionments can be claimed Pursuant to Education Code 46300.4, these students may be 51745, as amended by AB 181, no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program are eligible for apportionment credit for independent study through, with the adult education program for courses required for high school graduation. See BP/AR 6200 - Adult Education exception of students participating in independent study due to an emergency as described in Education Code 41422 and 46392 A pregnant student or a parenting student who is the primary caregiver for the student's child(ren) is not included in this cap.

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

CSBA NOTE- The following paragraph limits enrollment in independent study to those students for whom state apportionments can be claimed. Pursuant to Education Code 51745, no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program are eligible for apportionment credit for independent study. A pregnant student or a parenting student who is the primary caregiver for the student's child(ren) is not included in this cap-

No Except for students participating in independent study due to an emergency as described in Education Code 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their child(ren), no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

Monitoring Student Progress

CSBA NOTE. The following optional section may be revised to reflect district practice.

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used.

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student's best interest. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program. (Education Code 51747, 51749.5, 5 CCR 11701)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747, and if the student transfers to another public school in California, the record shall be forwarded to that school. (Education Code 51747, 51749.5)

Responsibilities of Independent Study Administrator

CSBA NOTE The following optional section may be revised to reflect district practice

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

CSBA NOTE. Pursuant to Education Code 51745.6, the equivalency of teacher-student ratios as described below is a necessary condition for the district to receive apportionments for independent study. The district may exceed these ratios but those additional units of independent study ADA

would not be funded

Pursuant to The Education Code 51745.6, as amended by AB 130, the Audit Appeals Panel's, "Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting must incorporate," includes verification of applicable that the district calculated its independent study teacher-student ratios commencing in the 2021-22 fiscal year ratio consistent with Education Code 51745.6 .

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio (Education Code 51745.6)

CSBA NOTE. The remainder of this section is optional and may be revised to reflect district practice.

The responsibilities of the supervising teacher shall include, but are not limited to.

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with ~~item~~ Item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress

CSBA NOTE. Pursuant to Education Code 51747.5, as amended by AB ~~167~~ 181, the district may only claim apportionment credit for independent study based ~~on only to the extent of~~ the time value of student work products as personally judged in each instance by a certificated teacher employed by ~~employee of the district, or the combined time value of student work products and participation in synchronous instruction, as long as the synchronous instructional offering augments the time value of the student work product and evidence of student participation is furnished and maintained. Evidence of student participation may include, but is not limited to, student work produced or performed as verified by a certificated employee and maintained by the district for each hour or fraction of an hour of the synchronous instructional offering.~~ Education Code 51747.5 specifies that the teacher is not required to sign and date the work products

7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement

CSBA NOTE Education Code 51747.5, as amended by AB 130 and AB 167, requires districts to document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction

not participate in scheduled live interaction or synchronous instruction on a school day shall be documented as nonparticipatory for that school day, for purposes of student participation reporting and tiered reengagement pursuant to Education Code 51747.

9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|-----------------------|--|
| 5 CCR 11700-11705 | Independent study |
| Ed. Code 17289 | Exemption for facilities |
| Ed Code 41020 | Requirement for annual audit |
| Ed. Code 41422 | Apportionment credit for student inability to attend in-person or school closure due to COVID-19 |
| Ed. Code 41976 2 | Independent study programs, adult education funding |
| Ed. Code 42238 | Revenue limits |
| Ed. Code 42238 05 | Local control funding formula, average daily attendance |
| Ed Code 44865 | Qualifications for home teachers |
| Ed Code 46100 | Length of school day |
| Ed. Code 46200-46208 | Incentives for longer instructional day and year |
| Ed Code 46300-46307 1 | Methods of computing average daily attendance |
| Ed. Code 46390-46393 | Emergency average daily attendance |
| Ed Code 46600 | Interdistrict attendance computation |
| Ed Code 47612-47612.1 | Charter School Operation |
| Ed Code 47612.5 | Charter schools operations, general requirements |
| Ed Code 48204 | Residency requirements for school attendance |
| Ed Code 48206 3 | Home or hospital instruction; students with temporary disabilities |
| Ed Code 48220 | Classes of children exempted |

| | |
|--|---|
| Ed Code 48340 | Improvement of pupil attendance |
| Ed. Code 48915 | Expulsion; particular circumstances |
| Ed. Code 48916 1 | Educational program requirements for expelled students |
| Ed Code 48917 | Suspension of expulsion order |
| Ed Code 49011 | Student fees |
| Ed Code 51225.3 | High school graduation |
| Ed Code 51745-51749.6 | Independent study |
| Ed. Code 52060 | Local Control and Accountability Plan |
| Ed. Code 52522 | Adult education alternative instructional delivery |
| Ed. Code 52523 | Adult education as supplement to high school curriculum, criteria |
| Ed Code 56026 | Individual with exceptional needs |
| Ed. Code 58500-58512 | Alternative schools and programs of choice |
| Fam. Code 6550-6552 | Caregivers |
| Federal | Description |
| 20 USC 6301 | Highly qualified teachers |
| 20 USC 6311 | State plan |
| Management Resources | Description |
| California Department of Education Publication | Legal Requirements for Independent Study, 2021 |
| California Department of Education Publication | Conducting Individualized Determinations of Need, 2021 |
| California Department of Education Publication | Clarifications for Student Learning in Quarantine, 2021 |
| California Department of Education Publication | 2021-22 AA & IT Independent Study FAQs, 2021 |
| California Department of Education Publication | California Digital Learning Integration and Standards Guidance, April 2021 |
| California Department of Education Publication | Elements of Exemplary Independent Study |
| Court Decision | Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal App 4th 1365 |
| Education Audit Appeals Panel Publication | Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting |
| Website | California Consortium for Independent Study |
| Website | California Department of Education, Independent Study |
| Website | Education Audit Appeals Panel |

Cross References

Code

Description

| | |
|---------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 0420.4 | Charter School Authorization |
| 0420.4 | Charter School Authorization |
| 0470 | COVID-19 Mitigation Plan |
| 0500 | Accountability |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |
| 3516.5 | Emergency Schedules |
| 3580 | District Records |
| 3580 | District Records |
| 4112 2 | Certification |
| 4112.2 | Certification |
| 4131 | Staff Development |
| 5111.1 | District Residency |
| 5111.1 | District Residency |
| 5112.3 | Student Leave Of Absence |
| 5112.3 | Student Leave Of Absence |
| 5113 | Absences And Excuses |
| 5113 | Absences And Excuses |
| 5113 1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5121 | Grades/Evaluation Of Student Achievement |
| 5121 | Grades/Evaluation Of Student Achievement |
| 5125 | Student Records |
| 5125 | Student Records |
| 5126 | Awards For Achievement |
| 5126 | Awards For Achievement |
| 5141 22 | Infectious Diseases |
| 5141 22 | Infectious Diseases |
| 5141 31 | Immunizations |
| 5141.31 | Immunizations |
| 5144.1 | Suspension And Expulsion/Due Process |
| 5144.1 | Suspension And Expulsion/Due Process |

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| 5147 | Dropout Prevention |
| 6000 | Concepts And Roles |
| 6011 | Academic Standards |
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| 6143 | Courses Of Study |
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| 6185 | Community Day School |
| 6200 | Adult Education |
| 6200 | Adult Education |

Cottonwood Union School District

ENROLLMENT UPDATE

| Current Enrollment as of 09/16/2022 | | | | | | | | | | | |
|--|-------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------------------------|
| School | As of 09/16/22 | As of 10/13/22 | As of 11/15/22 | As of 12/ /22 | As of 01/ /23 | As of 02/ /23 | As of 03/ /23 | As of 04/ /23 | As of 05/ /23 | As of 06/ /23 | Difference 9/16 to Current +/- |
| North | 510 | | | | | | | | | | |
| West | 387 | | | | | | | | | | |
| Total District | 897 | | | | | | | | | | |
| CCCS | 261 | | | | | | | | | | |

| CBEDS Enrollment (First Wednesday of October) | | | | | |
|--|-------|-------|-------|-------|-------|
| District | 17/18 | 18/19 | 19/20 | 20/21 | 21/22 |
| Total | 940 | 932 | 943 | 948 | 918 |

ATTENDANCE UPDATE

| Five year P-2 Historical Data (average daily attendance over 8 months) | | | | |
|---|--------|--------|--------|--------|
| 17/18 | 18/19 | 19/20 | 20/21 | 21/22 |
| 890 86 | 888 28 | 896 99 | 879 89 | 825 15 |

Cottonwood Union School District

9/16/2022
9:05:55 AM

2022-2023

Active Students Report

Page 1

| SC | School | PS | TK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
|-----------------------|---------------------------------|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|----|----|----|-------|
| 101 | North Cottonwood | | 41 | 82 | 93 | 100 | 104 | 90 | | | | | | | | | 510 |
| 102 | West Cottonwood Junior High | | | | | | | | 119 | 82 | 99 | 87 | | | | | 387 |
| 250 | Cottonwood Creek Charter School | | 4 | 27 | 29 | 28 | 27 | 31 | 28 | 30 | 27 | 30 | | | | | 261 |
| District Total | | | 45 | 109 | 122 | 128 | 131 | 121 | 147 | 112 | 126 | 117 | | | | | 1158 |

| | | | | | | | | | | | | | | | |
|----------|--|-----------------------|-----------------------|---------------|--------------|---------------|-----------|------------|---------|------|------|-------------|------------------|-------------------------|-----------------|
| 12/10/21 | Federal Home Loan Bank (Callable) | 5 000 000 00 | 5 000 000 00 | | 5 000 000 00 | 06/10/25 | 3130AQBB5 | AA+/NA | 1 20 | 1 20 | UBS | 1014 | 5 070 000 000 00 | (5 000 000 00) | |
| 06/29/22 | Federal Home Loan Bank | 5 000,000 00 | 4 992,204 44 | (14 740 00) | 6 944 44 | 4 992,204 44 | 06/13/25 | 3130AEBV1 | AA+/Aaa | 3 13 | 3 23 | Wedbush | 1017 | 5 077 071 915 48 | (4 992,204 44) |
| 07/29/22 | Federal Home Loan Bank (Callable) | 10 000 000 00 | 10 000 000 00 | | | 10 000 000 00 | 07/24/25 | 3130ASM97 | AA+/Aaa | 4 00 | 4 00 | UBS | 1058 | 10,580 000 000 00 | (10 000 000 00) |
| 08/30/21 | Federal Home Loan Bank (Callable) | 10 000 000 00 | 10 000 000 00 | | | 10 000 000 00 | 08/27/25 | 3130ANV48 | NA/NA | 0 73 | 0 73 | UBS | 1092 | 10 920 000 000 00 | (10 000 000 00) |
| 10/01/21 | Federal Home Loan Bank (Callable) | 10 000 000 00 | 9,988,000 00 | (12,000 00) | 0 00 | 9 988 000 00 | 08/29/25 | 3130AP3F0 | AA+/Aaa | 0 70 | 0 73 | UBS | 1094 | 10 926,872,000 00 | (9 988,000 00) |
| 10/14/20 | Federal Home Loan Bank | 5 000 000 00 | 4 986 890 00 | (13 110 00) | 0 00 | 4 986 890 00 | 09/12/25 | 3130AJXA2 | AA+/Aaa | 0 38 | 0 43 | Wells Fargo | 1108 | 5 625 474 120 00 | (4 986 890 00) |
| 11/25/20 | Federal Home Loan Bank (Callable) | 5 000 000 00 | 5 000 000 00 | | | 5 000 000 00 | 11/25/25 | 3130AKGD2 | AA+/Aaa | 0 57 | 0 57 | UBS | 1182 | 5 910 000 000 00 | (5 000 000 00) |
| 04/20/22 | Federal Home Loan Bank (Callable) | 10 000 000 00 | 9,235 000 00 | (765,000 00) | 0 00 | 9,235 000 00 | 02/25/26 | 3130ALEM2 | AA+/Aaa | 0 79 | 2 91 | UBS | 1274 | 11 765 390 000 00 | (9 235,000 00) |
| 04/07/21 | Federal Home Loan Bank (Callable) | 10 000 000 00 | 10 000 000 00 | | 0 00 | 10 000 000 00 | 03/30/26 | 3130ALTR5 | AA+/Aaa | 1 01 | 1 01 | UBS | 1307 | 13 070 000 000 00 | (10 000 000 00) |
| 06/30/21 | Federal Home Loan Bank (Callable) | 5 000 000 00 | 5,000 000 00 | | | 5 000 000 00 | 06/30/26 | 3130AMSS2 | NA/NA | 1 05 | 1 05 | UBS | 1399 | 6,995 000 000 00 | (5 000 000 00) |
| 04/27/22 | Federal Home Loan Bank (Callable) | 10 000 000 00 | 10,000 000 00 | | | 10 000 000 00 | 04/27/26 | 3130AR5X0 | NA/NA | 2 97 | 2 97 | UBS | 1355 | 13,350 000 000 00 | (10 000 000 00) |
| 08/30/21 | Federal Home Loan Bank (Callable) | 10 000 000 00 | 10,000 000 00 | | | 10 000 000 00 | 08/26/26 | 3130ANVS6 | NA/NA | 1 00 | 1 00 | UBS | 1456 | 14 560 000 000 00 | (10 000 000 00) |
| * * | Total Federal Home Loans (20% limit) | 150,000,000.00 | 148,852,572.77 | 21 22% | | | | | | | | | 0.00 | (148,852,572.77) | |
| 12/05/19 | Federal National Mtge Note | 5 000 000 00 | 4 968,210 00 | (31 790 00) | 0 00 | 4 968,210 00 | 09/08/22 | 3135GOW33 | AA+/Aaa | 1 38 | 1 81 | Wedbush | 6 | 29 809,260 00 | (4 968,210 00) |
| 10/16/18 | Federal National Mtge Note | 5 000 000 00 | 4 812,355 00 | (187 645 00) | 0 00 | 4 812 355 00 | 10/05/22 | 3135GOT78 | AA+/Aaa | 2 00 | 3 01 | Wedbush | 35 | 168 432 425 00 | (4 812 355 00) |
| 12/13/21 | Federal National Mtge Note | 10 000 000 00 | 10 080 300 00 | | 80,300 00 | 10 080 300 00 | 01/19/23 | 3135GOT94 | AA+/Aaa | 2 38 | 0 34 | Wedbush | 141 | 1 421 322 300 00 | (10 080 300 00) |
| 10/22/20 | Federal National Mtge Note | 5 000 000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 05/22/23 | 3135GQ4Q3 | AA+/Aaa | 0 25 | 0 23 | Wells Fargo | 264 | 1 320 000 000 00 | (5 000 000 00) |
| 11/19/20 | Federal National Mtge Note | 5 000,000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 07/10/23 | 3135G05G4 | AA+/Aaa | 0 25 | 0 21 | UBS | 313 | 1 565 000 000 00 | (5 000 000 00) |
| 12/04/19 | Federal National Mtge Note | 5 000,000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 09/12/23 | 3135G0U43 | AA+/Aaa | 2 88 | 1 62 | Wells Fargo | 377 | 1 885 000 000 00 | (5 000 000 00) |
| 10/23/19 | Federal National Mtge Note | 5 000 000 00 | 5 000,000 00 | | 0 00 | 5 000 000 00 | 07/02/24 | 3135GOV75 | AA+/Aaa | 1 75 | 1 66 | Wells Fargo | 671 | 3 355 000 000 00 | (5 000 000 00) |
| 08/12/20 | Federal National Mtge Note (Callable) | 5 000 000 00 | 5 000,000 00 | | 0 00 | 5 000 000 00 | 08/12/24 | 3138GAJ38 | AA+/Aaa | 0 41 | 0 41 | Wedbush | 712 | 3 560 000 000 00 | (5 000 000 00) |
| 08/13/20 | Federal National Mtge Note (Callable) | 5 000 000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 08/12/24 | 3138GAJ38 | AA+/Aaa | 0 41 | 0 41 | Wedbush | 712 | 3 560 000 000 00 | (5 000 000 00) |
| 08/27/20 | Federal National Mtge Note (Callable) | 5 000 000 00 | 5,000 000 00 | | 0 00 | 5 000 000 00 | 08/19/24 | 3136GF4P1 | AA+/Aaa | 0 45 | 0 45 | Wedbush | 719 | 3,595 000 000 00 | (5 000 000 00) |
| 02/19/20 | Federal National Mtge Note | 5 000 000 00 | 5,000 000 00 | | 0 00 | 5,000 000 00 | 01/07/25 | 3135G0X24 | AA+/NA | 1 63 | 1 46 | Wedbush | 860 | 4 300 000 000 00 | (5 000 000 00) |
| 10/14/20 | Federal National Mtge Note | 5,000 000 00 | 5,000 000 00 | | 0 00 | 5,000 000 00 | 06/17/25 | 3135G04Z3 | AA+/Aaa | 0 50 | 0 40 | UBS | 1021 | 5 105 000 000 00 | (5 000 000 00) |
| 08/25/20 | Federal National Mtge Note (Callable) | 5 000 000 00 | 5,000 000 00 | | 0 00 | 5 000 000 00 | 02/25/25 | 3136G4T52 | AA+/Aaa | 0 52 | 0 52 | Wells Fargo | 909 | 4 545,000 000 00 | (5 000 000 00) |
| 07/31/20 | Federal National Mtge Note (Callable) | 5 000 000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 07/29/25 | 3136G4D75 | NA/NA | 0 60 | 0 60 | UBS | 1063 | 5 315 000 000 00 | (5 000 000 00) |
| 08/18/20 | Federal National Mtge Note (Callable) | 5 000 000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 08/18/25 | 3136G4G72 | AA+/Aaa | 0 60 | 0 60 | Wedbush | 1083 | 5 415 000 000 00 | (5 000 000 00) |
| 08/19/20 | Federal National Mtge Note (Callable) | 5 000 000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 08/19/25 | 3136GAH63 | AA+/Aaa | 0 55 | 0 55 | UBS | 1084 | 5 420 000 000 00 | (5 000 000 00) |
| 12/09/20 | Federal National Mtge Note | 5 000 000 00 | 4 974 875 00 | (25 125 00) | 0 00 | 4 974 875 00 | 08/25/25 | 3135G05X7 | AA+/Aaa | 0 38 | 0 48 | Wells Fargo | 1090 | 5 422 813 750 00 | (4 974 875 00) |
| 10/28/20 | Federal National Mtge Note (Callable) | 5 000 000 00 | 5 000 000 00 | | | 5 000 000 00 | 10/28/25 | 3136G46S7 | NA/NA | 0 56 | 0 56 | UBS | 1154 | 5 770 000 000 00 | (5 000 000 00) |
| **** | Total Federal National Mtge (20% limit) | 95,000,000.00 | 94,835 740 00 | 13.52% | | | | | | | | | 0.00 | (94,835 740.00) | |
| 06/29/21 | Federal Home Loan Mtge | 5 000 000 00 | 5 000,000 00 | | 0 00 | 5 000 000 00 | 05/05/23 | 3137EAER6 | AA+/Aaa | 0 38 | 0 21 | UBS | 247 | 1 235 000 000 00 | (5 000 000 00) |
| 12/12/19 | Federal Home Loan Mtge | 5 000 000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 06/19/23 | 3137EAENS | AA+/Aaa | 2 75 | 1 65 | Wedbush | 292 | 1 460 000 000 00 | (5 000 000 00) |
| 08/21/20 | Federal Home Loan Mtge | 5 000,000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 06/26/23 | 3137EAS4 | AA+/Aaa | 0 25 | 0 23 | Wedbush | 299 | 1 495 000,000 00 | (5 000 000 00) |
| 12/09/20 | Federal Home Loan Mtge | 5 000,000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 08/24/23 | 3137EAEV7 | AA+/Aaa | 0 25 | 0 22 | UBS | 358 | 1 790 000,000 00 | (5 000 000 00) |
| 01/25/21 | Federal Home Loan Mtge | 5 000 000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 09/08/23 | 3137EAEW5 | AA+/Aaa | 0 25 | 0 16 | Wedbush | 373 | 1 865 000 000 00 | (5 000 000 00) |
| 09/30/20 | Federal Home Loan Mtge (Callable) | 5 000 000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 03/29/24 | 3134GWXC5 | NA/NA | 0 35 | 0 35 | Wedbush | 576 | 2,880 000 000 00 | (5 000,000 00) |
| 09/30/20 | Federal Home Loan Mtge (Callable) | 5 000 000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 06/28/24 | 3134GIWTU0 | NA/NA | 0 38 | 0 38 | Wells Fargo | 667 | 3 335 000 000 00 | (5 000,000 00) |
| 09/10/20 | Federal Home Loan Mtge (Callable) | 5 000 000 00 | 5,000 000 00 | | 0 00 | 5,000 000 00 | 09/10/24 | 3134GWL79 | NA/NA | 0 40 | 0 40 | Wedbush | 741 | 3 705 000 000 00 | (5 000 000 00) |
| 04/08/22 | Federal Home Loan Mtge (Callable) | 10 000 000 00 | 9 980 000 00 | (20 000 00) | 0 00 | 9 980 000 00 | 10/08/24 | 3134GXQE7 | AA+/Aaa | 2 50 | 2 58 | UBS | 769 | 7 674 620 000 00 | (9 980 000 00) |
| 12/01/21 | Federal Home Loan Mtge | 5 000 000 00 | 5 037 258 33 | | 37 258.33 | 5,037 258.33 | 02/12/25 | 3137EAEPO | AA+/Aaa | 1 50 | 0 93 | Wedbush | 896 | 4 513,383 463 68 | (5 037 258.33) |
| 10/20/20 | Federal Home Loan Mtge (Callable) | 5 000 000 00 | 5 000 000 00 | | 0 00 | 5 000 000 00 | 03/28/25 | 3134GWX35 | NA/NA | 0 45 | 0 45 | Wedbush | 940 | 4 700 000 000 00 | (5 000 000 00) |
| 07/02/21 | Federal Home Loan Mtge | 5 000 000 00 | 4 921 340 00 | (78,660 00) | 0 00 | 4 921 340 00 | 09/23/25 | 3137EAEX3 | Aaa/AA+ | 0 38 | 0 75 | Wells Fargo | 1119 | 5 506 979 460 00 | (4 921 340 00) |
| **** | Total Fed HM LN Mtge Corp Disc Note (20%) | 65,000 000.00 | 64,938,598.33 | 9.28% | | | | | | | | | 0.00 | (64,938,598.33) | |

| | | | | | | | | | | | | | | |
|----------------------------|-----------------------|-----------------------|----------------|-----------------------|-------------------|-----------------|--|--|--|--|--|--|---------------------------|--|
| TOTAL | 705,000,000.00 | 701 567 687 07 | 100.00% | (4 130,307 81) | 690,817 11 | 7 177 77 | | | | | | | 0.00 | |
| Cost of Investments | 701 567 687 07 | UBOC | | | | | | | | | | | 485,568 162,955.30 | |
| Cash in Treasury | 43 136.59 | LAIF | | 897 994.88 | | | | | | | | | 701 567 687 07 | |
| Cash in US Bank | 136 036.70 | REPO | | | | | | | | | | | 692 12 | |
| Shasta Lake LAIF | 274,320.80 | LIR | | | | | | | | | | | 1 92 | |
| Active Deposits | 6 714,271 49 | | | | | | | | | | | | | |
| Adjustments | | | | | | | | | | | | | | |
| Balance in Treasury | 708 735,452.65 | 0 00 | | | | | | | | | | | | |

I certify that this report accurately reflects the County Treasurers investments and is in conformance with the adopted County Investment Policy Statement

Furthermore I certify to the best of my knowledge sufficient investment liquidity and anticipated revenues are available to meet the County's budgeted expenditure requirements for the next six months
PAR + DISC + PREM + ACC INT = COST



SHASTA COUNTY OFFICE OF EDUCATION

To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for high school graduation and success in career and college

Superintendent
Judy Flores

Board of Education
Kathy Barry
Robert Brown
Rhonda Hull
Steve MacFarland
Laura Manuel
Denny Mills
Nick Webb

September 15, 2022

GOVERNING BOARD COTTONWOOD UNION ELEMENTARY SCHOOL DISTRICT

Dear Board Members

In accordance with Education Code Sections 42127 and 52070, the Shasta County Office of Education has reviewed the adopted budget and Local Control Accountability Plan (LCAP) of the Cottonwood Union Elementary School District (the District) for fiscal year 2022-23

Education Code requires the County Office to approve the LCAP or annual update for each school district after determining all of the following

- The LCAP adheres to the template adopted by the State Board of Education
- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP
- The LCAP adheres to the expenditure requirements for funds apportioned on the basis of the number and concentration of unduplicated students, pursuant to Sections 42238 02 and 42238 03

Education Code requires the County Office to approve, conditionally approve, or disapprove the adopted budget for each school district after doing the following

- Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to Section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria
- Determine whether the adopted budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multiyear financial commitments
- Determine whether the adopted budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP

The District has been provided feedback and corrections needed before the LCAP can be approved. Therefore, the District's 2022-23 Adopted Budget has been conditionally approved subject to the completion and approval of a revised LCAP. We will continue working closely with District administration to make the necessary changes to the LCAP.

SALARY AND BENEFIT NEGOTIATIONS

This letter is also a reminder that, before the District's Board of Education takes any action on a proposed collective bargaining agreement, the District must meet the public disclosure requirements of Government

Code Section 3547.5 and the California Code of Regulations Title V, Section 15449. The document used for this analysis is titled "Assembly Bill (AB) 1200 Public Disclosure of Proposed Collective Bargaining Agreement."

The AB 1200 document, along with a multi-year projection must be sent to the Shasta County Office of Education ten (10) working days prior to Board approval. AB 2756 amended Section 3547.5 of the Government Code to read: "The superintendent of the school district and chief business official shall certify in writing that the costs incurred by the school district under the agreement can be met by the district during the term of the agreement. If a school district does not adopt all of the revisions to its budget needed in the current fiscal year to meet the costs of a collective bargaining agreement, the county superintendent shall issue a qualified or negative certification for the district on the next interim report pursuant to Section 42131 of the Education Code."

SUBMISSION OF STUDIES, REPORTS, EVALUATIONS AND/OR AUDITS

Education Code Sections 42127 and 42127.6 now require districts to submit to the County Office any studies, reports, evaluations, or audits done of the district that contain evidence that the district is showing fiscal distress. They also require the County Office to incorporate that information into our analysis of budgets, interim reports and the district's overall financial condition.

We request that the District submit to this office any such documents commissioned by the District (e.g., reports done by the Fiscal Crisis and Management Assistance Team), or by the State Superintendent of Public Instruction and/or a state control agency any time they are received by your district.

CHARTER SCHOOLS

We remind the District that in accordance with Ed Code 47604, fiscal oversight of charter schools is primarily the responsibility of the authorizing entity. FCMAT has developed a free, downloadable *Charter School Annual Oversight Checklist* and *Indicators of Risk or Potential Insolvency* to help both charter schools and their oversight agencies fulfill their responsibilities. We encourage the District to review these resources and ensure they have adequate procedures in place for charter oversight.

CONCLUSION

We urge the District to carefully monitor their budget and cash balances throughout the year. It is important to continue to be well-informed of events and other developments affecting school districts and to be prepared to take appropriate actions to lessen the impact on your district.

As always, we would like to thank your staff for their cooperation and effort during the budget process. If you have any questions or concerns, or if we can be of further assistance, please call me at 245-7822.

Sincerely,



De'An Chambless
Senior Executive Director – Business Services

cc Doug Geren, Superintendent
Laura Merrick, CBO