# RINCON VALLEY UNION SCHOOL DISTRICT Regular Board Meeting, Board of Trustees District Office, 1000 Yulupa Avenue December 12, 2017

#### **AGENDA**

The Rincon Valley Union School District complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Rincon Valley Union School District at 542-7375, 48 hours prior to the meeting.

1. **OPEN SESSION** 5:30 p.m.

# 2. PUBLIC AND EMPLOYEE REQUEST TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS

This time is reserved for citizens, employees, and representatives of school groups to address the Board on items that are on the closed session agenda. Persons addressing the Board are requested to state their names and whether or not they are a resident of the district. The Board President reserves the right to limit comments from the public as well as limit the total number of minutes used on any one topic.

- 3. CLOSED SESSION: Items discussed in closed session are confidential in nature and may not be discussed by participants outside of this session. Any action taken by the Board during closed session shall be reported upon in open session.
  - 3.1 Conference with the Board's labor negotiator, Tony Roehrick, regarding Gov. Code 54957.6):
    - Negotiations with Rincon Valley Union Teachers' Association (represented certificated employees)
    - Negotiations with California School Employees Association (CSEA)
       Chapter #284
  - 3.2 Conference with Legal Counsel Anticipated Litigation, Gov. Code 54956.9 -One potential case

The purpose of this Board Meeting is to hear, discuss, or deliberate on matters that are on the approved agenda. This agenda has been carefully planned to reflect the goals and vision of our district. The agenda is available on line 72 hours before the Board Meeting and posted at each school site, as required by law

# 4. OPEN SESSION: PLEDGE OF ALLEGIANCE, CALL TO ORDER AND ROLL CALL

6:00 p.m.

#### 5 ANNOUNCEMENT OF CLOSED SESSION DECISIONS

#### 6. AGENDA MODIFICATIONS/ADDITIONS

#### 7. ANNUAL ORGANIZATION

- Election of Board President
- Election of Board Clerk
- Approval of Dr. Tony Roehrick as Secretary to the Board
- Affirmation of Board Bylaws and Policies
- Approval of Board meeting dates and times
- Appointment of Board member to serve as our voting member when a vacancy occurs on the County Committee for School District Reorganization

#### 8. AGENDA AND CONSENT ITEM APPROVAL

(Consent Items a Board Member wishes to discuss will be moved to the Action Item section)

### 8.1 Minutes of November 14, 2017 Regular Board Meeting

### 8.2 Section 125 Flexible Benefit Plan Adoption Agreement

Rincon Valley Union School District will adopt the Section 125 Flexible Benefit Plan for those employees who shall qualify as participants effective January 1, 2018 – December 31, 2018.

# 8.3 Out of State Conference: Institutes for Academic Diversity: Best Practices Institute, University of Virginia

This approves our Gate Coordinator, Emily Davis, and three principals, Beth Acosta, Jenny Lynch, and Kate Westrich, to attend the Institute for Academic Diversity at the University of Virginia from March 1-3, 2018 to work with Dr. Carol Ann Tomlinson on best practices for differentiation. Funding will be a combination of GATE and site funds.

### 8.4 Declaration of Surplus Property

The District will declare severely damaged, obsolete, and outdated library books at each school library as surplus property.

# 8.5 Agreement Between Rincon Valley Union School District and Recology Sonoma Marine

This contract is for the purpose of providing refuse pickup and disposal services.

# 8.6 Resolution #12-17-13, Request to Open Petty Cash Accounts at School Sites Taxpayer Identification #68-0262005

This resolution is for the purpose of opening petty cash accounts at Austin Creek, Spring Creek, Matanzas, and Village.

#### 8.7 Board Policy Approval

Board of Trustees will approve the following October 2017 CSBA policy updates:

#### **Adopt Revised**

BP 0400, Comprehensive Plans

BP/AR 0460, Local Control and Accountability Plan

BP 0500, Accountability

BP/AR 1113, District and School Web Sites

BP 3280, Sale or Lease of District-Owned Real Property

AR 3515.6, Criminal Background Checks for Contractors

BP 4140/4240/4340, Bargaining Units

BP/AR 5113.1, Chronic Absence and Truancy

BP/AR 5117, Interdistrict Attendance

AR 5125.2, Withholding Grades, Diploma or Transcripts

BP 5131.6, Alcohol and Other Drugs

BP/AR 6020, Parent Involvement

AR 6112, School Day

BP 6153, School-Sponsored Trips

BP 6170.1, Transitional Kindergarten

AR 6173.1, Education for Foster Youth

BP/AR 6173.2, Education of Children of Military Families

#### **Adopt New**

AR 5113.11, Attendance Supervision

BP/AR 5113.12, District School Attendance Review Board

#### **Delete**

BP/AR 0520.2, Title I program Improvement Schools

BP 0520.3, Title I Program Improvement Schools

#### 8.7 Approval of Purchase Orders

These are purchase orders dated November 1 through December 6, 2017

#### 8.8 Approval of Warrants:

11/15/17 - 1602589 - 1602712

11/29/17 - 1605577 - 1605626

#### 9. ANNOUNCEMENTS AND CALENDAR

RVUTA Negotiations December 14

7:30 a.m.- 3:00 p.m., District Office

Winter Concert December 13, 6:30 – 8:30 p.m.

Rincon Valley Charter School Matanzas Gym

Winter Concerts December 18, Santa Rosa Bible Church

Sequoia and Whited 6:00 - 7:00 p.m. Austin Creek and Honor 7:30 - 8:30 p.m.

Winter Concerts December 19, Santa Rosa Bible Church

Binkley and Madrone 6:00 - 7:00 p.m. Village and Matanzas 7:30 - 8:30 p.m.

Orchestra Concerts

Binkley and Madrone

Matanzas and Village

Sequoia, Whited, Austin Creek, Honor 7:45 – 8:45 p.m.

Agenda Setting December 21

8:00 a.m., District Office

Site Visits December 21, 9:00 – Noon

Superintendent/Board

Winter Break December 22 – January 5

Buyback Day January 8

Non-Student Day

RVEF Meeting January 8

7:00 p.m., District Office

Regular Board Meeting January 9, 2018

District Office, 6:00 p.m.,

Board Retreat January 12, 2018 Mid-Year Goals 9:00 a.m. – 3:30 p.m.

#### 10. PUBLIC AND EMPLOYEE REQUEST TO ADDRESS THE BOARD

This time is reserved for citizens, employees, and representatives of school groups to address the Board on items that are not on the agenda. By law, the Board cannot take action upon or discuss items that are not on the approved agenda, but welcomes your comments. Persons addressing the Board are requested to state their names and whether or not they are a resident of the district. The Board President reserves the right to limit comments from the public as well as limit the total number of minutes used on any one topic.

If you wish to address the Board on any item on the agenda, please make your request at the time the item is being discussed. Persons wanting to address the Board will be recognized and requested to state their name and whether or not they are a resident of the district. The Board President will also reserve the right to limit comments as well as limit the total number of minutes used on any agenda item.

### 11. SUPERINTENDENT'S COMMENTS, LEGISLATIVE UPDATE, CORRESPONDENCE

#### 12. AWARDS

#### 12.1 Classified Employee of the Month - December

Recommend Approval of the Resolution for Colleen Ramirez, Classified Employee of the Month of December, 2017

### 12.2 Certificated Employee of the Month - December

Recommend Approval of the Resolution for Lori DiSanto, Certificated Employee of the Month of December, 2017

#### 13. INFORMATION

#### **Program Reports**

#### 13.1 School-Connected Organization Authorization

The Board will discuss the School-Connected Organization Authorization documents submitted by Sequoia School Parents Club.
--Dr. Tony Roehrick

#### 13.2 Technology Report

Mr. Joe Silveira, Director of Technology, will give his annual district technology report.

--Mr. Joe Silveira

#### Instruction

#### 13.3 Curriculum and Instruction Update

Dr. Metzger will report on the following curriculum and instruction activities.

- a. ELA/Math Tri 1 Outcomes
- b. Science Program
- c. Professional Development
- --Dr. Terry Metzger

#### 13.4 Student Services Report

Mrs. Myhers will report on the following:

- a. RVP Update
- b. RVEF Holiday Giving
- -- Mrs. Cathy Myhers

#### Governance

#### 13.5 Local Control Accountability Plan Review and Update

Dr. Roehrick will give an LCAP review and update.

-- Dr. Tony Roehrick

#### 13.6 Rincon Valley Charter School Registration Update

Dr. Roehrick will give an update on Rincon Valley Charter School Registration for 2018-19.

-- Dr. Tony Roehrick

# 13.7 California School Employees Association Chapter #284 Initial "Sunshine" Collective Bargaining Agreement Proposal with the Rincon Valley Union School District, 2017-18

Board of Trustees will receive any public comments regarding CSEA Chapter #284 "Sunshine" proposal with RVUSD for 2017-18.

-- Dr. Tony Roehrick

# 13.8 Rincon Valley Union School District, Initial "Sunshine" Collective Bargaining Agreement Proposal with the California School Employees Association Chapter #284, 2017-18

Board of Trustees will receive any public comments regarding RVUSD's "Sunshine" proposal with CSEA Chapter #284 for 2017-18.

-- Dr. Tony Roehrick

#### 14. ACTION

#### Instruction

#### 14.1 Single School Plans 2017-18

The Board will consider approving the Single School Plans for 2017-18 for all district sites.

-- Dr. Tony Roehrick

#### Fiscal

#### 14.2 First Interim Financial Report 2017-18, Rincon Valley Union School District

The Board of Trustees will consider approving the Rincon Valley Union School District First Interim Financial Report 2017-18.

-- Dr. Joe Pandolfo

#### 14.3 J-13A Waiver – School Closures

Board of Trustees will consider approving Form J-13A request for allowance of attendance because of emergency conditions for district schools including Redwood Consortium/Rincon Valley Partnership, and charter schools.

-- Dr. Joe Pandolfo

#### <u>Governance</u>

#### 14.4 School-Connected Organizations Authorization -Sequoia

The Board will consider authorizing Sequoia Parents Club as a school-connected organization for 2017-18.

-- Dr. Tony Roehrick

#### 15. PERSONNEL

### 15.1 Certificated Management - New Hire

➤ Beth Wolk, Interim Principal, Matanzas, effective December 4 – 21, 2017

#### 15.2 Certificated – Resignation

➤ Emma Robbins, SDC Teacher, RVP, effective November 28, 2017

#### 15.3 Classified - New Hires

- Alexis Regalado, Food Service Cashier, Whited, effective November 27, 2017
- > Brett Borell, Sp. Ed. Inst. Asst. III, Madrone, effective December 5, 2017

#### 15.4 Classified – Leave of Absence Requests

- Guadalupe Vargas, Food Service Cashier & Van Driver, Sequoia & District, effective February 16 – June 1, 2018
- Kiaya Pinkela, Day Care Assistant & Noon Duty I, Madrone & Spring Creek, effective March 13 – June 1, 2018

### 16. CSEA / RVUTA COMMENTS

# 17. BOARD OF TRUSTEE COMMENTS/COMMITTEE REPORTS/REQUEST FOR INFORMATION

- Superintendent/Board Site Visits
- Confirm Attendees for Site Visits

### 18. NEXT BOARD MEETING AGENDA ITEMS

- Music Program
- SARC
- Differentiation on Certification Report
- CA Dashboard
- Attendance Report
- Student Discipline Report
- Safety Training Plan
- Annual Audit Report
- After School Programs Report
- Air-Conditioning Bid Approval

#### 19. ADJOURN

# RINCON VALLEY UNION SCHOOL DISTRICT BOARD OF TRUSTEES MEETINGS 2018

<u>DATE</u>	TIME	<b>LOCATION</b> T	Agenda Setting Thursdays, 8:00 a.m.
January 9	6:00 p.m.	District Office	December 21
January 12	9:00 – 3:30	TBD	Mid-Year Goals Supt. Evaluation
February 13	6:00 p.m.	District Office	February 1
March 13	6:00 p.m.	District Office	March 1
April 10	6:00 p.m.	District Office	March 29
April 20	8:30 – 3:00	TBD	Board/Admin Retreat
May 8	6:00 p.m.	District Office	May 3
May	TBD	District Office (Supr	t Evaluation Feedback)
June 12	6:00 p.m.	District Office	May 24
June	TBD	District Office	(Supt. Evaluation)
August 14	6:00	District Office	
August TBD	10:00 a.m. – 3:00 p.m.	District Office	
September 11	6:00	District Office	
October 9	6:00	District Office	
October 18 (Study Session)	5:00 - 8:00	District Office	
November 13	6:00	District Office	
December 11	6:00	District Office	

> = Site Visits at 9:00 a.m.

# RINCON VALLEY UNION SCHOOL DISTRICT

# Regular Board Meeting, Board of Trustees District Office, 1000 Yulupa Avenue November 14, 2017

# MINUTES

Present: Mrs. Carol Lynn Wood

Mrs. Cynthia Evers Mr. Jeff Gospe Mr. Mike Cook

Absent: Mr. Chris Rafanelli

Administrators: Dr. Tony Roehrick, Superintendent

Dr. Joe Pandolfo, Deputy Superintendent, Business Dr. Terry Metzger, Assistant Superintendent, Curriculum

Mrs. Cathy Myhers. Assistant Superintendent, Student Services

Others: Interested Staff and parents

#### 1. OPEN SESSION

Mrs. Wood called the meeting to order at 5:05 p.m.

# 2. PUBLIC AND EMPLOYEE REQUEST TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS

None

#### 3. CLOSED SESSION:

Mr.Gospe moved and Mrs. Evers seconded to recess to closed session at 5:05 p.m. to discuss the following: Unanimous.

- 3.1 Conference with the Board's labor negotiator, Tony Roehrick, regarding Gov. Code 54957.6):
  - Negotiations with Rincon Valley Union Teachers' Association (represented certificated employees)
  - Negotiations with California School Employees Association (CSEA)
     Chapter #284

#### 3.2 Personnel issues, Gov. Code 54957

# 3.3 Conference with Legal Counsel – Anticipated Litigation, Gov. Code 54956.9 -One potential case

The purpose of this Board Meeting is to hear, discuss, or deliberate on matters that are on the approved agenda. This agenda has been carefully planned to reflect the goals and vision of our district. The agenda is available on line 72 hours before the Board Meeting and posted at each school site, as required by law

# 4. OPEN SESSION: PLEDGE OF ALLEGIANCE, CALL TO ORDER AND ROLL CALL

Mr. Cook moved and Mr. Gospe seconded to adjourn closed session and return to open session at 6:00 p.m.: Unanimous.

#### 5. ANNOUNCEMENT OF CLOSED SESSION DECISIONS

Mrs. Wood announced that closed session items numbers 3.1 and 3.2 were discussed and that no action was taken in closed session, but the Board will reconvene to closed session at the conclusion of the regular meeting.

# 6. AGENDA MODIFICATIONS/ADDITIONS

None

#### 7. AGENDA AND CONSENT ITEM APPROVAL

Mr. Gospe moved and Mr. Cook seconded to approve the agenda and following consent items with one abstention from Mrs. Evers to warrant #1600659: Unanimous. Mike Cook commented favorably on the purchase of air purifiers and filters for classrooms.

## 7.1 Minutes of October 19, 2017 Regular Board Meeting

# 7.2 Public Self-Insurer's Annual Report

The Board will receive the Redwood Empire Schools Insurance Group's annual report to the Department of Industrial Relations indicating the amount of RESIG's total liabilities reported for workers' compensation claims for 2016-17.

- 7.3 Termination of Solar Power Purchase Agreement dated April 1, 2016

  This letter terminates the Solar Power Purchase Agreement between Rincon

  Valley Union School District and SolarCity Corporation for the Village Elementary

  School project.
- 7.4 Termination of Solar Power Purchase Agreement dated April 4, 2016

  This letter terminates the Solar Power Purchase Agreement between Rincon Valley Union School District and SolarCity Corporation for the District Office project.
- 7.5 Resolution #11-17-10, Signature Authorization on Business Clearing Account #0130014196, Cafeteria Account #0130012109, and RVUSD Revolving Fund Account #1130024100. Taxpayer Identification Number 68-0262005

This Resolution retires Barbara Ziesche's signature authorization from the following Checking Accounts and adds Margarita Vasquez-Sanchez.

- Business Clearing
- Cafeteria
- RVUSD Revolving Fund

# 7.6 Resolution #11-17-11, Signature Authorization on the Child Development Checking Account #0131023186. Taxpayer Identification Number 68-0262005

This Resolution retires Barbara Ziesche's signature authorization from the Child Development Checking Account and adds Margarita Vasquez-Sanchez.

### 7.7 Strategic Plans for Operations Departments

Board of Trustees will approve the strategic plans that support the District Operations Departments' purpose statements.

#### 7.8 Approval of Purchase Orders

These are purchase orders dated October 2, 2017 through November 5, 2017.

### 7.9 Approval of Warrants:

10/06/17 - 1595617 - 1595703 10/25/17 - 1598534 - 1598605 11/03/17 - 1600617 - 1600675

#### 8. ANNOUNCEMENTS AND CALENDAR

Mrs. Wood announced the following:

RVUTA Negotiations November 16, 8:00 a.m. – 4:00 pm.

District Office

Thanksgiving Break November 20- 24

Agenda Setting November 30, 8:00 a.m.

**District Office** 

Site Visits November 30, 9:00 – 12:00

Winterfest- Spring Creek December 5 and 6

6:00 - 8:00 p.m.

Winter Concert December 13, 6:30 – 8:30 p.m.

Rincon Valley Charter School Matanzas Gym

Winter Concerts December 18, Location TBD

Sequoia and Whited 6:00 - 7:00 p.m. Austin Creek and Honor 7:30 - 8:30 p.m.

Winter Concerts December 19, Location TBD

Binkley and Madrone 6:00 - 7:00 p.m.

Village and Matanzas 7:30 – 8:30 p.m.

Orchestra Concerts

Binkley and Madrone

Matanzas and Village

Sequoia, Whited, Austin Creek, Honor 7:45 – 8:45 p.m.

RVEF December 11, 7:00 – 8:00

**District Office** 

Board Study Session December 12, 3:30 – 5:00

**District Office** 

Regular Board Meeting December 12

Annual Organizational Meeting 6:00 p.m., District Office

### 9. PUBLIC AND EMPLOYEE REQUEST TO ADDRESS THE BOARD

The Board received comment from the following:

Name: Sarah Jenkins: Spring Creek parent

**Topic:** Implementing Spanish in elementary schools to benefit the future of the

community.

# 10. SUPERINTENDENT'S COMMENTS, LEGISLATIVE UPDATE, CORRESPONDENCE

Dr. Roehrick commented on the following:

- <u>CA Department of General Services:</u> We recently received final notification that the State is releasing \$1,478,771 to our facilities fund for a modernization project at Whited several years ago.
- RVCS: Our new application process is so far very successful. The web-based system is performing as promised. We still have several steps left including acceptance of applications, rolling data over to Illuminate, and allowing families to complete the annual notice process electronically. We have 140 applications for 7th grade and 3 for 8th. 52 students have applied to just RVCS-Matanzas, 88 have applied to just RVCS Sequoia, and 14 students have applied to both campuses. Priority registration closes on December 1.

#### 11. AWARDS AND SPECIAL RECOGNITION

#### 11.1 Classified Employee of the Month – October

Mrs. Evers moved and Mr. Gospe seconded to approve the Resolution for Linda Warden, Classified Employee of the Month of October, 2017: Unanimous.

Mrs. Evers read the resolution. Mrs. Acosta, Whited Principal, read her letter commending her for her exceptional work as custodian at Whited. Ms. Linda connects with staff, students, and families. She cares deeply about helping others and always shares her positive sense of humor. She always goes beyond expectations while performing her duties.

#### 11.2 Certificated Employee of the Month – October

Mr. Gospe moved and Mrs. Evers seconded to approve the Resolution for Tayler Hockett, Certificated Employee of the Month of October, 2017: Unanimous.

Mr. Gospe read the resolution. Mrs. Clark, Sequoia Principal, and Mrs. Wiese, RVCS Sequoia Principal, commented on Tayler Hockett's outstanding work as counselor at their sites. He looks for the best in every person and every situation, to connect with and gain the trust of students, families, and teachers; while maintaining a good sense of humor. Tayler is approachable and is described as being calm, has an easy demeanor, is insightful, reasonable, and comes from a strengths-first perspective.

11.3 Special Recognition: Members of the RVUSD Transportation Department Dr. Pandolfo, on behalf of the Administrators and Board, honored Sandi Pettey, Cruz Escutia, Josey Hagstrom, Jackie Ledou, and Tom Prosser of the Rincon Valley Union School District Transportation Department for their outstanding work assisting with the Office of Emergency Management during the recent wild fires. These bus drivers went over and beyond to help when needed. They received an standing ovation from those present.

#### 12. INFORMATION

### **Program Reports**

#### 12.1 School-Connected Organizations Authorizations

Parent Club representatives from the following sites submitted their school connected organization reports for 2017-2018:

12.1 (a) Austin Creek 12.1 (e) Sequoia 12.1 (b) Binkley 12.1 (f) Village 12.1 (c) Madrone 12.1 (g) Whited 12.1 (d) Spring Creek Matanzas 12.1 (h) RVCS

Megan Fonseca, Madrone PTA President, was present and shared that Madrone's main goal this year is to improve communication. She maintains Madrone's Facebook page. The walk-a-thon has been rescheduled for the spring.

#### Instruction

#### 12.2 Curriculum and Instruction Report

Dr. Metzger reported on the CAASPP results. The Board received graphs comparing state, county, and district results for 2017 ELA and Math. RVUSD outperformed the state and county in almost every category. English Learner performance in Math was slightly lower than the county and state by 1%.

### 12.3 Student Services Update

Mrs. Myhers reported on the status of the 112 students and their families who lost their homes during the wild fires. A Resource Fair was held on October 21. When students returned on October 23, the district was able to offer additional counseling resources at each school and comfort dogs. The RVEF has continued to work closely with our student services department, as they have distributed gift cards that were donated by the Redwood Credit Union. On December 2, a smaller resource event will be held at Whited School. This event is by invitation only. The RVEF has created a Secret Santa sign up for families who were impacted by the fires.

#### <u>Fiscal</u>

#### 12.4 Facility Plan for 2018

Dr. Pandolfo discussed the district's facility plan for 2018.

The construction at Matanzas and phase I at Binkley and Madrone is virtually complete. Work is currently underway at Village. The costs of construction are increasing significantly and the impact of the wild fires on pricing, although unknown, will not be positive. The facility construction/modernization schedule was reviewed. The sale of the final series of bonds was discussed.

#### Governance

#### 12.5 California Dashboard Local Indicators

Dr. Metzger reported that California's new accountability system was unveiled in Spring 2016. While the old system resulted in single score per school/district, the new system measures both status and change in each of the Local Control Funding Formula (LCFF) priority areas, which are each addressed in our Local Control Accountability Plan (LCAP). The updated California School Dashboard is scheduled to be released to the public November 27, 2017 and will include local indicators for the first time. The Board reviewed and discussed the district's submissions for the local indicators as well as the approved performance standards for all local performance indicators.

#### 12.6 Post Fire Update

Board of Trustees discussed the district's post fire remediation plan for reopening our schools. Dr. Roehrick reported that all but one staff member that lost a home reported back to work. Many have had to take days off to take care of personal needs. All have found housing at this time. Student enrollment stayed steady with an increase of 8 students after the return to school.

Dr. Pandolfo reported that the district will apply for a waiver regarding loss of ADA while closed because RVP classes from Mark West started later than RVUSD. The district will file a claim for the expense of air purifiers and HEPA filters. Both day care and food service lost revenue doing the closures. The district does not intend to extend the school year.

Dr. Metzger reported on the efforts to adjust instruction and support teachers in making those adjustments. State testing is being pushed back two weeks. School events and field trips are being reduced. Teachers needed their scheduled workday on November 3<sup>rd</sup> to plan instruction as a result of the closures. Teachers will use part of January 8 to plan for the rest of the year.

Mrs. Myhers reported on the efforts to support students. Our mental health team met with office managers, food service, and transportation to review ways to support the students on their return to school. The district received resources from the county. There are ongoing issues with some students on sites. Counselors are watching the kids who have lost homes. Three RVP classes were moved from Mark West to Binkley and Village. Our M & O team did an amazing job assisting with the moves. 100 IEPs were missed during the closures and all have been rescheduled.

Dr. Roehrick reviewed the process as a result of the fires that was implemented by district admin. during the days of closure. Our district's formal emergency response plan was not necessarily implemented as the disaster did not occur while school was in session. Communication with SCOE and OES helped will planning. Communication to families and employees was most effective through Facebook and Once Call Now.

#### 12.7 Board Policy Review – First Reading

Board of Trustees reviewed and discussed the following October 2017 CSBA policy updates. These policies will be brought back for consent approval in December.

#### **Adopt Revised**

BP 0400, Comprehensive Plans

BP/AR 0460, Local Control and Accountability Plan

BP 0500, Accountability

BP/AR 1113, District and School Web Sites

BP 3280, Sale or Lease of District-Owned Real Property

AR 3515.6, Criminal Background Checks for Contractors

BP 4140/4240/4340, Bargaining Units

BP/AR 5113.1, Chronic Absence and Truancy

BP/AR 5117, Interdistrict Attendance

AR 5125.2, Withholding Grades, Diploma or Transcripts

BP 5131.6. Alcohol and Other Drugs

BP/AR 6020, Parent Involvement

AR 6112, School Day

BP 6153, School-Sponsored Trips

BP 6170.1, Transitional Kindergarten

AR 6173.1, Education for Foster Youth

BP/AR 6173.2, Education of Children of Military Families

#### **Adopt New**

AR 5113.11, Attendance Supervision BP/AR 5113.12, District School Attendance Review Board

#### **Delete**

BP/AR 0520.2, Title I program Improvement Schools BP 0520.3, Title I Program Improvement Schools

#### 13. ACTION

#### **Fiscal**

### 13.1 Annual Accounting of Developer Fees, Resolution #11-17-08

Mrs. Evers moved and Mr. Gospe seconded to approve Resolution #11-17-08, annual accounting of developer fees for 2016-17, determining that the District has levied school facility fees pursuant to Government Codes 66001 (d) and 66006 (b).: Unanimous.

#### 13.2 Appointment of Citizens' Oversight Committee Member

Mr. Gospe moved and Mrs. Evers seconded to approve the appointment of Mr. Joe Ruppe to serve on the Citizens' Oversight Committee as a community member at large for a two-year term: Unanimous.

13.3 Resolution #11-17-12, Lease-Leaseback Best Value Methodology

Mrs. Evers moved and Mr. Gospe seconded to approve Resolution #11-17-12,
adopting lease-leaseback best value methodology: Unanimous.

#### **Human Resources**

# 13.4 Resolution #11-17-09, Employees' Use of Personal Necessity Leave for Fire-Related Absences

Mr. Gospe moved and Mr. Cook seconded to approve Resolution #11-17-09, which allows qualified Classified and unrepresented Employees to use personal necessity leave for fire-related absences: Unanimous.

### 13.5 MOU Regarding Employees' Use of Personal Necessity Leave for Fire-Related Absences

Mrs. Evers moved and Mr. Gospe seconded to ratify this Memorandum of Understanding between Rincon Valley Union School District and Rincon Valley Union Teachers' Association, which allows qualified unit members to use personal necessity leave for fire-related absences: Unanimous.

### <u>Governance</u>

#### 13.6 School-Connected Organizations Authorizations

Mrs. Evers moved and Mr. Cook seconded to approve authorizing the following organizations as a school-connected organization for 2017-18: Unanimous.

13.6 (a) Austin Creek
13.6 (b) Binkley
13.6 (c) Madrone
13.6 (d) Spring Creek Matanzas
13.6 (e) Village
13.6 (f) Whited
13.6 (g) RVCS

Due to the late submission of Sequoia's goals and bylaws, the Board tabled approval of their School-Connected Organization Authorization until the December 10 board meeting.

#### 13.7 Rincon Valley Charter School Renewal

Mr. Gospe moved and Mr. Cook seconded to approve the application for the Rincon Valley Charter School Renewal for a five year term, December 11, 2017 – December 11, 2022: Unanimous.

### 14. PERSONNEL

Mrs. Evers moved and Mr. Gospe seconded to approve the following personnel items: Unanimous.

### 14.1 Certificated Management – New Hire

 Donald Armstrong, Interim Principal, Binkley, effective January 8 – March 16, 2018

#### 14.2 Certificated – Leave of Absence Request

Caitlyn Jackson, Counselor, District, effective January 8 – June 1, 2018

#### 14.3 Certificated – Leave of Absence Extension

 Alexa O'Rourke, SDC/SELP Teacher, Matanzas, extension from November 27, 2017 – January 7, 2018

#### 14.4 Classified – New Hires

- Dania Benavides-Torres, Day Care Assistant, Sequoia, effective November 8, 2017
- Marie Coleman, Student Services Office Manager, District Office, effective November 8, 2017
- Karen Roberts, Noon Duty I, Whited, effective November 13, 2017
- Enrique Revilla, Sp. Ed. Inst. Asst. III, Matanzas, effective November 13, 2017

#### 14.5 Classified – Resignations

- Adiam Asgedom, Food Service Cook, Binkley, effective October 26, 2017
- Elaine Enos, Day Care Assistant, Sequoia, effective October 26, 2017
- Sandi Rojas, Office Manager, Village, effective December 1, 2017

 Wanda "Wendy" Schwartz, Science Facilitator, Sequoia, effective December 6, 2017

# 14.6 Classified – Leave of Absence Request

 Meggan Rains, Sp. Ed. Inst. Asst. II, Matanzas, effective December 4, 2017 – February 23, 2018

#### 15. CSEA / RVUTA COMMENTS

**RVUTA**: Thanked the Board for approving MOU for personal necessity leave. Debbie Takeda came to Executive meeting to explain and answer questions about permanent status. The air purifiers and filters are being used and are very appreciated. Thank you for district support and not charging day care fees for October. Applications for CTA grants were submitted and each teacher who lost a home received \$3,000.

**CSEA:** Appreciate everybody working together to support employees and families. CSEA has given \$1,000 to each employee that has lost a home.

Dr. Roehrick thanked Connie Osterloh for her dedication to make sure payroll was run during the fires even when her home was in jeopardy.

Dr. Roehrick commented that Barbara Ziesche's last day with the district as she retires is this Friday, November 17. Her hard work is appreciated. Dr. Pandolfo thanked Barbara for being so diligent about training her replacement. She will be greatly missed.

# 16. BOARD OF TRUSTEE COMMENTS/COMMITTEE REPORTS/REQUESTS FOR INFORMATION

**Mike Cook:** RVEF met last night and received a report on the fire relief. \$18,000 has been donated to the fire fund.

**Jeff Gospe:** Would like the district to look into the issue of data breach. Where is personal information stored?

#### 17. NEXT BOARD MEETING AGENDA ITEMS

- Annual Organization
- > Technology Report
- ➤ ELA/Math
- Annual Accounting of Development Fees
- Professional Development
- Approval of Single School Plans
- Science Program
- First Interim Financial Report 17-18
- Quarterly Update Construction Schedule
- Report on Site Visits
- LCAP Review and Update
- RVCS Charter Renewal
- Data Breach

- > Teacher Housing
- > Budget Committee Planning

### 18. CLOSED SESSION

Mr. Cook moved and Mr. Gospe seconded to reconvene to closed session at 8:40 p.m.: Unanimous.

### 19. OPEN SESSION

Mrs. Evers moved and Mr. Cook seconded to adjourn closed session and return to open session at 9:07 p.m.: Unanimous.

#### 20. ACTION TAKEN IN CLOSED SESSION

Mrs. Wood announced that no action was taken in closed session.

#### 21. ADJOURN

Mrs. Evers moved and Mr. Cook seconded to adjourn the meeting at 9:07 p.m.: Unanimous.

WG-AcctAdmin-125@AmericanFidelity.com Phone: (800)662-1113 ext. 8904 Fax: (800)240-0642



Thank you for giving American Fidelity the opportunity to serve as your Section 125 Plan service provider. Based on the information provided to us, we have prepared a plan document for review by you and your legal counsel. This document will supersede any previous plan document(s) that you may have in place.

After reviewing the documentation to ascertain its correctness, and if all is in order, sign the document(s), as required by IRS regulations. To sign document(s), you will need to create a Docusign signature. If someone other than you is required to sign the documents, please forward to them by clicking on "Other Actions" and select "Assign to Someone Else". Then enter the new receipients name and email address. You can download or print your documents by clicking the links in the confirmation email that you receive after the documents are signed.

As your Section 125 Plan service provider, American Fidelity will perform the following services:

- Prepare amended and restated plan documents, when necessary, based on information provided by you;
- Provide signed copies, if signatures are received, of all necessary Section 125 documentation in the case of an IRS audit of your plan;
- Provide an updated Administration Guide to assist you in the on-going administration of your plan;
- Provide an annual re-enrollment of your employees prior to the plan year anniversary date;
- Provide a 25% Key Employee discrimination test worksheet, when requested;
- Provide a 55% Average Benefits (for dependent care) discrimination test worksheet, when requested;
- Provide compliance assistance in interpreting the IRS regulations governing cafeteria plans;
- Furnish a semi-annual newsletter outlining changes to the sections of the tax code which impact cafeteria plans, as well as other pertinent information; and
- Provide copies of the laws and regulations governing cafeteria plans upon request.

As the plan sponsor/plan administrator, it is your responsibility, among other things, to prepare and file any required reports for the underlying welfare benefit plans, prepare and distribute a summary plan description to employees, provide COBRA, FMLA or HIPAA administration, verify that all benefits provided by other carriers in the plan are qualified for tax-exemption, assure that the plan is not discriminatory, and calculate imputed tax for employer-provided (Section 79) group term life coverage exceeding \$50,000, whether outside a cafeteria plan or being salary-reduced within a cafeteria plan. A copy of the Section 79 Uniform Table Calculation is included (for questions regarding this form, please contact us by email or by phone).

#### Some important reminders:

- You must have an executed written cafeteria plan document meeting the legal requirements of Internal Revenue Code Section 125 and formally adopted by the employer. The plan must contain operating rules covering benefit descriptions, eligibility rules, manner of employer contributions, maximum amount of employer and employee contributions, the plan year, timing of participant elections and the irrevocability of participant elections. In addition, the plan cannot discriminate in favor of highly compensated employees or key employees either as to eligibility to participate or in contributions and benefits.
- If your plan provides either eligibility requirements or contributions and benefits that are not the same for all eligible employees it may be considered to be discriminatory. Please seek advice from your tax or legal counsel.
- In order to avoid the doctrine of constructive receipt, elections of pre-tax benefits must be made prior to the anniversary date of the plan. All employees should sign either an affirmative election, or a statement that they are not making any changes for the coming plan year, and if waiving participation, should sign a waiver. Mid-year election changes are only allowed if (1) a qualified event has occurred and (2) the change requested is on account of and consistent with the event. A change verification form should be signed by the employee (see the Administration Guide for further guidance).
- If your plan document requires changes, please email us at WG-AcctAdmin-125@americanfidelity.com.
   You will then receive a corrected copy electronically to be signed using Docusign.

Election forms must be maintained for a period of at least three years for audit purposes, and longer if
youare subject to ERISA regulations. ERISA regulations require that records be maintained for a period
of at least six years plus the current year; the plan document and any amendments thereto
must be maintained permanently.

If your Section 125 cafeteria plan includes Flexible Spending Accounts (FSAs), the following may clarify frequent areas of concern:

- Changes in the Unreimbursed Medical (Health FSA) Account If the Employer has subscribed to
  American Fidelity's uniform coverage risk policy, Health FSA participants will not be allowed to make any
  mid-year changes to their election for any reason except for termination of employment. No other
  change of status will be accepted. If the Employer is assuming the uniform coverage risk, certain midyear changes may be permitted. Please refer to the Section 125 Administration Guide for more information.
- <u>Leave of Absence (LOA)</u> During an unpaid leave of absence, contributions to the Health FSA
  account may either be pre-taxed in advance prior to the LOA, made on an after-tax basis while out on leave,
  or upon returning to work, may be prorated over the remaining pay periods. Contributions must continue in
  order for coverage to continue.
- Options at Termination of Employment Terminating participants in the Health FSA must be offered COBRA, as follows: if the employer makes no contributions to the Health FSA and if the employee is exempt from HIPAA (has other medical coverage), then you are only required to offer COBRA through the end of the cafeteria plan year. As of the date of termination, if the employee has taken more out of the account than he has contributed, then you do not have to offer any COBRA coverage.

If your Health FSA includes the debit card, the following may clarify frequent areas of concern:

- Once the card is elected by the employee, it will be mailed to the participant approximately two weeks before the
  plan year begins. The card is ready to be used once it is received (and the plan year has begun); there is no
  further activation required.
- The participant is responsible for providing all receipts to American Fidelity Assurance as they are requested. If the participant does not respond to our requests for receipts in a timely manner, the debit card will be deactivated and will not be reactivated until the amount of the reimbursement is paid back, offsetting receipts are sent, or until the requested receipts have been received.
- The participant must reimburse American Fidelity Assurance for any ineligible expense charged to the card. The
  reimbursement can be in the form of a check or money order. If the participant does not reimburse American
  Fidelity for the ineligible claims, the card will be deactivated until restitution is made.
- If the participant does not reimburse American Fidelity for any ineligible claims or for any claims for which they do not submit receipts in a timely manner, the Employer is responsible for making an after-tax deduction from the participant's paycheck or adjusting the participant's W-2 in order to make the plan whole.

Please refer to the administration guide included on our website www.americanfidelity.com for more information. Once again we look forward to assisting you with your Section 125 plan. Please email us at <a href="https://www.americanfidelity.com"><u>WG-AcctAdmin-S125@AmericanFidelity.com</u></a> or call us at (800)662-1113 ext. 8904 any time you have a question concerning your plan.

Sincerely,

Section 125 Team Account Administration Department American Fidelity

# SAMPLE PLAN DOCUMENT SECTION 125 FLEXIBLE BENEFIT PLAN

Version 07/17 of the Sample Plan Document includes the following changes:

Updated Section F, #7 – Changed wording for maximum to not exceed the limit as indicated by the IRS in accordance with the law.

The attached plan document and adoption agreement are being provided for illustrative purposes only. Because of differences in facts, circumstances, and the laws of the various states, interested parties should consult their own attorneys. This document is intended as a guide only, for use by local counsel.

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### SECTION 125 FLEXIBLE BENEFIT PLAN ADOPTION AGREEMENT

The undersigned Employer hereby adopts the Section 125 Flexible Benefit Plan for those Employees who shall qualify as Participants hereunder. The Employer hereby selects the following Plan specifications:

#### A. EMPLOYER INFORMATION

Name of Employer: Rincon Valley Unified School District

Address: 1000 Yulupa Ave

Santa Rosa, CA 95405

Employer Identification Number: 94-6002635
Nature of Business: Public School

Nature of Business:

Name of Plan:

Public School

Rincon Valley Unified School District

Flexible Benefit Plan All Employees

Plan Number: 504

B. EFFECTIVE DATE

Original effective date of the Plan: June 1, 1992

If Amendment to existing plan,

effective date of amendment: January 1, 2017

C. ELIGIBILITY REQUIREMENTS FOR PARTICIPATION

Eligibility requirements for each component plan under this Section 125 document will be applicable and, if different, will be listed in Item F.

Length of Service: First day of the month following

employment.

**Retiree Wording:** N/A

Minimum Hours: All employees with 1 hours of service or

more each week. An hour of service is each hour for which an employee receives, or is entitled to receive, payment for performance

of duties for the Employer.

Age: Minimum age of 0 years.

D. PLAN YEAR The current plan year will begin on January

1, 2018 and end on December 31, 2018. Each subsequent plan year will begin on

January 1 and end on December 31.

#### E. EMPLOYER CONTRIBUTIONS

**Non-Elective Contributions:** 

The maximum amount available to each Participant for the purchase of elected benefits with non-elective contributions will be:

N/A

The Employer may at its sole discretion provide a non-elective contribution to provide benefits for each Participant under the Plan. This amount will be set by the Employer each Plan Year in a uniform and non-discriminatory manner. If this non-elective contribution amount exceeds the cost of benefits elected by the Participant, excess amounts will not be paid to the Participant as taxable cash.

Elective Contributions (Salary Reduction):

The maximum amount available to each Participant for the purchase of elected benefits through salary reduction will be:

100% of compensation per entire plan year.

Each Participant may authorize the Employer to reduce his or her compensation by the amount needed for the purchase of benefits elected, less the amount of non-elective contributions. An election for salary reduction will be made on the benefit election form.

- F. <u>AVAILABLE BENEFITS:</u> Each of the following components should be considered a plan that comprises this Plan.
  - 1. <u>Group Medical Insurance</u> -- The terms, conditions, and limitations for the Group Medical Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

#### Standard Verbiage

"Group Medical Insurance" means the plan(s) the Employer maintains for its employees (and their spouse, eligible dependents, and Adult Children). Through collective bargaining, the Employer may substitute, add, subtract, or revise at any time the menu of such plans. This menu, or any revision, shall automatically be incorporated by reference under this plan.

### American Fidelity Assurance Company Accident

Eligibility Requirements for Participation, if different than Item C.

2. <u>Disability Income Insurance</u> -- The terms, conditions, and limitations for the Disability Income Insurance will be as set forth in the insurance policy or policies described below: (See Section VI of the Plan Document)

#### N/A

Eligibility Requirements for Participation, if different than Item C.

3. <u>Cancer Coverage</u> -- The terms, conditions, and limitations for the Cancer Coverage will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

## American Fidelity Assurance Company C-5 and all subsequent plans

Eligibility Requirements for Participation, if different than Item C.

4. <u>Dental/Vision Insurance</u> -- The terms, conditions, and limitations for the Dental/Vision Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

### Standard Verbiage

"Group Dental Insurance" means the plan(s) the Employer maintains for its employees (and their spouse, eligible dependents, and Adult Children). Through collective bargaining, the Employer may substitute, add, subtract, or revise at any time the menu of such plans. This menu, or any revision, shall automatically be incorporated by reference under this plan.

Eligibility Requirements for Participation, if different than Item C.

5. <u>Group Life Insurance</u> which will be comprised of Group term life insurance and Individual term life insurance under Section 79 of the Code.

The terms, conditions, and limitations for the Group Life Insurance will be as set forth in the insurance policy or policies described below: (See Section VII of the Plan Document)

Individual life coverage under Section 79 is available as a benefit, and the face amount when combined with the group-term life, if any, may not exceed \$50,000.

# **Provident Group #21600-0217-2**

# American Fidelity Assurance Company 5 Year Term

Eligibility Requirements for Participation, if different than Item C.

6. <u>Dependent Care Assistance Plan</u> -- The terms, conditions, and limitations for the Dependent Care Assistance Plan will be as set forth in Section IX of the Plan Document and described below:

Minimum Contribution - \$300.00 per Plan Year

Maximum Contribution - \$5000.00 per Plan Year

Recordkeeper: American Fidelity Assurance Company

Eligibility Requirements for Participation, if different than Item C. N/A

7. <u>Medical Expense Reimbursement Plan</u> -- The terms, conditions, and limitations for the Medical Expense Reimbursement Plan will be as set forth in Section VIII of the Plan Document and described below:

Minimum Coverage - \$300.00 per Plan Year or a Prorated Amount for a Short Plan Year.

Maximum Coverage - \$2550.00 per Plan Year or a Prorated Amount for a Short Plan Year. In no event can the maximum exceed the limit as indicated by the IRS in accordance with the law.

Recordkeeper: American Fidelity Assurance Company

Restrictions: As outlined in Policy G-905/R1.

Grace Period: The Provisions in Section 8.06 of the Plan to permit a Grace Period with respect to the Medical Expense Reimbursement Plan are not elected.

Carryover: The Provisions in Section 8.07 of the Plan to permit a Carryover with respect to the Medical Expense Reimbursement Plan are not elected.

Eligibility Requirements for Participation, if different than Item C.

**8.** <u>Health Savings Accounts</u> – The Plan permits contributions to be made to a Health Savings Account on a pretax basis in accordance with Section X of the Plan and the following provisions:

HSA Trustee - N/A

Maximum Contribution - N/A

Limitation on Eligible Medical Expenses – For purposes of the Medical Reimbursement Plan, Eligible Medical Expenses of a Participant that is eligible for and elects to participate in a Health Savings Account shall be limited to expenses for:

#### N/A

Eligibility Requirements for Participation, if different than Item C.

- An Employee must complete a Certification of Health Savings Account Eligibility which confirms that the Participant is an eligible individual who is entitled to establish a Health Savings Account in accordance with Code Section 223(c)(1).
- b. Eligibility for the Health Savings Account shall begin on the later of (i) first day of the month coinciding with or next following the Employee's commencement of coverage under the High Deductible Health Plan, or (ii) the first day following the end of a Grace Period available to the Employee with respect to the Medical Reimbursement Accounts that are not limited to vision and dental expenses (unless the participant has a \$0.00 balance on the last day of the plan year).
- c. An Employee's eligibility for the Health Savings Account shall be determined monthly.

The Plan shall be construed, enforced, administered, and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974, (as amended) if applicable, the Internal Revenue Code of 1986 (as amended), and the laws of the State of California. Should any provision be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only, will be deemed not to include the provision determined to be void.

This Plan is nereby adopted _	•
	Rincon Valley Unified School District - 504 (Name of Employer)
By:	
Title:	
	APPENDIX A
Related	l Employers that have adopted this Plan
Name(s):	

THIS DOCUMENT IS NOT COMPLETE WITHOUT SECTIONS I THROUGH XIII
PD - 07/17 Document ID # 111146MCP #53642 Effective Date:01/01/2017 11/14/17 12:24 AM

#### SECTION 125 FLEXIBLE BENEFIT PLAN

#### **SECTION I**

#### **PURPOSE**

The Employer is establishing this Flexible Benefit Plan in order to make a broader range of benefits available to its Employees and their Beneficiaries. This Plan allows Employees to choose among different types of benefits and select the combination best suited to their individual goals, desires, and needs. These choices include an option to receive certain benefits in lieu of taxable compensation.

In establishing this Plan, the Employer desires to attract, reward, and retain highly qualified, competent Employees, and believes this Plan will help achieve that goal.

It is the intent of the Employer to establish this Plan in conformity with Section 125 of the Internal Revenue Code of 1986, as amended, and in compliance with applicable rules and regulations issued by the Internal Revenue Service. This Plan will grant to eligible Employees an opportunity to purchase qualified benefits which, when purchased alone by the Employer, would not be taxable.

#### **SECTION II**

#### **DEFINITIONS**

The following words and phrases appear in this Plan and will have the meaning indicated below unless a different meaning is plainly required by the context:

2.01	Administrator	The Employer unless another has been designated in writing by the Employer as Administrator within the meaning of Section 3(16) of ERISA (if applicable).
2.02	Beneficiary	Any person or persons designated by a participating Employee to receive any benefit payable under the Plan on account of the Employee's death.
2.02a	Carryover	The amount equal to the lesser of (a) any unused amounts from the immediately preceding Plan Year or (b) five hundred dollars (\$500), except that in no event may the Carryover be less than five dollars (\$5).
2.03	Code	Internal Revenue Code of 1986, as amended.

# 2.04 **Dependent** Any of the following:

(a) <u>Tax Dependent:</u> A Dependent includes a Participant's spouse and any other person who is a Participant's dependent within the meaning of Code Section 152, provided that, with respect to any plan that provides benefits that are excluded from an Employee's income under Code Section 105, a Participant's dependent (i) is any person within the meaning of Code Section 152, determined without regard to Subsections (b)(1), (b)(2), and (d)(1)(B) thereof, and (ii) includes any child of the Participant to whom

Code Section 152(e) applies (such child will be treated as a dependent of both divorced parents).

- Student on a Medically Necessary Leave of Absence: With respect (b) to any plan that is considered a group health plan under Michelle's Law (and not a HIPAA excepted benefit under Code Sections 9831(b), (c) and 9832(c)) and to the extent the Employer is required by Michelle's Law to provide continuation coverage, a Dependent includes a child who qualifies as a Tax Dependent (defined in Section 2.04(a)) because of his or her fulltime student status, is enrolled in a group health plan, and is on a medically necessary leave of absence from school. The child will continue to be a Dependent if the medically necessary leave of absence commences while the child is suffering from a serious illness or injury, is medically necessary, and causes the child to lose student status for purposes of the group health plan's benefits coverage. Written physician certification that the child is suffering from a serious illness or injury and that the leave of absence is medically necessary is required at the Administrator's request. The child will no longer be considered a Dependent as of the earliest date that the child is no longer on a medically necessary leave of absence, the date that is one year after the first day of the medically necessary leave of absence, or the date benefits would otherwise terminate under either the group health plan or this Plan. Terms related to Michelle's Law, and not otherwise defined, will have the meaning provided under the Michelle's Law provisions of Code Section 9813.
- (c) Adult Children: With respect to any plan that provides benefits that are excluded from an Employee's income under Code Section 105, a Dependent includes a child of a Participant who as of the end of the calendar year has not attained age 27. A 'child' for purpose of this Section 2.04(c) means an individual who is a son, daughter, stepson, or stepdaughter of the Participant, a legally adopted individual of the Participant, an individual who is lawfully placed with the Participant for legal adoption by the Participant, or an eligible foster child who is placed with the Participant by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction. An adult child described in this Section 2.04(c) is only a Dependent with respect to benefits provided after March 30, 2010 (subject to any other limitations of the Plan).

Dependent for purposes of the Dependent Care Reimbursement Plan is defined in Section 9.04(a).

The effective date of this Plan as shown in Item B of the Adoption Agreement.

The amount the Participant authorizes the Employer to reduce compensation for the purchase of benefits elected.

2.05 Effective Date

2.06 Elective Contribution

2.07	Eligible Employee	Employee meeting the eligibility requirements for participation as shown in Item C of the Adoption Agreement.
2.08	Employee	Any person employed by the Employer on or after the Effective Date.
2.09	Employer	The entity shown in Item A of the Adoption Agreement, and any Related Employers authorized to participate in the Plan with the approval of the Employer. Related Employers who participate in this Plan are listed in Appendix A to the Adoption Agreement. For the purposes of Section 11.01 and 11.02, only the Employer as shown in Item A of the Adoption Agreement may amend or terminate the Plan.
2.10	Employer Contributions	Amounts that have not been actually received by the Participant and are available to the Participant for the purpose of selecting benefits under the Plan. This term includes Non-Elective Contributions and Elective Contributions through salary reduction.
2.11	Entry Date	The date that an Employee is eligible to participate in the Plan.
2.12	ERISA	The Employee Retirement Income Security Act of 1974, Public Law 93-406 and all regulations and rulings issued thereunder, as amended (if applicable).
2.13	Fiduciary	The named fiduciary shall mean the Employer, the Administrator and other parties designated as such, but only with respect to any specific duties of each for the Plan as may be set forth in a written agreement.
2.14	Health Savings Account	A "health savings account" as defined in Section 223(d) of the Internal Revenue Code of 1986, as amended established by the Participant with the HSA Trustee.
2.15	HSA Trustee	The Trustee of the Health Savings Account which is designated in Section F.8 of the Adoption Agreement.
2.16	Highly Compensated	Any Employee who at any time during the Plan Year is a "highly compensated employee" as defined in Section 414(q) of the Code.
2.17	High Deductible Health Plan	A health plan that meets the statutory requirements for annual deductibles and out-of-pocket expenses set forth in Code section 223(c)(2).
2.18	НІРАА	The Health Insurance Portability and Accountability Act of 1996, as amended.
2.19	Insurer	Any insurance company that has issued a policy pursuant to the terms of this Plan.
2.20	Key Employee	Any Participant who is a "key employee" as defined in Section 416(i) of the Code.

2.21	Non-Elective Contribution	A contribution amount made available by the Employer for the purchase of benefits elected by the Participant.
2.22	Participant	An Employee who has qualified for Plan participation as provided in Item C of the Adoption Agreement.
2.23	Plan	The Plan referred to in Item A of the Adoption Agreement as may be amended from time to time.
2.24	Plan Year	The Plan Year as specified in Item D of the Adoption Agreement.
2.25	Policy	An insurance policy issued as a part of this Plan.
2.26	Preventative Care	Medical expenses which meet the safe harbor definition of "preventative care" set forth in IRS Notice 2004-23, which includes, but is not limited to, the following: (i) periodic health evaluations, such as annual physicals (and the tests and diagnostic procedures ordered in conjunction with such evaluations); (ii) well-baby and/or well-child care; (iii) immunizations for adults and children; (iv) tobacco cessation and obesity weight-loss programs; and (v) screening devices. However, preventative care does not generally include any service or benefit intended to treat an existing illness, injury or condition.
2.27	Recordkeeper	The person designated by the Employer to perform recordkeeping and other ministerial duties with respect to the Medical Expense Reimbursement Plan and/or the Dependent Care Reimbursement Plan.
2.28	Related Employer	Any employer that is a member of a related group of organizations with the Employer shown in Item A of the Adoption Agreement, and as specified under Code Section 414(b), (c) or (m).

#### **SECTION III**

### ELIGIBILITY, ENROLLMENT, AND PARTICIPATION

- 3.01 <u>ELIGIBILITY</u>: Each Employee of the Employer who has met the eligibility requirements of Item C of the Adoption Agreement will be eligible to participate in the Plan on the Entry Date specified or the Effective Date of the Plan, whichever is later. Dependent eligibility to receive benefits under any of the plans listed in Item F of the Adoption Agreement will be described in the documents governing those benefit plans. To the extent a Dependent is eligible to receive benefits under a plan listed in Item F, an Eligible Employee may elect coverage under this Plan with respect to such Dependent. Notwithstanding the foregoing, life insurance coverage on the life of a Dependent may not be elected under this Plan.
- 3.02 <u>ENROLLMENT</u>: An eligible Employee may enroll (or re-enroll) in the Plan by submitting to the Employer, during an enrollment period, an Election Form which specifies his or her benefit elections for the Plan Year and which meets such standards for completeness and accuracy as the Employer may establish. A Participant's Election Form shall be completed prior to the beginning of the Plan Year, and

shall not be effective prior to the date such form is submitted to the Employer. Any Election Form submitted by a Participant in accordance with this Section shall remain in effect until the earlier of the following dates: the date the Participant terminates participation in the Plan; or, the effective date of a subsequently filed Election Form.

A Participant's right to elect certain benefit coverage shall be limited hereunder to the extent such rights are limited in the Policy. Furthermore, a Participant will not be entitled to revoke an election after a period of coverage has commenced and to make a new election with respect to the remainder of the period of coverage unless both the revocation and the new election are on account of and consistent with a change in status, or other allowable events, as determined by Section 125 of the Internal Revenue Code and the regulations thereunder.

- 3.03 <u>TERMINATION OF PARTICIPATION</u>: A Participant shall continue to participate in the Plan until the earlier of the following dates:
  - a. The date the Participant terminates employment by death, disability, retirement or other separation from service; or
  - b. The date the Participant ceases to work for the Employer as an eligible Employee; or
  - c. The date of termination of the Plan; or
  - d. The first date a Participant fails to pay required contributions while on a leave of absence.
- 3.04 <u>SEPARATION FROM SERVICE</u>: The existing elections of an Employee who separates from the employment service of the Employer shall be deemed to be automatically terminated and the Employee will not receive benefits for the remaining portion of the Plan Year.
- QUALIFYING LEAVE UNDER FAMILY LEAVE ACT: Notwithstanding any provision to the 3.05 contrary in this Plan, if a Participant goes on a qualifying unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), to the extent required by the FMLA, the Employer will continue to maintain the Participant's existing coverage under the Plan with respect to benefits under Section V and Section VIII of the Plan on the same terms and conditions as though he were still an active Employee. If the Employee opts to continue his coverage, the Employee may pay his Elective Contribution with aftertax dollars while on leave (or pre-tax dollars to the extent he receives compensation during the leave), or the Employee may be given the option to pre-pay all or a portion of his Elective Contribution for the expected duration of the leave on a pre-tax salary reduction basis out of his pre-leave compensation (including unused sick days or vacation) by making a special election to that effect prior to the date such compensation would normally be made available to him (provided, however, that pre-tax dollars may not be utilized to fund coverage during the next plan year), or via other arrangements agreed upon between the Employee and the Administrator (e.g., the Administrator may fund coverage during the leave and withhold amounts upon the Employee's return). Upon return from such leave, the Employee will be permitted to reenter the Plan on the same basis the Employee was participating in the Plan prior to his leave, or as otherwise required by the FMLA.

#### **SECTION IV**

#### CONTRIBUTIONS

4.01 <u>EMPLOYER CONTRIBUTIONS</u>: The Employer may pay the costs of the benefits elected under the Plan with funds from the sources indicated in Item E of the Adoption Agreement. The Employer

Contribution may be made up of Non-Elective Contributions and/or Elective Contributions authorized by each Participant on a salary reduction basis.

- 4.02 IRREVOCABILITY OF ELECTIONS: A Participant may file a written election form with the Administrator before the end of the current Plan Year revising the rate of his contributions or discontinuing such contributions effective as of the first day of the next following Plan Year. The Participant's Elective Contributions will automatically terminate as of the date his employment terminates. Except as provided in this Section 4.02 and Section 4.03, a Participant's election under the Plan is irrevocable for the duration of the plan year to which it relates. The exceptions to the irrevocability requirement which would permit a mid-year election change in benefits and the salary reduction amount elected are set out in the Treasury regulations promulgated under Code Section 125, which include the following:
  - (a) <u>Change in Status</u>. A Participant may change or revoke his election under the Plan upon the occurrence of a valid change in status, but only if such change or termination is made on account of, and is consistent with, the change in status in accordance with the Treasury regulations promulgated under Section 125. The Employer, in its sole discretion as Administrator, shall determine whether a requested change is on account of and consistent with a change in status, as follows:
    - (1) Change in Employee's legal marital status, including marriage, divorce, death of spouse, legal separation, and annulment;
    - (2) Change in number of Dependents, including birth, adoption, placement for adoption, and death;
    - (3) Change in employment status, including any employment status change affecting benefit eligibility of the Employee, spouse or Dependent, such as termination or commencement of employment, change in hours, strike or lockout, a commencement or return from an unpaid leave of absence, and a change in work site. If the eligibility for either the cafeteria Plan or any underlying benefit plans of the Employer of the Employee, spouse or Dependent relies on the employment status of that individual, and there is a change in that individual's employment status resulting in gaining or losing eligibility under the Plan, this constitutes a valid change in status. This category only applies if benefit eligibility is lost or gained as a result of the event. If an Employee terminates and is rehired within 30 days, the Employee is required to step back into his previous election. If the Employee terminates and is rehired after 30 days, the Employee may either step back into the previous election or make a new election;
    - (4) Dependent satisfies, or ceases to satisfy, Dependent eligibility requirements due to attainment of age, gain or loss of student status, marriage or any similar circumstances; and
    - (5) Residence change of Employee, spouse or Dependent, affecting the Employee's eligibility for coverage.
  - (b) Special Enrollment Rights. If a Participant or his or her spouse or Dependent is entitled to special enrollment rights under a group health plan (other than an excepted benefit), as required by HIPAA under Code Section 9801(f), then a Participant may revoke a prior election for group health plan coverage and make a new election, provided that the election change corresponds with such HIPAA special enrollment right. As required by HIPAA, a special enrollment right will arise in the following circumstances: (i) a Participant or his or her spouse or Dependent declined to enroll in group health plan coverage because he or she had coverage, and eligibility for such coverage is subsequently lost because the coverage was provided under COBRA and the COBRA coverage was exhausted, or the coverage was non-COBRA coverage and the coverage terminated due to loss of eligibility for coverage or the employer contributions for the coverage were terminated; (ii) a new Dependent is acquired as a result of marriage, birth, adoption, or placement for adoption; (iii) the Participant's or his or her spouse's or Dependent's coverage under a Medicaid plan or under a

children's health insurance program (CHIP) is terminated as a result of loss of eligibility for such coverage and the Participant requests coverage under the group health plan not later than 60 days after the date of termination of such coverage; or (iv) the Participant, his or her spouse or Dependent becomes eligible for a state premium assistance subsidy from a Medicaid plan or through a state children's insurance program with respect to coverage under the group health plan and the Participant requests coverage under the group health plan not later than 60 days after the date the Participant, his or her spouse or Dependent is determined to be eligible for such assistance. An election change under (iii) or (iv) of this provision must be requested within 60 days after the termination of Medicaid or state health plan coverage or the determination of eligibility for a state premium assistance subsidy, as applicable. Special enrollment rights under the health insurance plan will be determined by the terms of the health insurance plan.

- (c) <u>Certain Judgments, Decrees or Orders</u>. If a judgment, decree or order resulting from a divorce, legal separation, annulment or change in legal custody (including a qualified medical child support order [QMCSO]) requires accident or health coverage for a Participant's child or for a foster child who is a dependent of the Participant, the Participant may have a mid-year election change to add or drop coverage consistent with the Order.
- (d) Entitlement to Medicare or Medicaid. If a Participant, Participant's spouse or Participant's Dependent who is enrolled in an accident or health plan of the Employer becomes entitled to Medicare or Medicaid (other than coverage consisting solely of benefits under Section 1928 of the Social Security Act providing for pediatric vaccines), the Participant may cancel or reduce health coverage under the Employer's Plan. Loss of Medicare or Medicaid entitlement would allow the Participant to add health coverage under the Employer's Plan.
- (e) <u>Family Medical Leave Act</u>. If an Employee is taking leave under the rules of the Family Medical Leave Act, the Employee may revoke previous elections and re-elect benefits upon return to work.
- (f) <u>COBRA Qualifying Event</u>. If an Employee has a COBRA qualifying event (a reduction in hours of the Employee, or a Dependent ceases eligibility), the Employee may increase his pre-tax contributions for coverage under the Employer's Plan if a COBRA event occurs with respect to the Employee, the Employee's spouse or Dependent. The COBRA rule does not apply to COBRA coverage under another Employer's Plan.
- (g) Changes in Eligibility for Adult Children. To the extent the Employer amends a plan listed in Item F of the Adoption Agreement that provides benefits that are excluded from an Employee's income under Code Section 105 to provide that Adult Children (as defined in Section 2.04(c)) are eligible to receive benefits under the plan, an Eligible Employee may make or change an election under this Plan to add coverage for the Adult Child and to make any corresponding change to the Eligible Employee's coverage that is consistent with adding coverage for the Adult Child.
- (h) Cancellation due to reduction in hours of service. A Participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:
  - (i) The Participant has been in an employment status under which the Participant was reasonably expected to average at least 30 hours of service per week and there is a change in that Participant's status so that the Participant will reasonably be expected to

- average less than 30 hours of service per week after the change, even if that reduction does not result in the Participant ceasing to be eligible under the group health plan; and
- (ii) The cancellation of the election of coverage under the Employer's group health plan coverage corresponds to the intended enrollment of the Participant, and any related individuals who cease coverage due to the cancellation, in another plan that provides minimum essential coverage with the new coverage effective no later than the first day of the second month following the month that includes the date the original coverage is cancelled.
- (i) <u>Cancellation due to enrollment in a Qualified Health Plan</u>. A participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:
  - (i) The Participant is eligible for a Special Enrollment Period (as as defined in Code Section 9801(f)) to enroll in a Qualified Health Plan(as described in section 1311 of the Patient Protection and Affordable Care Act (PPACA)) through a competitive marketplace established under section 1311(c) of PPACA (Marketplace), pursuant to guidance issued by the Department of Health and Human Services and any other applicable guidance, or the Participant seeks to enroll in a Qualified Health Plan through a Marketplace during the Marketplace's annual open enrollment period; and
  - (ii) The cancellation of the election of coverage under the Employer's group health plan coverage corresponds to the intended enrollment of the Participant and any related individuals who cease coverage due to the cancellation in a Qualified Health Plan through a Marketplace for new coverage that is effective beginning no later than the day immediately following the last day of the original coverage that is cancelled.

Notwithstanding anything to the contrary in this Section 4.02, the change in election rules in this Section 4.02 do not apply to the Medical Expense Reimbursement Plan, or may not be modified with respect to the Medical Expense Reimbursement Plan if the Plan is being administered by a Recordkeeper other than the Employer, unless the Employer and the Recordkeeper otherwise agree in writing.

- 4.03 <u>OTHER EXCEPTIONS TO IRREVOCABILITY OF ELECTIONS.</u> Other exceptions to the irrevocability of election requirement permit mid-year election changes and apply to all qualified benefits except for Medical Expense Reimbursement Plans, as follows:
  - (a) Change in Cost. If the cost of a benefit package option under the Plan significantly increases during the plan year, Participants may (i) make a corresponding increase in their salary reduction amount, (ii) revoke their elections and make a prospective election under another benefit option offering similar coverage, or (iii) revoke election completely if no similar coverage is available, including in spouse or dependent's plan. If the cost significantly decreases, employees may elect coverage even if they had not previously participated and may drop their previous election for a similar coverage option in order to elect the benefit package option that has decreased in cost during the year. If the increased or decreased cost of a benefit package option under the Plan is insignificant, the participant's salary reduction amount shall be automatically adjusted.
  - (b) Significant curtailment of coverage.

- (i) With no loss of coverage. If the coverage under a benefit package option is significantly curtailed or ceases during the Plan Year, affected Participants may revoke their elections for the curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage.
- (ii) With loss of coverage. If there is a significant curtailment of coverage with loss of coverage, affected Participants may revoke election for curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage, or drop coverage if no similar benefit package option is available.
- (c) <u>Addition or Significant Improvement of Benefit Package Option</u>. If during the Plan Year a new benefit package option is added or significantly improved, eligible employees, whether currently participating or not, may revoke their existing election and elect the newly added or newly improved option.
- (d) Change in Coverage of a Spouse or Dependent Under Another Employer's Plan. If there is a change in coverage of a spouse, former spouse, or Dependent under another employer's plan, a Participant may make a prospective election change that is on account of and corresponds with a change made under the plan of the spouse or Dependent. This rule applies if (1) mandatory changes in coverage are initiated by either the insurer of spouse's plan or by the spouse's employer, or (2) optional changes are initiated by the spouse's employer or by the spouse through open enrollment.
- (e) Loss of coverage under other group health coverage. If during the Plan Year coverage is lost under any group health coverage sponsored by a governmental or educational institution, a Participant may prospectively change his or her election to add group health coverage for the affected Participant or his or her spouse or dependent.
- 4.04 <u>CASH BENEFIT</u>: Available amounts not used for the purchase of benefits under this Plan may be considered a cash benefit under the Plan payable to the Participant as taxable income to the extent indicated in Item E of the Adoption Agreement.
- 4.05 PAYMENT FROM EMPLOYER'S GENERAL ASSETS: Payment of benefits under this Plan shall be made by the Employer from Elective Contributions which shall be held as a part of its general assets.
- 4.06 <u>EMPLOYER MAY HOLD ELECTIVE CONTRIBUTIONS</u>: Pending payment of benefits in accordance with the terms of this Plan, Elective Contributions may be retained by the Employer in a separate account or, if elected by the Employer and as permitted or required by regulations of the Internal Revenue Service, Department of Labor or other governmental agency, such amounts of Elective Contributions may be held in a trust pending payment.
- 4.07 <u>MAXIMUM EMPLOYER CONTRIBUTIONS</u>: With respect to each Participant, the maximum amount made available to pay benefits for any Plan Year shall not exceed the Employer's Contribution specified in the Adoption Agreement and as provided in this Plan.

## **SECTION V**

## GROUP MEDICAL INSURANCE BENEFIT PLAN

- 5.01 PURPOSE: These benefits provide the group medical insurance benefits to Participants.
- 5.02 <u>ELIGIBILITY</u>: Eligibility will be as required in Items F(1), F(3), and F(4) of the Adoption Agreement.
- 5.03 <u>DESCRIPTION OF BENEFITS</u>: The benefits available under this Plan will be as defined in Items F(1), F(3), and F(4) of the Adoption Agreement.
- 5.04 <u>TERMS, CONDITIONS AND LIMITATIONS</u>: The terms, conditions and limitations of the benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.
- 5.05 <u>COBRA</u>: To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA, Participants and Dependents shall be entitled to continued participation in this Group Medical Insurance Benefit Plan by contributing monthly (from their personal assets previously subject to taxation) 102% of the amount of the premium for the desired benefit during the period that such individual is entitled to elect continuation coverage, provided, however, in the event the continuation period is extended to 29 months due to disability, the premium to be paid for continuation coverage for the 11 month extension period shall be 150% of the applicable premium.
- 5.06 SECTION 105 AND 106 PLAN: It is the intention of the Employer that these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 105 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention. It is also the intention of the Employer to comply with the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 as outlined in the policies identified in the Adoption Agreement.
- 5.07 <u>CONTRIBUTIONS</u>: Contributions for these benefits will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.
- 5.08 <u>UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT:</u>
  Notwithstanding anything to the contrary herein, the Group Medical Insurance Benefit Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).

#### **SECTION VI**

## DISABILITY INCOME BENEFIT PLAN

- 6.01 <u>PURPOSE</u>: This benefit provides disability insurance designated to provide income to Participants during periods of absence from employment because of disability.
- 6.02 <u>ELIGIBILITY</u>: Eligibility will be as required in Item F(2) of the Adoption Agreement.
- 6.03 <u>DESCRIPTION OF BENEFITS</u>: The benefits available under this Plan will be as defined in Item F(2) of the Adoption Agreement.

- 6.04 <u>TERMS, CONDITIONS AND LIMITATIONS</u>: The terms, conditions and limitations of the Disability Income Benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.
- 6.05 <u>SECTION 104 AND 106 PLAN</u>: It is the intention of the Employer that the premiums paid for these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 104 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.
- 6.06 <u>CONTRIBUTIONS</u>: Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.

#### **SECTION VII**

## GROUP AND INDIVIDUAL LIFE INSURANCE PLAN

- 7.01 <u>PURPOSE</u>: This benefit provides group life insurance benefits to Participants and may provide certain individual policies as provided for in Item F(5) of the Adoption Agreement.
- 7.02 <u>ELIGIBILITY</u>: Eligibility will be as required in Item F(5) of the Adoption Agreement.
- 7.03 <u>DESCRIPTION OF BENEFITS</u>: The benefits available under this Plan will be as defined in Item F(5) of the Adoption Agreement.
- 7.04 <u>TERMS, CONDITIONS, AND LIMITATIONS</u>: The terms, conditions, and limitations of the group life insurance are specifically described in the Policy identified in the Adoption Agreement.
- 7.05 <u>SECTION 79 PLAN</u>: It is the intention of the Employer that the premiums paid for the benefits described in Item F(5) of the Adoption Agreement shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan to the extent provided in Code Section 79, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.
- 7.06 <u>CONTRIBUTIONS</u>: Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement. Any individual policies purchased by the Employer for the Participant will be owned by the Participant.

#### **SECTION VIII**

## MEDICAL EXPENSE REIMBURSEMENT PLAN

- 8.01 <u>PURPOSE</u>: The Medical Expense Reimbursement Plan is designed to provide for reimbursement of Eligible Medical Expenses (as defined in Section 8.04) that are not reimbursed under an insurance plan, through damages, or from any other source. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Sections 105 and 106, for Participants who elect this benefit and all provisions of this Section VIII shall be construed in a manner consistent with that intention.
- 8.02 <u>ELIGIBILITY</u>: The eligibility provisions are set forth in Item F(7) of the Adoption Agreement.

## 8.03 TERMS, CONDITIONS, AND LIMITATIONS:

- a. <u>Accounts</u>. The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Medical Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.
- b. <u>Maximum benefit</u>. The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's Elective Contribution allocated to the program during the Plan Year, not to exceed the maximum amount set forth in Item F(7) of the Adoption Agreement.
- Claim Procedure. In order to be reimbursed for any medical expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of expense as determined by the Reimbursement Recordkeeper. Forms for reimbursement of Eligible Medical Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Medical Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.
- d. <u>Funding</u>. The funding of the Medical Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administrative expenses become due and payable under this Medical Expense Reimbursement Plan.
- e. <u>Forfeiture</u>. Subject to Section 8.06 and 8.07, any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Medical Expenses incurred during the Participant's participation during the Plan Year shall be forfeited and shall remain assets of the Plan. With respect to a Participant who terminates employment with the Employer and who has not elected to continue coverage under this Plan pursuant to COBRA rights referenced under Section 8.03(f) herein, such Participant shall not be entitled to reimbursement for Eligible Medical Expenses incurred after his termination date regardless if such Participant has any amounts of Employer Contributions remaining to his credit. Upon the death of any Participant who has any amounts of Employer Contributions remaining to his credit, a dependent of the Participant may elect to continue to claim reimbursement for Eligible Medical Expenses in the same manner as the Participant could have for the balance of the Plan Year.
- f. <u>COBRA</u>. To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA ('COBRA"), a Participant and a Participant's Dependents shall be entitled to elect continued participation in this Medical Expense Reimbursement Plan only through the end of the plan year in which the qualifying event occurs, by contributing monthly (from their personal assets previously subject to taxation) to the Employer/Administrator, 102% of the amount of

desired reimbursement through the end of the Plan Year in which the qualifying event occurs. Specifically, such individuals will be eligible for COBRA continuation coverage only if they have a positive Medical Expense Reimbursement Account balance on the date of the qualifying event. Participants who have a deficit balance in their Medical Expense Reimbursement Account on the date of their qualifying event shall not be entitled to elect COBRA coverage. In lieu of COBRA, Participants may continue their coverage through the end of the current Plan Year by paying those premiums out of their last paycheck on a pre-tax basis.

- g. <u>Nondiscrimination</u>. Benefits provided under this Medical Expense Reimbursement Plan shall not be provided in a manner that discriminates in favor of Employees or Dependents who are highly compensated individuals, as provided under Section 105(h) of the Code and regulations promulgated thereunder.
- h. <u>Uniform Coverage Rule</u>. Notwithstanding that a Participant has not had withheld and credited to his account all of his contributions elected with respect to a particular Plan Year, the entire aggregate annual amount elected with respect to this Medical Expense Reimbursement Plan (increased by any Carryover to the Plan Year), shall be available at all times during such Plan Year to reimburse the participant for Eligible Medical Expenses with respect to this Medical Expense Reimbursement Plan. To the extent contributions with respect to this Medical Expense Reimbursement Plan are insufficient to pay such Eligible Medical Expenses, it shall be the Employer's obligation to provide adequate funds to cover any short fall for such Eligible Medical Expenses for a Participant; provided subsequent contributions with respect to this Medical Expense Reimbursement Plan by the Participant shall be available to reimburse the Employer for funds advanced to cover a previous short fall.
- i. <u>Uniformed Services Employment and Reemployment Rights Act.</u> Notwithstanding anything to the contrary herein, this Medical Expense Reimbursement Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).
- j. Proration of Limit. In the event that the Employer has purchased a uniform coverage risk policy from the Recordkeeper, then the Maximum Coverage amount specified in Section F.7 of the Adoption Agreement shall be pro rated with respect to (i) an Employee who becomes a Participant and enters the Plan during the Plan Year, and (ii) short plan years initiated by the Employer. Such Maximum Coverage amount will be pro rated by dividing the annual Maximum Coverage amount by 12, and multiplying the quotient by the number of remaining months in the Plan Year for the new Participant or the number of months in the short Plan Year, as applicable.
- k. Continuation Coverage for Certain Dependent Children. In the event that benefits under the Medical Expense Reimbursement Plan does not qualify for the exception from the portability rules of HIPAA, then, effective for Plan Years beginning on or after October 9, 2009, notwithstanding the foregoing provisions, coverage for a Dependent child who is enrolled in the Medical Expense Reimbursement Plan as a student at a post-secondary educational institution will not terminate due to a medically necessary leave of absence before a date that is the earlier of:
  - the date that is one year after the first day of the medically necessary leave of absence; or
  - the date on which such coverage would otherwise terminate under the terms of the Plan.

For purposes of this paragraph, "medically necessary leave of absence" means a leave of absence of the child from a post-secondary educational institution, or any other change in enrollment of the child at the institution, that: (i) commences while the child is suffering from a serious illness or injury; (ii) is medically necessary; and (iii) causes the child to lose student status for purposes of coverage under the terms of the Plan. A written certification must be provided by a treating physician of the dependent child to the Plan in order for the continuation coverage requirement to apply. The physician's certification must state that the child is suffering from a serious illness or injury and that the leave of absence (or other change in enrollment) is medically necessary.

## 8.04 <u>ELIGIBLE MEDICAL EXPENSES</u>:

- (a) Eligible Medical Expense in General. The phrase 'Eligible Medical Expense' means any expense incurred by a Participant or any of his Dependents (subject to the restrictions in Sections 8.04(b) and (c)) during a Plan Year that (i) qualifies as an expense incurred by the Participant or Dependents for medical care as defined in Code Section 213(d) and meets the requirements outlined in Code Section 125, (ii) is excluded from gross income of the Participant under Code Section 105(b), and (iii) has not been and will not be paid or reimbursed by any other insurance plan, through damages, or from any other source. Notwithstanding the above, capital expenditures are not Eligible Medical Expenses under this Plan. Further, notwithstanding the above, effective January 1, 2011, only the following drugs or medicines will constitute Eligible Medical Expenses:
  - (i.) Drugs or medicines that require a prescription;
  - (ii.) Drugs or medicines that are available without a prescription ("over-the-counter drugs or medicines") and the Participant or Dependent obtains a prescription; and
  - (iii.) Insulin.
- (b) Expenses Incurred After Commencement of Participation. Only medical care expenses incurred by a Participant or the Participant's Dependent(s) on or after the date such Participant commenced participation in the Medical Expense Reimbursement Plan shall constitute an Eligible Medical Expense.
- (c) <u>Eligible Expenses Incurred by Dependents.</u> For purposes of this Section, Eligible Medical Expenses incurred by Dependents defined in Section 2.04(c) are eligible for reimbursement if incurred after March 30, 2010; Eligible Medical Expenses incurred by Dependents defined in Sections 2.04(a) and (b) are eligible for reimbursement if incurred either before or after March 30, 2010 (subject to the restrictions of Section 8.04(b)).
- (d) <u>Health Savings Accounts.</u> If the Employer has elected in Item F.8 of the Adoption Agreement to allow Eligible Employees to contribute to Health Savings Accounts under the Plan, then for a Participant who is eligible for and elects to contribute to a Health Savings Accounts, Eligible Medical Expenses shall be limited as set forth in Item F.8 of the Adoption Agreement.
- 8.05 <u>USE OF DEBIT CARD</u>: In the event that the Employer elects to allow the use of debit cards ("Debit Cards") for reimbursement of Eligible Medical Expenses (other than over-the-counter drugs or medicines) under the Medical Expense Reimbursement Plan, the provisions described in this Section shall apply. However, beginning January 1, 2011, a Debit Card may not be used to purchase drugs or medicines over-the-counter.

- a. <u>Substantiation.</u> The following procedures shall be applied for purposes of substantiating claimed Eligible Medical Expenses after the use of a Debit Card to pay the claimed Eligible Medical Expense:
  - (i) If the dollar amount of the transaction at a health care provider equals the dollar amount of the co-payment for that service under the Employer's major medical plan of the specific employee-cardholder, the charge is fully substantiated without the need for submission of a receipt or further review.
  - (ii) If the merchant, service provider, or other independent third-party (e.g., pharmacy benefit manager), at the time and point of sale, provides information to verify to the Recordkeeper (including electronically by e-mail, the internet, intranet, or telephone) that the charge is for a medical expense, the charge is fully substantiated without the need for submission of a receipt or further review.
- b. <u>Status of Charges.</u> All charges to a Debit Card, other than co-payments and real-time substantiation as described in Subsection (a) above, are treated as conditional pending confirmation of the charge, and additional third-party information, such as merchant or service provider receipts, describing the service or product, the date of the service or sale, and the amount, must be submitted for review and substantiation.
- c. <u>Correction Procedures for Improper Payments.</u> In the event that a claim has been reimbursed and is subsequently identified as not qualifying for reimbursement, one or all of the following procedures shall apply:
  - (i) First, upon the Recordkeeper's identification of the improper payment, the Eligible Employee will be required to pay back to the Plan an amount equal to the improper payment.
  - (ii) Second, where the Eligible Employee does not pay back to the Plan the amount of the improper payment, the Employer will have the amount of the improper payment withheld from the Eligible Employee's wages or other compensation to the extent consistent with applicable law.
  - (iii) Third, if the improper payment still remains outstanding, the Plan may utilize a claim substitution or offset approach to resolve improper claims payments.
  - (iv) If the above correction efforts prove unsuccessful, or are otherwise unavailable, the Eligible Employee will remain indebted to the Employer for the amount of the improper payment. In that event and consistent with its business practices, the Employer may treat the payment as it would any other business indebtedness.
  - (v) In addition to the above, the Employer and the Plan may take other actions they may deem necessary, in their sole discretion, to ensure that further violations of the terms of the Debit Card do not occur, including, but not limited to, denial of access to the Debit Card until the indebtedness is repaid by the Eligible Employee.
- d. <u>Intent to Comply with Rev. Rul. 2003-43</u>. It is the Employer's intent that any use of Debit Cards to pay Eligible Medical Expenses shall comply with the guidelines for use of

such cards set forth in Rev. Rul. 2003-43, and this Section 8.05 shall be construed and interpreted in a manner necessary to comply with such guidelines.

- 8.06 GRACE PERIOD: If the Employer elects in Section F.7 of the Adoption Agreement to permit a Grace Period with respect to the Medical Reimbursement Plan, the provisions of this Section 8.06 shall apply. Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2005-42, a Participant who has unused contributions relating to the Medical Reimbursement Plan from the immediately preceding Plan Year, and who incurs Eligible Medical Expenses for such qualified benefit during the Grace Period, may be paid or reimbursed for those Eligible Medical Expenses from the unused contributions as if the expenses had been incurred in the immediately preceding Plan Year. For purposes of this Section, 'Grace Period' shall mean the period extending to the 15<sup>th</sup> day of the third calendar month after the end of the immediately preceding Plan Year to which it relates. Eligible Medical Expenses incurred during the Grace Period shall be reimbursed first from unused contributions allocated to the Medical Reimbursement Plan for the prior Plan Year, and then from unused contributions for the current Plan Year, if participant is enrolled in current Plan Year.
- 8.07 CARRYOVER: If the Employer elects in Section F.7 of the Adoption Agreement to permit a Carryover with respect to the Medical Reimbursement Plan, the provisions of this Section 8.07 shall apply. Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2013-71, the Carryover for a Participant who has an amount remaining unused as of the end of the runoff period for the Plan Year, may be used to pay or reimburse Eligible Medical Expenses during the following entire Plan Year. The Carryover does not count against or otherwise affect the Maximum benefit set forth in Section 8.03 (b). Eligible Medical Expenses incurred during a Plan Year shall be reimbursed first from unused contributions for the current Plan Year, and then from any Carryover carried over from the preceding Plan Year. Any unused amounts from the prior Plan Year that are used to reimburse a current Plan Year expense (a) reduce the amounts available to pay prior Plan Year expenses during the run-off period, (b) must be counted against any Carryover amount from the prior Plan Year, and (c) cannot exceed the maximum Carryover from the prior Plan Year. If the Employer elects to apply Section 8.06 in Section F.7 of the Adoption Agreement, this Section 8.07 shall not apply.

### **SECTION IX**

#### DEPENDENT CARE REIMBURSEMENT PLAN

- 9.01 <u>PURPOSE</u>: The Dependent Care Reimbursement Plan is designed to provide for reimbursement of certain employment-related dependent care expenses of the Participant. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Section 129, for Participants who elect this benefit, and all provisions of this Section IX shall be construed in a manner consistent with that intention.
- 9.02 <u>ELIGIBILITY</u>: The eligibility provisions are set forth in Item F(6) of the Adoption Agreement.

## 9.03 TERMS, CONDITIONS, AND LIMITATIONS:

a. <u>Accounts</u>. The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Dependent Care Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.

- b. <u>Maximum Benefit</u>. The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's allocation to the program during the Plan Year not to exceed the maximum amount set forth in Item F(6) of the adoption agreement.
  - For purpose of this Section IX, the phrase "earned income" shall mean wages, salaries, tips and other employee compensation, but only if such amounts are includible in gross income for the taxable year. A Participant's spouse who is physically or mentally incapable of self-care as described in Section 9.04(a)(ii) or a spouse who is a full-time student within the meaning of Code Section 21(e)(7) shall be deemed to have earned income for each month in which such spouse is so disabled (or a full-time student). The amount of such deemed earned income shall be \$250 per month in the case of one Dependent and \$500 per month in the case of two or more Dependents.
- c. <u>Claim Procedure</u>. In order to be reimbursed for any dependent care expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense from an independent third party acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of the expense as determined by the Reimbursement Recordkeeper. Claims for reimbursement of Eligible Dependent Care Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Dependent Care Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of the incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.
- d. <u>Funding</u>. The funding of the Dependent Care Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administration expenses become due and payable under this Dependent Care Expense Reimbursement Plan.
- e. <u>Forfeiture</u>. Any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Dependent Care Expenses incurred during the Plan Year shall be forfeited and remain assets of the Plan.
- f. Nondiscrimination. Benefits provided under this Dependent Care Reimbursement Plan shall not be provided in a manner that discriminates in favor of Highly Compensated Employees (as defined in Code Section 414(q)) or their dependents, as provided in Code Section 129. In addition, no more than 25 percent of the aggregate Eligible Dependent Care Expenses shall be reimbursed during a Plan Year to five percent owners, as provided in Code Section 129.

### 9.04 DEFINITIONS:

- a. "Dependent" (for purposes of this Section IX) means any individual who is:
  - (i) a Participant's qualifying child (as defined in Code Section 152 (c)) who has not attained the age of 13; or

- (ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively) or the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the taxpayer for more than half of the taxable year. For purposes of this Dependent Care Reimbursement Plan, an individual shall be considered physically or mentally incapable of self-care if, as a result of a physical or mental defect, the individual is incapable of caring for his or her hygienic or nutritional needs, or requires full-time attention of another person for his or her own safety or the safety of others.
- b. "Dependent Care Center" (for purposes of this Section IX) shall be a facility which:
  - (i) provides care for more than six individuals (other than individuals who reside at the facility);
  - (ii) receives a fee, payment, or grant for providing services for any of the individuals (regardless of whether such facility is operated for profit); and
  - (iii) satisfies all applicable laws and regulations of a state or unit of local government.
- c. <u>"Eligible Dependent Care Expenses"</u> (for purposes of this Section IX) shall mean expenses incurred by a Participant which are:
  - (i) incurred for the care of a Dependent of the Participant or for related household services;
  - (ii) paid or payable to a Dependent Care Service Provider; and
  - (iii) incurred to enable the Participant to be gainfully employed for any period for which there are one or more Dependents with respect to the Participant.

"Eligible Dependent Care Expenses" shall not include expenses incurred for services outside the Participant's household for the care of a Dependent unless such Dependent is (i) a qualifying child (as defined in Code Section 152 (c)) under the age of 13, or (ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively)), who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year, or (iii) the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year. Eligible Dependent Care Expenses shall be deemed to be incurred at the time the services to which the expenses relate are rendered.

- d. "Dependent Care Service Provider" (for purposes of this Section IX) means:
  - (i) a Dependent Care Center, or
  - (ii) a person who provides care or other services described in Section 9.04(b) and who is not a related individual described in Section 129(c) of the Code.

#### **SECTION X**

#### **HEALTH SAVINGS ACCOUNTS**

10.01 <u>PURPOSE</u>: If elected by the Employer in Section F.8 of the Adoption Agreement, the Plan will permit pre-tax contributions to the Health Savings Account, and the provisions of this Article X shall apply.

10.02 <u>BENEFITS</u>: A Participant can elect benefits under the Health Savings Accounts portion of this Plan by electing to pay his or her Health Savings Account contributions on a pre-tax salary reduction basis. In addition, the Employer may make contributions to the Health Savings Account for the benefit of the Participant.

## 10.03 TERMS, CONDITIONS AND LIMITATION:

- a. <u>Maximum Benefit</u>. The maximum annual contributions that may be made to a Participant's Health Savings Account under this Plan is set forth in Section F.8 of the Adoption Agreement.
- b. <u>Mid-Year Election Changes</u>. Notwithstanding any to the contrary herein, a Participant election with respect to contributions for the Health Savings Account shall be revocable during the duration of the Plan Year to which the election relates. Consequently, a Participant may change his or her election with respect to contributions for the Health Savings Account at any time.
- 10.04 <u>RESTRICTIONS ON MEDICAL REIMBURSEMENT PLAN</u>: If the Employer has elected in Section F.8 of the Adoption Agreement both Health Savings Accounts under this Plan and the Medical Expense Reimbursement Plan, then the Eligible Medical Expenses that may be reimbursed under the Medical Reimbursement Plan for Participants who are eligible for and elect to participate in Health Savings Accounts shall be limited as set forth in Section F.8 of the Adoption Agreement.
- 10.05 NO ESTABLISHMENT OF ERISA PLAN: It is the intent of the Employer that the establishment of Health Savings Accounts are completely voluntary on the part of Participants, and that, in accordance with Department of Labor Field Assistance Bulletin 2004-1, the Health Savings Accounts are not "employee welfare benefit plans" for purposes of Title I of ERISA.

#### **SECTION XI**

### AMENDMENT AND TERMINATION

- 11.01 <u>AMENDMENT</u>: The Employer shall have the right at any time, and from time to time, to amend, in whole or in part, any or all of the provisions of this Plan, provided that no such amendment shall change the terms and conditions of payment of any benefits to which Participants and covered dependents otherwise have become entitled to under the provisions of the Plan, unless such amendment is made to comply with federal or local laws or regulations. The Employer also shall have the right to make any amendment retroactively which is necessary to bring the Plan into conformity with the Code. In addition, the Employer may amend any provisions or any supplements to the Plan and may merge or combine supplements or add additional supplements to the Plan, or separate existing supplements into an additional number of supplements.
- 11.02 <u>TERMINATION</u>: The Employer shall have the right at any time to terminate this Plan, provided that such termination shall not eliminate any obligations of the Employer which therefore have arisen under the Plan.

#### **SECTION XII**

#### **ADMINISTRATION**

- 12.01 NAMED FIDUCIARIES: The Administrator shall be the fiduciary of the Plan.
- 12.02 <u>APPOINTMENT OF RECORDKEEPER</u>: The Employer may appoint a Reimbursement Recordkeeper which shall have the power and responsibility of performing recordkeeping and other ministerial duties arising under the Medical Expense Reimbursement Plan and the Dependent Care Reimbursement Plan provisions of this Plan. The Reimbursement Recordkeeper shall serve at the pleasure of, and may be removed by, the Employer without cause. The Recordkeeper shall receive reasonable compensation for its services as shall be agreed upon from time to time between the Administrator and the Recordkeeper.

## 12.03 POWERS AND RESPONSIBILITIES OF ADMINISTRATOR:

- a. <u>General</u>. The Administrator shall be vested with all powers and authority necessary in order to amend and administer the Plan, and is authorized to make such rules and regulations as it may deem necessary to carry out the provisions of the Plan. The Administrator shall determine any questions arising in the administration (including all questions of eligibility and determination of amount, time and manner of payments of benefits), construction, interpretation and application of the Plan, and the decision of the Administrator shall be final and binding on all persons.
- b. <u>Recordkeeping</u>. The Administrator shall keep full and complete records of the administration of the Plan. The Administrator shall prepare such reports and such information concerning the Plan and the administration thereof by the Administrator as may be required under the Code or ERISA and the regulations promulgated thereunder.
- c. <u>Inspection of Records</u>. The Administrator shall, during normal business hours, make available to each Participant for examination by the Participant at the principal office of the Administrator a copy of the Plan and such records of the Administrator as may pertain to such Participant. No Participant shall have the right to inquire as to or inspect the accounts or records with respect to other Participants.
- 12.04 <u>COMPENSATION AND EXPENSES OF ADMINISTRATOR</u>: The Administrator shall serve without compensation for services as such. All expenses of the Administrator shall be paid by the Employer. Such expenses shall include any expense incident to the functioning of the Plan, including, but not limited to, attorneys' fees, accounting and clerical charges, actuary fees and other costs of administering the Plan.
- 12.05 <u>LIABILITY OF ADMINISTRATOR</u>: Except as prohibited by law, the Administrator shall not be liable personally for any loss or damage or depreciation which may result in connection with the exercise of duties or of discretion hereunder or upon any other act or omission hereunder except when due to willful misconduct. In the event the Administrator is not covered by fiduciary liability insurance or similar insurance arrangements, the Employer shall indemnify and hold harmless the Administrator from any and all claims, losses, damages, expenses (including reasonable counsel fees approved by the Administrator) and liability (including any reasonable amounts paid in settlement with the Employer's approval) arising from any act or omission of the Administrator, except when the same is determined to be due to the willful misconduct of the Administrator by a court of competent jurisdiction.
- 12.06 <u>DELEGATIONS OF RESPONSIBILITY</u>: The Administrator shall have the authority to delegate, from time to time, all or any part of its responsibilities under the Plan to such person or persons as it may deem advisable and in the same manner to revoke any such delegation of responsibilities which shall have the same force and effect for all purposes hereunder as if such action had been taken by the Administrator. The Administrator shall not be liable for any acts or omissions of any such delegate.

The delegate shall report periodically to the Administrator concerning the discharge of the delegated responsibilities.

- 12.07 <u>RIGHT TO RECEIVE AND RELEASE NECESSARY INFORMATION</u>: The Administrator may release or obtain any information necessary for the application, implementation and determination of this Plan or other Plans without consent or notice to any person. This information may be released to or obtained from any insurance company, organization, or person subject to applicable law. Any individual claiming benefits under this Plan shall furnish to the Administrator such information as may be necessary to implement this provision.
- 12.08 <u>CLAIM FOR BENEFITS</u>: To obtain payment of any benefits under the Plan a Participant must comply with the rules and procedures of the particular benefit program elected pursuant to this Plan under which the Participant claims a benefit.
- 12.09 <u>GENERAL CLAIMS REVIEW PROCEDURE</u>: This provision shall apply only to the extent that a claim for benefits is not governed by a similar provision of a benefit program available under this Plan or is not governed by Section 12.10.
  - a. <u>Initial Claim for Benefits</u>. Each Participant may submit a claim for benefits to the Administrator as provided in Section 12.08. A Participant shall have no right to seek review of a denial of benefits, or to bring any action in any court to enforce a claim for benefits prior to his filing a claim for benefits and exhausting his rights to review under this section.
    - When a claim for benefits has been filed properly, such claim for benefits shall be evaluated and the claimant shall be notified of the approval or the denial within (90) days after the receipt of such claim unless special circumstances require an extension of time for processing the claim. If such an extension of time for processing is required, written notice of the extension shall be furnished to the claimant prior to the termination of the initial ninety (90) day period which shall specify the special circumstances requiring an extension and the date by which a final decision will be reached (which date shall not be later than one hundred and eighty (180) days after the date on which the claim was filed.) A claimant shall be given a written notice in which the claimant shall be advised as to whether the claim is granted or denied, in whole or in part. If a claim is denied, in whole or in part, the claimant shall be given written notice which shall contain (a) the specific reasons for the denial, (b) references to pertinent plan provisions upon which the claim and an explanation of why such material or information necessary to perfect the claim and an explanation of why such material or information is necessary, and (d) the claimant's rights to seek review of the denial.
  - b. Review of Claim Denial. If a claim is denied, in whole or in part, the claimant shall have the right to request that the Administrator review the denial, provided that the claimant files a written request for review with the Administrator within sixty (60) days after the date on which the claimant received written notification of the denial. A claimant (or his duly authorized representative) may review pertinent documents and submit issues and comments in writing to the Administrator. Within sixty (60) days after a request is received, the review shall be made and the claimant shall be advised in writing of the decision on review , unless special circumstances require an extension of time for processing the review, in which case the claimant shall be given a written notification within such initial sixty (60) day period specifying the reasons for the extension and when such review shall be completed (provided that such review shall be completed within one hundred and twenty (120) days after the date on which the request for review was filed.) The decision on review shall be forwarded to the claimant in writing and

shall include specific reasons for the decision and references to plan provisions upon which the decision is based. A decision on review shall be final and binding on all persons.

- c. <u>Exhaustion of Remedies</u>. If a claimant fails to file a request for review in accordance with the procedures herein outlined, such claimant shall have no rights to review and shall have no right to bring action in any court and the denial of the claim shall become final and binding on all persons for all purposes.
- 12.10 <u>SPECIAL CLAIMS REVIEW PROCEDURE</u>: The provisions of this Section 12.10 shall be applicable to claims under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan, effective on the first day of the first Plan Year beginning on or after July 1, 2002, but in no event later than January 1, 2003, provided such plans are subject to ERISA.
  - a. <u>Benefit Denials</u>: The Administrator is responsible for evaluating all claims for reimbursement under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan.

The Administrator will decide a Participant's claim within a reasonable time not longer than 30 days after it is received. This time period may be extended for an additional 15 days for matters beyond the control of the Administrator, including in cases where a claim is incomplete. The Participant will receive written notice of any extension, including the reasons for the extension and information on the date by which a decision by the Administrator is expected to be made. The Participant will be given 45 days in which to complete an incomplete claim. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the claim.

If the Administrator denies the claim, in whole or in part, the Participant will be furnished with a written notice of adverse benefit determination setting forth:

- 1. the specific reason or reasons for the denial;
- 2. reference to the specific Plan provision on which the denial is issued;
- a description of any additional material or information necessary for the Participant to complete his claim and an explanation of why such material or information is necessary, and
- 4. appropriate information as to the steps to be taken if the Participant wishes to appeal the Administrator's determination, including the participant's right to submit written comments and have them considered, his right to review (on request and at no charge) relevant documents and other information, and his right to file suit under ERISA with respect to any adverse determination after appeal of his claim.
- b. <u>Appealing Denied Claims</u>: If the Participant's claim is denied in whole or in part, he may appeal to the Administrator for a review of the denied claim. The appeal must be made in writing within 180 days of the Administrator's initial notice of adverse benefit determination, or else the participant will lose the right to appeal the denial. If the Participant does not appeal on time, he will also lose his right to file suit in court, as he will have failed to exhaust his internal administrative appeal rights, which is generally a prerequisite to bringing suit.

A Participant's written appeal should state the reasons that he feels his claim should not have been denied. It should include any additional facts and/or documents that the Participant feels support his claim. The Participant may also ask additional questions and make written comments, and may review (on request and at no charge) documents and other information relevant to his appeal. The Administrator will review all written comment the Participant submits with his appeal.

- c. Review of Appeal: The Administrator will review and decide the Participant's appeal within a reasonable time not longer than 60 days after it is submitted and will notify the Participant of its decision in writing. The individual who decides the appeal will not be the same individual who decided the initial claim denial and will not be that individual's subordinate. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the appeal, except that any medical expert consulted in connection with the appeal will be different from any expert consulted in connection with the initial claim. (The identity of a medical expert consulted in connection with the Participant's appeal will be provided.) If the decision on appeal affirms the initial denial of the Participant's claim, the Participant will be furnished with a notice of adverse benefit determination on review setting forth:
  - 1. The specific reason(s) for the denial,
  - 2. The specific Plan provision(s) on which the decision is based,
  - 3. A statement of the Participant's right to review (on request and at no charge) relevant documents and other information,
  - 4. If the Administrator relied on an "internal rule, guideline, protocol, or other similar criterion" in making the decision, a description of the specific rule, guideline, protocol, or other similar criterion or a statement that such a rule, guideline, protocol, or other similar criterion was relied on and that a copy of such rule, guideline, protocol, or other criterion will be provided free of charge to the Participant upon request," and
  - 5. A statement of the Participant's right to bring suit under ERISA § 502(a).
- 12.11 <u>PAYMENT TO REPRESENTATIVE</u>: In the event that a guardian, conservator or other legal representative has been duly appointed for a Participant entitled to any payment under the Plan, any such payment due may be made to the legal representative making claim therefor, and such payment so made shall be in complete discharge of the liabilities of the Plan therefor and the obligations of the Administrator and the Employer.
- 12.12 PROTECTED HEALTH INFORMATION. The provisions of this Section will apply only to those portions of the Plan that are considered a group health plan for purposes of 45 CFR Parts 160 and 164. The Plan may disclose PHI to employees of the Employer, or to other persons, only to the extent such disclosure is required or permitted pursuant to 45 CFR Parts 160 and 164. The Plan has implemented administrative, physical, and technical safeguards to reasonably and appropriately protect, and restrict access to and use of, electronic PHI, in accordance with Subpart C of 45 CFR Part 164. The applicable claims procedures under the Plan shall be used to resolve any issues of non-compliance by such individuals. The Employer will:

- not use or disclose PHI other than as permitted or required by the plan documents and permitted or required by law;
- reasonably and appropriately safeguard electronic PHI created, received, maintained, or transmitted to or by the it on behalf of the Plan, in accordance with Subpart C of 45 CFR Part 164;
- implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of the Plan;
- ensure that any agents including a subcontractors to whom it provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Employer with respect to such information;
- not use or disclose PHI for employment-related actions and decisions or in connection with any other employee benefit plan of the Employer;
- report to the Plan any use or disclosure of the information that is inconsistent with the permitted uses or disclosures provided for of which it becomes aware;
- make available PHI in accordance with 45 CFR Section 164.524;
- make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 CFR Section 164.526;
- make available the information required to provide an accounting of disclosures in accordance with 45 CFR Section 164.528;
- make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services or his designee upon request for purposes of determining compliance with 45 CFR Section 164.504(f);
- if feasible, return or destroy all PHI received from the Plan that the Employer still maintains in any form and retain no copies of such information when no longer needed for the purposes for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and,
- ensure that the adequate separation required in paragraph (f)(2)(iii) of 45 CFR Section 164.504 is established.

For purposes of this Section, "PHI" is "Protected Health Information" as defined in 45 CFR Section 160.103, which means individually identifiable health information, except as provided in paragraph (2) of the definition of "Protected Health Information" in 45 CFR Section 160.103, that is transmitted by electronic media; maintained in electronic media; or transmitted or maintained in any other form or medium by a covered entity, as defined in 45 CFR Section 164.104.

#### **SECTION XIII**

#### MISCELLANEOUS PROVISIONS

13.01 <u>INABILITY TO LOCATE PAYEE</u>: If the Plan Administrator is unable to make payment to any Participant or other person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such Participant or other person after reasonable efforts have been made to identify or locate such person, then such payment and all subsequent payments otherwise due to such Participant or other person shall be forfeited following a reasonable time after the date any such payment first became due.

- 13.02 <u>FORMS AND PROOFS</u>: Each Participant or Participant's Beneficiary eligible to receive any benefit hereunder shall complete such forms and furnish such proofs, receipts, and releases as shall be required by the Administrator.
- 13.03 <u>NO GUARANTEE OF TAX CONSEQUENCES</u>: Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant or a Dependent under the Plan will be excludable from the Participant's or Dependent's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant or Dependent.
- 13.04 PLAN NOT CONTRACT OF EMPLOYMENT: The Plan will not be deemed to constitute a contract of employment between the Employer and any Participant nor will the Plan be considered an inducement for the employment of any Participant or employee. Nothing contained in the Plan will be deemed to give any Participant or employee the right to be retained in the service of the Employer nor to interfere with the right of the Employer to discharge any Participant or employee at any time regardless of the effect such discharge may have upon that individual as a Participant in the Plan.
- 13.05 NON-ASSIGNABILITY: No benefit under the Plan shall be liable for any debt, liability, contract, engagement or tort of any Participant or his Beneficiary, nor be subject to charge, anticipation, sale, assignment, transfer, encumbrance, pledge, attachment, garnishment, execution or other voluntary or involuntary alienation or other legal or equitable process, nor transferability by operation of law.
- 13.06 <u>SEVERABILITY</u>: If any provision of the Plan will be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions hereof will continue to be fully effective.

#### 13.07 CONSTRUCTION:

- a. Words used herein in the masculine or feminine gender shall be construed as the feminine or masculine gender, respectively where appropriate.
- b. Words used herein in the singular or plural shall be construed as the plural or singular, respectively, where appropriate.
- 13.08 NONDISCRIMINATION: In accordance with Code Section 125(b)(1), (2), and (3), this Plan is intended not to discriminate in favor of Highly Compensated Participants (as defined in Code Section 125(e)(1)) as to contributions and benefits nor to provide more than 25% of all qualified benefits to Key Employees. If, in the judgment of the Administrator, more than 25% of the total nontaxable benefits are provided to Key Employees, or the Plan discriminates in any other manner (or is at risk of possible discrimination), then, notwithstanding any other provision contained herein to the contrary, and, in accordance with the applicable provisions of the Code, the Administrator shall, after written notification to affected Participants, reduce or adjust such contributions and benefits under the Plan as shall be necessary to insure that, in the judgment of the Administrator, the Plan shall not be discriminatory.
- 13.09 ERISA. The Plan shall be construed, enforced, and administered and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974 (as amended), the Internal Revenue Code of 1986 (as amended), and the laws of the State indicated in the Adoption Agreement. Notwithstanding anything to the contrary herein, the provisions of ERISA will not apply to this Plan if the Plan is exempt from coverage under ERISA. Should any provisions be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only will be deemed not to include the provision determined to be void.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

## Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

## Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

## All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

## How to contact American Fidelity Assurance Company:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: jasper.purvis@americanfidelity.com

## To advise American Fidelity Assurance Company of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at

jasper.purvis@americanfidelity.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to jasper.purvis@americanfidelity.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

# To withdraw your consent with American Fidelity Assurance Company

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may; ii. send us an e-mail to jasper.purvis@americanfidelity.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Required hardware and software		
Operating Systems:	Windows2000? or WindowsXP?	
Browsers (for SENDERS):	Internet Explorer 6.0? or above	
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0,	
	NetScape 7.2 (or above)	
Email:	Access to a valid email account	
Screen Resolution:	800 x 600 minimum	
Enabled Security Settings:	•Allow per session cookies	
	•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection	

<sup>\*\*</sup> These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will

have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify American Fidelity Assurance Company as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by American Fidelity Assurance Company during the course of my relationship with you.

(/)

(https://curry.virginia.edu) Faculty & Research (/faculty-research)/
Centers, Labs & Projects (/faculty-research/centers-labs-projects)/
Research Labs (/faculty-research/centers-labs-projects/research-labs)/
Institutes on Academic Diversity (/faculty-research/centers-labs-projects/research-labs/institutes-academic-diversity)/
IAD - Best Practices Institute

Register for the Best Practices Institute

REGISTER
NOW FOR
MARCH 1-3,
2018
(HTTPS://P
CI.FOC.VIR
GINIA.EDU/
CURRY/IADBESTPRACTICESINSTITUTE)

## Travel Info

● HOTEL, TRAVEL, HELPFUL HINTS (HTTPS://C URRY.VIRGI NIA.EDU/IA D-TRAVEL)

# IAD - BEST PRACTICES INSTITUTE

Best Practices Institute (http://www.differentiationcentral.com/)

March 1 - 3, 2018

Early bird rates until February 2, 2018:

\$379 per person - individuals 1 - 5

\$359 per person - groups of 6 and up

### **About the Conference:**

Each year our Best Practices Institute provides educators and educational leaders from across the nation with the opportunity to not only gain a solid foundation of the principles and practices of Differentiated Instruction (DI) but also to gain insights into how those elements intersect with current best practices in the field of education.

Participants will begin each day with Carol Tomlinson in the General Session, examining the non-negotiables of differentiation and how those can be balanced with the realities of schools, such as content standards. Following each morning's General Session, participants choose from a wide variety of Breakout Sessions based on individual needs or interests. Breakout Sessions vary in topics, grade and school levels, content areas, and complexity of content presented.

For example, classroom teachers will find opportunities to gain insights and practical strategies pertaining to management, planning, instructional strategies, and communicating with students and parents

about differentiation. Administrators and teacher leaders will be able to attend sessions that emphasize the change process, long-range planning, and communicating with teachers about differentiation.

Other sessions focus on assessment (both formative and summative), working with special populations of students, and creating the infrastructure to have a differentiated classroom, as well as opportunities to partner with a conference consultant for individual or small-group support. Regardless of whether you are a beginner or an expert, classroom teacher or district superintendent, kindergarten teacher or college professor, sessions are differentiated to help you grow according to your personal and professional goals.

Registration is completed through an online form and payment system. Space is available on a first-come, first-served basis. No spaces can be reserved without payment.

## **Making Your Plans:**

The Institute registration fee includes conference materials and catered meals each day for breakfast, lunch and afternoon snack. Dinner is on your own. Participants are responsible for arranging transportation and accommodations for the Institute. Sessions will begin promptly each day at 8:00 a.m. and will end each day at 3:45 p.m.

## **Large Groups:**

For school districts wanting to send large groups but who do not have the names of the participants at the time of registration, please fill out the 'Contact Person' area on the registration form with someone who can be a contact for the group. Please fill in the number of participants who will be attending on the registration form with 'TBD' and then pay for those spaces. 'TBD' participant names and email addresses should be provided no later than **two weeks prior to the start of the conference** to Kim Jennings at <a href="mailto:ksj5r@virginia.edu">ksj5r@virginia.edu</a> (mailto:ksj5r@virginia.edu). Please note: the online registration and payment form can only handle fifteen participants at one time. If you

#### **AGREEMENT**

This Agreement ("Agreement") is made and entered into as of the 12th day of December, 2017 by and between the Rincon Valley Union School District, ("District") and Recology Sonoma Marin, a California corporation ("Contractor"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

- 1. **Services**. Contractor shall provide refuse pickup and disposal services as further described in **Exhibit "A"** attached hereto and incorporated herein by this reference ("Services").
- 2. **Sites**. Contractor shall perform the Services at each of the locations identified in **Exhibit "B"** attached hereto and incorporated herein by this reference (collective "Sites", and each a "Site").
- 3. **Term**. Contractor shall commence providing the Services under this Agreement on January 1, 2018, and will diligently perform the Services as required through December 31, 2018, at which time the Agreement shall terminate, unless this Agreement is terminated and/or otherwise cancelled prior to that time. The contract may be extended on a year to year basis for an additional five (5) years if both parties are agreeable.
- 4. **Contract Documents**. This Agreement incorporates by this reference the Contract Documents attached hereto. Contractor, by executing this Agreement, agrees to comply with all obligations set forth in the Contract Documents. The Contract Documents include only the following documents, as indicated:

Notice to Bidders  √ Instructions to Bidders	$\underline{\hspace{0.1cm}\sqrt{\hspace{0.1cm}}}$ Insurance Certificates and Endorsements
Bid Form and Proposal Bid Bond ✓ Non-Collusion Declaration ✓ Workers' Compensation Certification ✓ Criminal Background Investigation	Performance Bond  ✓ Exhibit "A" (Description of Services)  ✓ Exhibit "B" (Description of Sites)  ✓ Exhibit "C" (Rates)  — [Other]
Certification Drug-Free Workplace Certification Tobacco-Free Environment Certification	

- 5. **Submittal of Documents**. Contractor shall not commence the Services under this Agreement until Contractor has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated above.
- 6. **Compensation**. District agrees to pay Contractor for services satisfactorily rendered pursuant to this Agreement according to the following terms and conditions:
  - 6.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the Services as determined by the District. Payment shall be made within thirty (30) days after Contractor submits an invoice to the District for Services actually completed and after the District's written approval of the Services, or the portion of the Services for which payment is to be made.

- 6.2. The Services shall be performed at the rates set forth in the completed Bid Form and Proposal submitted by Contractor and accepted by District.
- 6.3. Each written invoice shall specify each Site served, the size of the bins at the Site and the frequency of pickups at the Site.
- 6.4. District may increase or decrease the size of bin(s) and frequency of pickup(s) at any Site or all Sites by notice to Contractor.
- 7. **Expenses**. District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District.
- 8. Independent Contractor. Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees. In the performance of the work herein contemplated, Contractor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.
- 9. **Materials**. Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.

#### 10. Performance of Services.

- 10.1. **Standard of Care**. Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Contractor's services will be performed in strict conformity with all Contract Documents.
- 10.2. **District Approval**. The Services hereunder must meet the approval of the District and shall be subject to the District's general right of supervision to secure the satisfactory performance thereof.
- 11. **Disputes**. In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Contractor agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which the District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, the Contractor shall comply with all claims presentation requirements as

provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to the Contractor's right to bring a civil action against the District. For purposes of those provisions, the running of the time within which a claim must be presented to the District shall be tolled from the time the Contractor submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

#### 12. Termination.

- 12.1. **For Convenience by District**. District may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by Contractor or no later than thirty days' (30) calendar days after the day of mailing, whichever is sooner.
- 12.2. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
  - 12.2.1. material violation of this Agreement by Contractor; or
  - 12.2.2. any act by Contractor exposing the District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Contractor. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, Contractor shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

#### 13. Indemnification.

- 13.1. To the furthest extent permitted by California law, Contractor shall indemnify and hold harmless the District, its agents, representatives, officers, consultants, employees, and volunteers (the "Indemnified Parties") from any and all demands, losses, liabilities, claims, suits, and actions (the "claims") of any kind, nature, and description, including, but not limited to, attorneys' fees and costs, directly or indirectly arising from, arising out of, connected with, or resulting from the performance of this Agreement unless the claims are caused wholly by the sole or active negligence or willful misconduct of the Indemnified Parties.
- 13.2. Contractor shall also, to the furthest extent permitted by California law, defend the Indemnified Parties at Contractor's own expense, including attorneys' fees and costs, from any and all claims directly or indirectly arising from, arising out of, connected with, or resulting from the performance of this Agreement unless the claims are caused wholly by the sole or active negligence or willful misconduct of the Indemnified Parties. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the District.

- 13.3. Pursuant to Public Contract Code section 9201, the District shall provide timely notification to Contractor of the receipt of any third-party claim relating to this Agreement. The District shall be entitled to recover its reasonable costs incurred in providing said notification.
- 13.4. The District may retain so much of the moneys due the Contractor as shall be considered necessary, until disposition of any such suit, claims or actions for damages or until the District has received written agreement from the Contractor that it will unconditionally defend the Indemnified Parties, and pay any damages due by reason of settlement or judgment.
- 13.5. The defense and indemnification obligations hereunder shall survive the completion of Services and/or the termination of the Agreement.

#### 14. Insurance.

14.1. Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Commercial General Liability : \$ 5,000,000 (\*General Aggregate - \$10,000,000) Commercial Auto : \$ 10,000,000 (\*General Aggregate - \$20,000,000)

Worker's Comp : \$ 1,000,000 (statutory limit)

Employers' Liability : \$ 1,000,000

A pollution endorsement is required on the Commercial Auto policy in an amount of no less than \$1,000,000.

- 14.1.1. Commercial General Liability and Automobile Liability Insurance.

  Commercial General Liability Insurance and Any Auto Automobile Liability
  Insurance that shall protect Contractor, the District, and the State from all
  claims of bodily injury, property damage, personal injury, death, advertising
  injury, and medical payments arising performing any portion of the Services.

  (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the
  District.)
- 14.1.2. Workers' Compensation and Employers' Liability Insurance. Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.
- 14.2. **Proof of Insurance**. Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:
  - 14.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District,

- stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."
- 14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
- 14.2.3. An endorsement stating that the District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, and Employers' Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District under all policies except Workers' Compensation and Employer's Liability Insurance. An endorsement shall also state that there shall be a waiver of any subrogation.
- 14.2.4. All policies except the Workers' Compensation and Employers' Liability Insurance Policies shall be written on an occurrence form.
- 14.3. **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.
- 15. **Assignment**. The obligations of Contractor pursuant to this Agreement shall not be assigned by Contractor.
- 16. Compliance with Laws. Contractor shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Contractor shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Contractor observes that any of the Services required by this Agreement are at variance with any such laws, ordinance, rules or regulations, Contractor shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Contractor's receipt of a written termination notice from the District.
- 17. Certificates/Permits/Licenses/Registration. Contractor and all Contractor's employees or agents shall secure and maintain in force such certificates, permits, licenses and registration as are required by law in connection with the furnishing of Services pursuant to this Agreement.
- 18. Anti-Discrimination. It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore Contractor agrees to comply with applicable federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code section 1735 and District policy. In addition, Contractor agrees to require like compliance by all of its subcontractor(s).
- 19. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Contractor's performing of any portion of the Services.

- 20. **No Rights in Third Parties**. This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 21. District's Evaluation of Contractor and Contractor's Employees and/or Subcontractors. The District may evaluate Contractor in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
  - 21.1. Requesting that District employee(s) evaluate Contractor and Contractor's employees and subcontractors and each of their performance.
  - 21.2. Announced and unannounced observance of Contractor, Contractor's employee(s), and/or subcontractor(s).
- 22. Limitation of District Liability. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
- 23. Confidentiality. Contractor and all Contractor's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Contractor understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
- 24. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

Contractor:

Rincon Valley Union School District	Recology Sonoma Marin
1000 Yulupa Avenue	c/o Recology Inc.
Santa Rosa, CA 95405	50 California Street, 24th Floor
Fax:	San Francisco, California 94111
ATTN:	ATTN: Legal Department

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) calendar days after deposit in the United States mail.

25. Integration/Entire Agreement of Parties. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

District:

- 26. California Law. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's administrative offices are located.
- 27. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
- 28. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
- 29. Provisions Required By Law Deemed Inserted. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
- 30. **Authority to Bind Parties**. Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
- 31. Attorney's Fees/Costs. Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
- 32. Captions and Interpretations. Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
- 33. Calculation of Time. For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
- 34. **Signature Authority**. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
- 35. **Counterparts**. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 36. Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

[Signatures on Following Page.]

below.	WHEREOF, the Parties hereto have	e executed this Agreement on the date indicated				
Dated:, 20		Dated: December, 2017				
Rincon Valle	y Union School District	Recology Sonoma Marin				
By: Print Name:		By:				
Print Title:		Print Name: Michael J. Sangiacomo  Print Title: President & CEO				
Information	regarding Contractor:					
License No.:		<u>82-2403486</u> :				
Address:	c/o Recology Inc. 50 California Street, 24 <sup>th</sup> Floor San Francisco, CA 94111 Attn: Legal Department	Employer Identification and/or Social Security Number  NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of				
Telephone:	Fred Stemmler, General Manager 503-781-4806 (cell)	the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the				
Facsimile:	N/A	recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply				
E-Mail:	Fred Stemmler, General Manager fstemmler@recology.com					
	ual oprietorship ship	in this section.				

# EXHIBIT "A" DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

- Contractor shall pick up and dispose of all refuse generated at the locations indicated in Exhibit "B", attached hereto, in accordance with the frequency of pickup and size of bin stated therein. District may increase or decrease bin size and/or frequency of pickup at any time during this Agreement. The rates for all services hereunder shall be as set forth on Exhibit "C".
- 2. Refuse will be placed in contractor-furnished containers by school employees. The driver employed by Contractor shall move or turn the container before emptying if and as necessary.
- 3. Contractor shall furnish container bins in the quantity and size requested and maintain them watertight and in a state of good repair. All containers shall be provided with casters and lids. Container design shall be in accordance with all applicable rules and regulations of the City, County, State and health authorities. District shall request replacement bins when deemed necessary by appropriate District representatives for reasons of health and safety on school grounds.
- 4. The term "Refuse" as used in this Agreement will include all refuse normally generated at a public school, District Administrative Offices, and Maintenance and Operations.
- 5. Some sites may require more than one bin for pickup.
- 6. Twenty (20) cubic yard dumpsters shall be provided under this Agreement on an as requested "on call" basis. Each school shall be entitled to one (1) collection of this dumpster per calendar year at no charge. Additional collections shall be charged at the rates set forth on Exhibit "C".
- 7. Contractor must offer a recycling program which shall include newspaper, office paper, aluminum, glass, and cardboard. A "single stream" recycling program is preferred.
- 8. Contractor agrees that it will not pick up before 6:30 AM or after 9:00 PM or while students are present and near collection site during the hours that school is session.
- 9. Contractor will be responsible for cleaning up any spills that it causes during the course of pickup and disposal of trash for the District.
- 10. During Thanksgiving break, winter break, spring break and summer break refuse and recycling service will be on call as needed. The school year without breaks is approximately 36 weeks.
- 11. On January 1, 2019 and each January 1 thereafter, each rate in Exhibit "C" shall be adjusted by the annual change in the Consumer Price Index for All Urban Consumers for the San Francisco-Oakland-San Jose area (Series ID: CUURA422SA0).
- 12. If a recyclables or organic waste container appears to contain over 10% non-recyclable or non-compostable material, then Contractor may either not collect the container, or collect it as refuse and charge District a contamination charge. Contractor shall not be required to collect any container that contains any hazardous waste or waste requiring special handling. In the event of non-collection, Contractor shall leave a tag indicating the reason.

# EXHIBIT "B" DESCRIPTION OF SITES

Site	Refuse Container Quantity/ Size	Normal Service	Recycle Container Quantity/ Size	Normal Service	Organics Container Quantity/ Size	Normal Service
District Office 1000 Yulupa Avenue Santa Rosa CA 95405	4 Cubic Yards	One time per week : Friday	3 Cubic Yards	Once Per Week: Friday	Two (2) 95 gallon waste containers	One time per week: Friday
Austin Creek Elementary School 1480 Snowy Egret Drive Santa Rosa, CA 95409	3 Cubic Yard	Twice per week: Tues. and Friday	3 Cubic Yards	Once Per Week: Friday	Three (3) 95 gallon waste containers	One time per week: Friday
Binkley Elementary School 4965 Canyon Drive Santa Rosa, CA 95409	3 Cubic Yard	Twice per week, Tues. and Friday	3 Cubic Yards	Once Per Week: Friday	Three (3) 95 gallon waste containers	One time per week: Friday
Madrone Elementary School 4550 Rinconada Drive Santa Rosa, CA 95409	3 Cubic Yard	Twice per week	3 Cubic Yards	Once Per Week: Friday	Three (3) 95 gallon waste containers	One time per week: Friday
Matanzas Elementary School 1687 Yulupa Avenue Santa Rosa, CA 95405	3 Cubic Yard	Twice per week	3 Cubic Yards	Once Per Week: Friday	Three (3) 95 gallon waste containers	One time per week: Friday
Sequoia Elementary School 5305 Dupont Drive Santa Rosa, CA 95409	3 Cubic Yard	Twice per week	3 Cubic Yards	Once Per Week: Friday	Three (3) 95 gallon waste containers	One time per week: Friday
Spring Creek Elementary School 4675 Mayette Avenue Santa Rosa, CA 95405	3 Cubic Yard	Twice per week	3 Cubic Yards	Once Per Week: Friday	Three (3) 95 gallon waste containers	One time per week: Friday
Village Elementary School 900 Yulupa Avenue Santa Rosa, CA 95405	3 Cubic Yard	Twice per week	3 Cubic Yards	Once Per Week: Friday	Three (3) 95 gallon waste containers	One time per week: Friday
Whited Elementary School 4995 Sonoma Highway Santa Rosa, CA 95409	3 Cubic Yard	Twice per week	3 Cubic Yards		Three (3) 95 gallon waste containers	One time per week: Friday

#### **WORKERS' COMPENSATION CERTIFICATION**

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Services of this Agreement.

Date:	December 12, 2017
Name of Contractor:	Recology Sonoma Marin
Signature:	
Print Name and Title:	Michael J. Sangiacomo, President & CEO

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Services under this Agreement.)

## FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

One of the two boxes below <u>must</u> be checked, with the corresponding certification provided, and this form attached to the Agreement:

$\boxtimes$	appropriate steps to protect employees so that the fingerp Code section 45125.1 shall r authorized District official, I am	we only limited contact, if any, with District pupils and the District will take the safety of any pupils that may come in contact with Contractor's winting and criminal background investigation requirements of Education not apply to Contractor for the services under this Agreement. As an familiar with the facts herein certified, and am authorized to execute this rict. (Education Code § 45125.1 (c))				
	Date:					
	District Representative's Name and Title:					
	District Representative's Signature:					
	The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Contractor's services under this Agreement and Contractor certifies its compliance with these provisions as follows: "Contractor certifies that the Contractor has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Contractor's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Contractor, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto."					
		actor entering into this Agreement with the District and I am familiar with authorized and qualified to execute this certificate on behalf of Contractor.				
	Date:	<u>N/A</u>				
	Name of Contractor:	N/A				
	Signature:	N/A				
	Print Name and Title:	N/A				

# EXHIBIT "C" RATES AS OF JANUARY 1, 2018

# PART I – Rates for Initial Service Levels

	No.	Size	Freq./Wk.	Fee/Mo.
District Office	1	4 Yard	1	\$322.62
1000 Yulupa Avenue	1	3 Yard	1	\$96.29
Santa Rosa, CA 95405	2	95 Gal	1	\$96.46
Total				\$515.37
Austin Creek Elementary School	1	3 Yard	2	\$510.20
1480 Snowy Egret Drive	1	3 Yard	1	\$96.29
Santa Rosa, CA 95409	3	95 Gal	1	\$144.69
Total				\$751.18
Binkley Elementary School	1	3 Yard	2	\$510.20
4965 Canyon Drive	1	3 Yard	1	\$96.29
Santa Rosa, CA 95409	3	95 Gal	1	\$144.69
Total				\$751.18
Madron Elementary School	1	3 Yard	2	\$510.20
4550 Rinconada Drive	1	3 Yard	1	\$96.29
Santa Rosa, CA 95409	3	95 Gal	1	\$144.69
Total				\$751.18
Matanzas Elementary School	1	3 Yard	2	\$510.20
1687 Yulupa Avenue	1	3 Yard	1	\$96.29
Santa Rosa, CA 95405	3	95 Gal	1	\$144.69
Total				\$751.18
Sequoia Elementary School	1	3 Yard	2	\$510.20
5305 Dupont Drive	1	3 Yard	1	\$96.29
Santa Rosa, CA 95405	3	95 Gal	1	\$144.69
Total				\$751.18
Spring Creek Elementary School	1	3 Yard	2	\$510.20
4675 Mayette Avenue	1	3 Yard	1	\$96.29
Santa Rosa, CA 95405	3	95 Gal	1	\$144.69
Total				\$751.18
Village Elementary School	1	3 Yard	2	\$510.20
900 Yulupa Avenue	1	3 Yard	1	\$96.29
Santa Rosa, CA 95405	3	95 Gal	1	\$144.69
Total				\$751.18
Whited Elementary School	1	3 Yard	2	\$510.20
4995 Sonoma Highway	1	3 Yard	1	\$96.29
Santa Rosa, CA 95409	3	95 Gal	1	\$144.69
Total				\$751.18
GRAND TOTAL				\$6,524.81

Key: White = Solid Waste. Blue = Recyclables. Green = Organic Waste.

# EXHIBIT "C" RATES AS OF JANUARY 1, 2018

## PART II - Standard Rates & Charges

Solid Waste*	
1 Yard	\$122.10/month
2 Yard	\$188.58/month
3 Yard	\$255.10/month
4 Yard	\$322.62/month
6 Yard	\$453.67/month
Recyclable Materials*	
96 Gallon	\$10.58/month
1 Yard	\$92.29/month
2 Yard	\$94.29/month
3 Yard	\$96.29/month
4 Yard	\$99.29/month
6 Yard	\$101.29/month
Organic Waste*	
96 Gallon	\$48.23/month
1 Yard	\$171.72/month
2 Yard	\$253.19/month
3 Yard	\$334.66/month
4 Yard	\$417.13/month
6 Yard	\$578.04/month
Other Charges	
Cart Contamination Charge	\$35.00/occurrence
Bin Contamination Charge	\$100.00/occurrence
Lock Fee	\$10.00/lock/month

<sup>\*</sup> For collection of 1 container 1 time per week.

# BOARD OF DIRECTORS OF THE RINCON VALLEY UNION SCHOOL DISTRICT RESOLUTION NO. 12-17-13

# Request to open petty cash accounts at school sites Taxpayer Identification # 68-0262005

BACKGROUND: The revolving cash account checkbook is used primarily for emergency or small disbursements, and is reimbursed periodically through properly documented expenditures which are summarized and charged to proper accounting classifications. To improve internal controls, the auditor has recommended that these checkbooks be closed.

WHEREAS, BE IT RESOLVED that, for the ease of school sites to reimburse emergency and small expenditures, a petty cash account be opened at the following sites in the amount of \$250.00:

Austin Creek Elementary School Spring Creek Elementary School Matanzas Elementary School Village Elementary School

The petty cash account will be located at each school site and will be administered by school site personnel.

PASSED AND ADOPTED by the Board of Directors of the Rincon Valley Union School District this 12<sup>th</sup> day of December 2017 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
Clerk of the Board of Directors Rincon Valley Union School District

## COMPREHENSIVE PLANS

The Governing Board believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement, provide stability in district operations, and be aligned to ensure consistency among district approaches for student academic growth and achievement.

Comprehensive plans adopted by the district shall include the local control and accountability plan (LCAP) and other plans required by law or determined by the Board to be in the best interest of the district. Such plans may describe anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

```
(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)
(cf. 1112 - Media Relations)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)
```

The process for developing comprehensive plans shall include broad participation of school and community representatives. Committees may, and when required by law shall, be appointed to assist in the development of such plans. District comprehensive plans are subject to review and approval by the Board.

```
(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 6020 - Parent Involvement)
(cf. 9130 - Board Committees)
```

School-level plans may be developed to meet the unique circumstances of individual school sites, provided that they are consistent with law, Board policies, district administrative regulations, the district vision, the LCAP, and other districtwide plans. School plans shall be subject to review and approval of the Superintendent or designee, except when law or Board policy requires Board approval of the plan.

```
(cf. 0420 - School Plans/Site Councils)
```

Comprehensive plans shall be available to the public, and shall be reviewed and updated at regular intervals as specified within the plan or required by law.

```
Legal Reference: (see next page)
```

# **COMPREHENSIVE PLANS** (continued)

## Legal Reference:

## **EDUCATION CODE**

32280-32289 School safety plans

35035 Powers and duties of the superintendent

35291 Rules (power of governing board)

39831.3 Transportation safety plan

52060-52077 Local control and accountability plan

56195-56195.10 Comprehensive local plans for special education

56205-56208 Requirements for special education plan

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

560 Civil defense and disaster preparedness plans

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

## Management Resources:

**WEB SITES** 

CSBA: http://www.csba.org

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions and to facilitate continuous improvement of district practices.

```
(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
```

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education, that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

```
(cf. 3100 - Budget)
```

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

*Unduplicated students* include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula. (Education Code 42238.02)

```
(cf. 3553 - Free and Reduced Price Meals)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)
```

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, or as otherwise defined by the Superintendent of Public Instruction (SPI). (Education Code 52052)

```
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6173 - Education for Homeless Children)
```

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

```
(cf. 0420 - School Plans/Site Councils)
```

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

```
(cf. 0400 - Comprehensive Plans)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)
```

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

```
(cf. 1312.3 - Uniform Complaint Procedures)
```

## **Plan Development**

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

```
(cf. 1220 - Citizen Advisory Committees)
(cf. 4140/4240/4340 - Bargaining Units)
(cf. 6020 - Parent Involvement)
```

## **Public Review and Input**

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 - Parental Notifications)

As part of the parent and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

## Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

## **Submission of Plan to County Superintendent of Schools**

Not later than five days after adoption of the LCAP, the Board shall file the LCAP with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

## **Monitoring Progress**

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

#### **Technical Assistance/Intervention**

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

- 1. Assistance in the identification of district strengths and weaknesses in regard to state priorities, and review of effective, evidence-based programs that apply to the district's goals
- 2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
- 3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

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

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

## Legal Reference:

#### **EDUCATION CODE**

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation 41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

Legal Reference: (continued)

CODE OF REGULATIONS, TITLE 5

15494-15497 Local control and accountability plan and spending requirements

<u>UNITED STATES CODE, TITLE 20</u> 6312 Local educational agency plan 6826 Title III funds, local plans

#### Management Resources:

#### CSBA PUBLICATIONS

<u>Promising Practices for Developing and Implementing LCAPs</u>, Governance Brief, November 2016 <u>LCFF Rubrics</u>, <u>Issue 1: What Boards Need to Know About the New Rubrics</u>, Governance Brief, rev. October 2016

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social

Studies, Science, and Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

**WEB SITES** 

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov California School Dashboard: http://www.caschooldashboard.org

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

## **Goals and Actions Addressing State and Local Priorities**

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

- 1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:
  - a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

```
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3517 - Facilities Inspection)
(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
```

b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

```
(cf. 6011 - Academic Standards)
(cf. 6174 - Education for English Learners)
```

c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

```
(cf. 3553 - Free and Reduced Price Meals)
(cf. 6020 - Parent Involvement)
(cf. 6173.1 - Education for Foster Youth)
```

- d. Student achievement, as measured by all of the following as applicable:
  - (1) Statewide assessments of student achievement

- (2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (4) The English learner reclassification rate
- (5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
- (6) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

```
(cf. 0500 - Accountability)
(cf. 6141.5 - Advanced Placement)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6178 - Career Technical Education)
```

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

```
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5147 - Dropout Prevention)
(cf. 6146.1 - High School Graduation Requirements)
```

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

```
(cf. 5137 - Positive School Climate)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
```

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

```
(cf. 6143 - Courses of Study)
(cf. 6159 - Individualized Education Program)
```

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable
- 2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

(cf. 0510 - School Accountability Report Card)

## **Increase or Improvement in Services for Unduplicated Students**

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

- 1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
- 2. Describe how services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
- 3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

# **Annual Updates**

On or before July 1 of each year, the LCAP shall be updated using the template adopted by the SBE and shall include all of the following: (Education Code 52061)

- 1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above
- 2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
- 3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
- 4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

# Availability of the Plan

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

(cf. 1113 - District and School Web Sites)

#### ACCOUNTABILITY

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of the district and each district school. The Board shall regularly review the effectiveness of district programs, personnel, and fiscal operations, with a focus on the capacity to improve student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals set forth in the local control and accountability plan (LCAP).

```
(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 2140 - Evaluation of the Superintendent)
(cf. 3460 - Financial Reports and Accountability)
(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6190 - Evaluation of the Instructional Program)
(cf. 9400 - Board Self-Evaluation)
```

District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.

```
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
```

The district and each district school shall demonstrate comparable improvement in academic achievement for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth or homeless students. (Education Code 52052)

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians,

## **ACCOUNTABILITY** (continued)

staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the LCAP.

```
(cf. 0510 - School Accountability Report Card)
(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)
```

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

```
(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 4141/4241 - Collective Bargaining Agreement)
```

Legal Reference: (see next page)

## ACCOUNTABILITY (continued)

#### Legal Reference:

## **EDUCATION CODE**

33127-33129 Standards and criteria for fiscal accountability

33400-33407 California Department of Education evaluation of district programs

44660-44665 Evaluation of certificated employees

51041 Evaluation of the educational program

52052-52052.1 Public school performance accountability program

52060-52077 Local control and accountability plan

56366 Nonpublic, nonsectarian schools

60640-60649 California Assessment of Student Performance and Progress

## CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability model, assessments

15440-15464 Standards and criteria for fiscal accountability

## UNITED STATES CODE, TITLE 20

6311 Accountability, state plan

6312 Local educational agency plan

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.12-200.24 State accountability system

200.30-200.48 State and LEA report cards and plans

## Management Resources:

## **WEB SITES**

CSBA: http://www.csba.org

California Department of Education, Accountability: http://www.cde.ca.gov/ta/ac

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

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

## DISTRICT AND SCHOOL WEB SITES

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school web sites. The use of district and school web sites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

```
(cf. 0000 - Vision)
(cf. 0440 - District Technology Plan)
(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 1114 - District-Sponsored Social Media)
(cf. 6020 - Parent Involvement)
```

## **Design Standards**

The Superintendent or designee shall establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

The district's design standards shall address the accessibility of district and school web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

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

## **Web Site Content**

The Superintendent or designee shall develop content guidelines for district and school web sites and assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school web sites.

```
(cf. 1325 - Advertising and Promotion)
```

## **Privacy Rights**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites.

```
(cf. 1340 - Access to District Records)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5022 - Student and Family Privacy Rights)
(cf. 5125 - Student Records)
```

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites.

```
(cf. 5125.1 - Release of Directory Information)
```

Photographs of individual students shall not be published on district or school web sites accompanied by the student's name or other personally identifiable information without the prior written consent of the student's parent/guardian.

If students' names are not included and non-identifiable, photographs of individual students or groups of students, such as at a school event, may be published on school or district web sites.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school web sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

(cf. 3515.3 - District Police/Security Department)

Legal Reference: (see next page)

#### Legal Reference:

#### **EDUCATION CODE**

35182.5 Contracts for advertising

35258 Internet access to school accountability report cards

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

## **BUSINESS AND PROFESSIONS CODE**

22580-22582 Digital privacy

22584-22585 Student Online Personal Information Protection Act

22586 Preschool and prekindergarten privacy

#### **GOVERNMENT CODE**

3307.5 Publishing identity of public safety officers

6254.21 Publishing addresses and telephone numbers of officials

6254.24 Definition of public safety official

11135 Nondiscrimination; accessibility to state web sites

## PENAL CODE

14029.5 Prohibition against publishing personal information of person in witness protection program

#### UNITED STATES CODE, TITLE 17

101-122 Subject matter and scope of copyright

504 Penalties for copyright infringement

## UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

## UNITED STATES CODE, TITLE 29

705 Definitions; Vocational Rehabilitation Act

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

## UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

#### CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

## CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

104.1-104.61 Nondiscrimination on the basis of disability

## **COURT DECISIONS**

City of San Jose v. Superior Court, (2017) 2 Cal.5th 608

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Management Resources: (see next page)

#### Management Resources:

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

Dear Colleague Letter, May 26, 2011

Joint Dear Colleague Letter: Electronic Book Readers, June 2010

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

**WEB SITES** 

CSBA: http://www.csba.org

California Department of Education, Web Accessibility Standards:

http://www.cde.ca.gov/re/di/ws/webaccessstds.asp

California School Public Relations Association: http://www.calspra.org

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

U.S. Department of Justice, Americans with Disabilities Act: http://www.ada.gov

World Wide Web Consortium, Web Accessibility Initiative: http://www.w3.org/wai

## DISTRICT AND SCHOOL WEB SITES

## **Design Standards**

The Superintendent or designee shall develop design standards for district and school web sites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the web site. Such standards shall take into consideration the ease of use on a wide range of devices.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school web sites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for web site accessibility. The Superintendent or designee shall regularly review district and school web sites and modify them as needed to ensure legal compliance with accessibility standards.

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

## **Web Site Content**

As applicable, district and school web sites shall provide current information regarding the district's mission and goals, district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

```
(cf. 0440 - District Technology Plan)
(cf. 0510 - School Accountability Report Card)
(cf. 1100 - Communication with the Public)
(cf. 9322 - Agenda/Meeting Materials)
```

With approval of the principal, individual teachers may create web pages linked to the district or school web site to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on district or school web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

Any copyrighted material to be posted on a district or school web site shall be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school web site if the Superintendent or designee determines that the material is in the public domain or that the intended use meets

the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the web site shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.

```
(cf. 4132/4232/4332 - Publication or Creation of Materials) (cf. 6162.6 - Use of Copyrighted Materials)
```

Whenever a district or school web site includes links to external web sites, it shall include a disclaimer that the district is not responsible for the content of external web sites.

## **Roles and Responsibilities**

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the web site(s) upon approval of the Superintendent or designee. He/she shall review district and school web sites to ensure consistency with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct editorial reviews of all materials submitted for publication on district or school web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

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

#### Security

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school web sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

## SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY

The Governing Board believes that district facilities and resources should be utilized in an economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

```
(cf. 1330 - Use of School Facilities)
(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7160 - Charter School Facilities)
```

The Board shall appoint a district advisory committee prior to the sale or lease of any surplus real property to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing or for the offering of summer school by a private educational institution, the Board may elect not to appoint a district advisory committee. (Education Code 17387-17391)

```
(cf. 1220 - Citizen Advisory Committees)
```

If the local planning agency has adopted a general plan that affects or includes the area where the surplus property is located, the Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)

The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

When selling or leasing district real property, the Board shall comply with the priorities and procedures specified in applicable law. (Education Code 17230, 17464, 17485-17499; Government Code 54222)

```
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
```

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a state school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

## SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

#### **Resolution of Intention to Sell or Lease**

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

```
(cf. 9320 - Meetings and Notices)
(cf. 9323.2 - Actions by the Board)
```

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it.

## Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

# SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 - Waivers)

#### **Use of Proceeds**

The Superintendent or designee shall ensure that the proceeds from the sale or lease with an option to purchase of surplus district property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462)

Proceeds from a sale of surplus district property shall be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. (Education Code 17462)

Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

If the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period. (Education Code 17462)

```
(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)
```

Legal Reference: (see next page)

## SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

## Legal Reference:

#### **EDUCATION CODE**

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, especially:

17462.3 State Allocation Board program to reclaim funds

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Requ

38130-38139 Civic Center Act

#### **GOVERNMENT CODE**

50001-50002 Definitions

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

#### PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

## CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

**COURT DECISIONS** 

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App.4th 1356

#### Management Resources:

## CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

<u>Unused Site Program Handbook</u>, December 2015

**WEB SITES** 

CSBA: http://www.csba.org

California Department of Education, School Facilities Planning Division: http://www.cde.ca.gov/ls/fa

Coalition for Adequate School Housing: http://www.cashnet.org

 $O\!f\!f\!ice\ of\ Public\ School\ Construction:\ http://www.dgs.ca.gov/opsc$ 

## CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS

When the employees of any entity contracting with the district to provide specified services will have contact with students, the entity shall certify in writing to the Superintendent or designee that none of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1. In the case of a sole proprietor, the Superintendent or designee shall prepare and submit the employee's fingerprints to the Department of Justice. If any contracting employee who may have contact with students has been convicted of a violent or serious felony as defined, a certificate of rehabilitation and a pardon as required pursuant to Education Code 45125.1 shall be submitted to the Superintendent or designee before the contracting employee is authorized to perform the work for the district. (Education Code 45125.1)

These requirements shall apply to a sole proprietor or entity contracting with the district to provide any of the following services: (Education Code 45125.1, 45125.2)

- 1. School and classroom janitorial services
- 2. School site administrative services
- 3. School site grounds and landscape maintenance services
- 4. Student transportation services
- 5. School site food-related services
- 6. Construction, reconstruction, rehabilitation, or repair of a school facility

```
(cf. 3540 - Transportation)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3600 - Consultants)
(cf. 7140 - Architectural and Engineering Services)
```

On a case-by-case basis, the Superintendent or designee may require a contracting entity providing school site services other than those listed above to comply with these requirements. (Education Code 45125.1)

The Superintendent or designee may determine that criminal background checks will not be required if:

- 1. The contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)
- 2. The employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the

## CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

Superintendent or designee shall consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether students will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others. (Education Code 45125.1)

Upon a determination that an employee will have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any students who may come in contact with this employee. (Education Code 45125.1)

These steps may include, but are not limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds, and/or providing the employee with a visible means of identification.

(cf. 3515.3 - District Police/Security Department)

- 3. The contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and either item #1 or #2 above applies or the district uses one or more of the following methods to ensure student safety: (Education Code 45125.2)
  - a. The installation of a physical barrier at the worksite to limit contact with students
  - b. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony
  - c. Surveillance of employees of the entity by school personnel

Legal Reference: (see next page)

# CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

## Legal Reference:

## **EDUCATION CODE**

41302.5 School districts, definition

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors

45125.2 Criminal background checks for construction

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

## Management Resources:

#### **WEB SITES**

Department of Justice: https://oag.ca.gov/fingerprints

All Personnel	BP 4140(a)
	4240
BARGAINING UNITS	4340

The Governing Board recognizes the right of district employees to form a bargaining unit, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

```
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 9000 - Role of the Board)
```

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

The district shall not deter or discourage employees from becoming or remaining members of an employee organization, impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

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

## **Formation of Bargaining Units**

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

- 1. The bargaining unit includes all supervisory employees.
- 2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

```
(cf. 4300 - Administrative and Supervisory Personnel)
(cf. 4301 - Administrative Staff Organization)
(cf. 4312.1 - Contracts)
```

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

## **BARGAINING UNITS** (continued)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. When represented by an employee organization, that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

- 1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
- 2. Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

## **Access to Employee Orientations and Contact Information**

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the

## **BARGAINING UNITS** (continued)

month following hire. In addition, the Superintendent or designee shall provide the same information on all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employee who provides written request that the information not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

(cf. 1340 - Access to District Records)

## **Payment of Dues or Service Fee**

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. (Education Code 45060, 45168; Government Code 3546)

Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)

Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference: (see next page)

### **BARGAINING UNITS** (continued)

### Legal Reference:

### **EDUCATION CODE**

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45100.5 Senior management positions

45104.5 Abolishment of senior classified management positions

45108.5 Definition of senior classified management employees

45108.7 Waiver of provisions of 45108.5

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

#### GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

3540.1 Definitions

3543.4 Management position; representation

3545 Appropriateness of unit; basis

3550-3552 Prohibition on public employers deterring or discouraging union membership

3555-3559 Public employee communication, information and orientation

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6254.3 Disclosure of employee contact information to employee organization

6503.5 Joint powers agencies

53260-53264 Employment contracts

### CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

### **COURT DECISIONS**

Janus v. American Federation of State, County and Municipal Employees, Council 31, (7th Cir. 2017)

851 F.3d 746, cert granted Sept. 28, 2017, No. 16-1466

Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083

County of Los Angeles v. Service Employees International Union, Local 721, (2013) 56 Cal. 4th 905

Abood v. Detroit Board of Education, (1977) 431 U.S. 209

### Management Resources:

### **WEB SITES**

CSBA: http://www.csba.org

Association of California School Administrators: http://www.acsa.org

California Federation of Teachers: http://www.cft.org

California School Employees Association: http://www.csea.com

California Teachers Association: http://www.cta.org

Public Employment Relations Board: http://www.perb.ca.gov

**Students** BP 5113.1(a)

### CHRONIC ABSENCE AND TRUANCY

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

```
(cf. 5113 - Absences and Excuses)
(cf. 5113.11 - Attendance Supervision)
```

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates districtwide, for each school, and disaggregated for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be used in the development of annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans.

```
(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)
```

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

```
(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.6 - School Health Services)
(cf. 5145.3 - Nondiscrimination/Harassment)
```

The Superintendent or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

Interventions for students with serious attendance problems shall be designed to meet the specific needs of the student and may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

```
(cf. 1020 - Youth Services)
(cf. 5030 - Student Wellness)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 6158 - Independent Study)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)
```

Students who are identified as truant shall be subject to the interventions specified in law and administrative regulation.

```
(cf. 5113.12 - District School Attendance Review Board)
```

A student's truancy, tardiness, or other absence from school shall not be the basis for his/her suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

```
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
```

The Superintendent or designee shall periodically report to the Board regarding the district's progress in improving student attendance rates for all students and for each numerically significant student population. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to make changes as needed. As appropriate, the Superintendent or designee shall engage school staff in program

evaluation and improvement and in the determination of how to best allocate available community resources.

### Legal Reference:

### **EDUCATION CODE**

1740-1742 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48225.5 Work permits, entertainment and allied industries

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

48900 Suspension and expulsion

49067 Unexcused absences as cause of failing grade

52052 Academic Performance Index; numerically significant student subgroups

60901 Chronic absence

### **GOVERNMENT CODE**

54950-54963 The Ralph M. Brown Act

#### PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

### **VEHICLE CODE**

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

### WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

### CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

### **COURT DECISIONS**

L.A. v. Superior Court of San Diego County, (2012) 209 Cal. App. 4th 976

Management Resources: (see next page)

### Management Resources:

CSBA PUBLICATIONS

Attendance Awareness Month, Fact Sheet, September 2014

ATTENDANCE WORKS PUBLICATIONS

Count Us In! Working Together to Show that Every School Day Matters, 2014

The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early

Outreach for Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook: A Road Map for Improved School Attendance and

Behavior, 2015

School Attendance Improvement Handbook, 2000

**WEB SITES** 

CSBA: http://www.csba.org

Attendance Works: http://www.attendanceworks.org

California Association of Supervisors of Child Welfare and Attendance: http://www.cascwa.org

California Department of Education: http://www.cde.ca.gov California Healthy Kids Survey: http://chks.wested.org

California School Climate, Health, and Learning Survey System: http://www.cal-schls.wested.org

Students AR 5113.1(a)

### CHRONIC ABSENCE AND TRUANCY

## **Definitions**

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian after either of the two previous reports. (Education Code 48262, 48264.5)

*Chronic truant* means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260, 48260, 48261, 48262, 48263, and 48291. (Education Code 48263.6)

For purposes of classifying a student as a truant, *valid excuse* includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5. A valid excuse may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

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(cf. 5113 - Absences and Excuses)
(cf. 5113.2 - Work Permits)
```

## **Addressing Chronic Absence**

When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

```
(cf. 5113.11 - Attendance Supervision)
(cf. 6020 - Parent Involvement)
```

The student may be referred to a student success team or school-site attendance review team to assist in evaluating his/her needs and identifying strategies and programs to assist him/her.

```
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
```

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

```
(cf. 6158 - Independent Study)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6178.1 - Work-Based Learning)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
```

Whenever chronic absenteeism is linked to a health issue or nonschool condition, the Superintendent or designee may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

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(cf. 1020 - Youth Services)
(cf. 5141.6 - School Health Services)
```

## **Addressing Truancy**

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may, as applicable, arrest or assume temporary custody during school hours of any minor student found away from his/her home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

```
(cf. 3515.3 - District Police/Security Department)
```

The Superintendent or designee shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of truancies he/she has committed:

# 1. Initial truancy

- a. The student shall be reported to the Superintendent or designee. (Education Code 48260)
- b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
  - (1) The student is truant.
  - (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
  - (3) Alternative educational programs are available in the district.
  - (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
  - (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or designee, or attendance supervisor or designee pursuant to Education Code 48264 if found away from home and absent from school without a valid excuse.
  - (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
  - (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

### (cf. 5145.6 - Parental Notifications)

- c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- d. The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (Education Code 48264.5)

e. The Superintendent or designee may notify the district attorney and/or probation officer of the student's name and the name and address of his/her parents/guardians. (Education Code 48260.6)

# 2. Second truancy

- a. Any student who has once been reported as a truant shall again be reported to the Superintendent or designee as a truant if he/she is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year. (Education Code 48261)
- b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)
- d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)
- e. The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)
- f. The Superintendent or designee may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

# 3. Third truancy (habitual truancy)

a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee. (Education Code 48263, 48264.5)

(cf. 5113.12 - District School Attendance Review Board)

- b. Upon making a referral to the SARB or the probation department, the Superintendent or designee shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)
- c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)
- d. If the Superintendent or designee determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the district or to services provided, the Superintendent or designee may so notify the district attorney and/or the probation officer. (Education Code 48263)

### 4. Fourth truancy

- a. Upon his/her fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)
- b. If a student has been adjudged by the county juvenile court to be a habitual truant, the Superintendent or designee shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)
- 5. Chronic truancy (unexcused absence for 10 percent of school days)
  - a. The Superintendent or designee shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
  - b. If a chronically truant student is at least age six years and is in any of grades K-8, the Superintendent or designee shall notify the student's

parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

### Records

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

(cf. 5125 - Student Records)

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

**Students** AR 5113.11(a)

### ATTENDANCE SUPERVISION

The Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of district students. (Education Code 48240)

The Superintendent or designee shall ensure that any person appointed as an attendance supervisor has been certificated for the work by the County Board of Education. (Education Code 48241, 48245)

Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent or designee. (Education Code 48240)

```
(cf. 5112.1 - Exemptions from Attendance)
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.2 - Work Permits)
(cf. 6184 - Continuation Education)
```

The attendance supervisor shall promote a culture of attendance and establish a system to accurately track student attendance in order to achieve all of the following: (Education Code 48240)

- 1. Raise the awareness of school personnel, parents/guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance
- 2. Identify and respond to grade level or student subgroup patterns of chronic absenteeism or truancy

```
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
```

3. Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion

```
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
```

- 4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions
- 5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates

# **ATTENDANCE SUPERVISION** (continued)

```
(cf. 0500 - Accountability)
```

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (Education Code 48240)

- 1. A conference between school personnel, the student's parent/guardian, and the student
- 2. Promotion of cocurricular and extracurricular activities that increase student connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics

```
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.6 - Visual and Performing Arts)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
```

3. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance

```
(cf. 5126 - Awards for Achievement)
```

4. Referral of the student to a school nurse, school counselor, school psychologist, school social worker, and other student support personnel for case management and counseling

```
(cf. 5141.6 - School Health Services)
(cf. 6164.2 - Guidance/Counseling Services)
```

5. Collaboration with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical, mental health, and oral health care providers to receive necessary services

```
(cf. 1020 - Youth Services)
```

6. Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the student and his/her parents/guardians or caregivers

```
(cf. 6164.5 - Student Success Teams)
```

7. In schools with significantly higher rates of chronic absenteeism, identification of barriers to attendance that may require schoolwide strategies rather than case management

# **ATTENDANCE SUPERVISION** (continued)

8. Referral of the student for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program for a student with disabilities or creating a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973

```
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)
```

9. Referral of the student to a school attendance review board established pursuant to Education Code 48321 or to the probation department pursuant to Education Code 48263

(cf. 5113.12 - District School Attendance Review Board)

10. Referral of the student to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6

The attendance supervisor shall annually report student attendance data to the Superintendent or designee and the Governing Board. Such data shall include, by school, grade level, and each numerically significant student subgroup as defined in Education Code 52052, rates of school attendance, chronic absence in which students are absent on 10 percent of more of the school days in the school year, and dropout.

```
(cf. 5147 - Dropout Prevention)
```

Legal Reference: (see next page)

## ATTENDANCE SUPERVISION (continued)

### Legal Reference:

### **EDUCATION CODE**

1740 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

52060-52077 Local control and accountability plan

60901 Chronic absence

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

### WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

#### CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

#### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, 2015

School Attendance Improvement Handbook, 2000

**WEB SITES** 

CSBA: http://www.csba.org

Attendance Works: http://www.attendanceworks.org

California Association of Supervisors of Child Welfare and Attendance: http://www.cascwa.org

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

**Students** BP 5113.12(a)

### DISTRICT SCHOOL ATTENDANCE REVIEW BOARD

The Governing Board recognizes that poor school attendance and behavior problems negatively impact student achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

```
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.11 - Attendance Supervision)
(cf. 5147 - Dropout Prevention)
```

The SARB shall maintain a continuing inventory of community resources, including alternative educational programs.

The Superintendent or designee shall collaborate with the SARB and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific needs of the student.

```
(cf. 1020 - Youth Services)
(cf. 5030 - Student Wellness)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.6 - School Health Services)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6158 - Independent Study)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)
```

The Board shall appoint members to the district's SARB, who may include a parent/guardian as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent

# **DISTRICT SCHOOL ATTENDANCE REVIEW BOARD** (continued)

of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

The district's SARB shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.

The district's SARB shall operate in accordance with Education Code 48320-48325, the Brown Act (Government Code 54950-54963), and the bylaws of the SARB.

The SARB shall collect data and annually report outcomes on SARB referrals to the Governing Board, Superintendent or designee, and County Superintendent of Schools. (Education Code 48273)

### Legal Reference:

#### **EDUCATION CODE**

1740 Employment of personnel to supervise attendance (county superintendent)

1980-1986 County community school

46010-46014 Absences

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

48660-48666 Community day school

49067 Unexcused absences as cause of failing grade

**CODE OF CIVIL PROCEDURE** 

1985-1997 Production of evidence; means of production

**GOVERNMENT CODE** 

54950-54963 The Ralph M. Brown Act

Legal Reference: (see next page)

# **DISTRICT SCHOOL ATTENDANCE REVIEW BOARD** (continued)

Legal Reference: (continued)

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

**VEHICLE CODE** 

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

**COURT DECISIONS** 

L.A. v. Superior Court of San Diego County, (2012) 209 Cal. App. 4th 976

### Management Resources:

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook: A Road Map for Improved School Attendance and

Behavior, 2015

School Attendance Improvement Handbook, 2000

**WEB SITES** 

CSBA: http://www.csba.org

Attendance Works: http://www.attendanceworks.org

California Association of Supervisors of Child Welfare and Attendance: http://www.cascwa.org

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

**Students** AR 5113.12(a)

### DISTRICT SCHOOL ATTENDANCE REVIEW BOARD

Upon receiving a referral of a student with attendance and/or behavior problems, a designated member of the school attendance review board (SARB) shall review the case and may meet with school personnel to determine whether the school has provided sufficient information about the student's attendance record or behavior. If the referral is complete and is an appropriate matter for the SARB to consider, the SARB chairperson shall provide written notification to the student's parents/guardians stating the reasons a referral has been made, explaining the SARB process, advising whether additional information is needed, and describing school-level interventions that have previously been attempted.

The SARB shall meet with the student and his/her parents/guardians, give them an opportunity to present their understanding of the problem, and discuss the school and/or community resources appropriate for the student's circumstances.

Any SARB meeting to consider matters related to an individual student shall be held in closed session unless the parent/guardian requests, in writing, that the meeting be held in open session.

(cf. 9321 - Closed Session Purposes and Agendas)

The SARB shall have access to relevant student records, but shall not provide access to others without written consent of the student's parent/guardian. (Education Code 49076)

(cf. 5125 - Student Records)

For the limited purpose of making a proper disposition of the referral of a student, the SARB may issue subpoenas pursuant to Code of Civil Procedure 1985-1997 or may request the juvenile court to issue subpoenas to require the attendance of the student, parents/guardians or other person having control of the student, the school authority referring the student, or any other person who has pertinent or material information concerning the matter. The SARB shall not issue any subpoena that includes a request for production of written materials, but may request a juvenile court to issue such subpoena for the production of written materials. (Education Code 48263, 48321.5)

The SARB shall issue written directives stating the responsibilities of all persons involved, detailed resource referrals, and follow-up dates for the school's reports on the student's progress. The written directives shall include an agreement that the student will attend school or improve classroom behavior as applicable, and shall be signed by the student, his/her parents/guardians, the SARB chairperson, and the Superintendent or designee.

When referred by the SARB, a student may be assigned to a community day school or a county community school. (Education Code 1981, 48662)

(cf. 6185 - Community Day School)

# **DISTRICT SCHOOL ATTENDANCE REVIEW BOARD** (continued)

At any time it deems proper, the SARB may require the student or his/her parents/guardians to furnish satisfactory evidence of participation in any available community services that the student or parents/guardians have been directed to use. (Education Code 48263)

Based on progress reports submitted by the school, the SARB may terminate the agreement upon the successful completion of the terms of the agreement, extend the time for completion of the agreement, or schedule another meeting with the student and his/her parents/guardians.

If the student's attendance or behavior problems cannot be resolved by the SARB, or if the student and/or the student's parents/guardians continually and willfully fail to respond to SARB directives or the services provided, the student or parents/guardians shall be referred to the appropriate agency, including law enforcement agencies when necessary. (Education Code 48263, 48290-48291)

Students BP 5117(a)

### INTERDISTRICT ATTENDANCE

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

```
(cf. 5111.1 - District Residency)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5118 - Open Enrollment Act Transfers)
```

### **Interdistrict Attendance Permits**

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

## **Transportation**

The district shall not provide transportation beyond any school attendance area. Upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

```
Legal Reference:
```

```
EDUCATION CODE
41020 Annual district audits
46600-46611 Interdistrict attendance agreements
48204 Residency requirements for school attendance
48300-48317 Student attendance alternatives, school district of choice program
48350-48361 Open Enrollment Act
48900 Grounds for suspension or expulsion; definition of bullying
48915 Expulsion; particular circumstances
48915.1 Expelled individuals: enrollment in another district
48918 Rules governing expulsion procedures
48980 Notice at beginning of term
52317 Regional occupational center/program, enrollment of students, interdistrict attendance
CALIFORNIA CONSTITUTION
Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin
ATTORNEY GENERAL OPINIONS
```

# **INTERDISTRICT ATTENDANCE** (continued)

87 <u>Ops.Cal.Atty.Gen</u>. 132 (2004) 84 <u>Ops.Cal.Atty.Gen</u>. 198 (2001)

**COURT DECISIONS** 

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192

Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

### Management Resources:

**WEB SITES** 

CSBA: http://www.csba.org

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

Students AR 5117(a)

### INTERDISTRICT ATTENDANCE

#### **Interdistrict Attendance Permits**

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)

(cf. 5131.2 - Bullying)

2. To meet the child care needs of the student. Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.

(cf. 5148 - Child Care and Development)

3. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

(cf. 6159 - Individualized Education Program)

- 4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
- 5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
- 6. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.
- 7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.
- 8. When the student will be living out of the district for one year or less.

## **INTERDISTRICT ATTENDANCE** (continued)

9. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

```
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.12 - District School Attendance Review Board)
```

- 10. When there is valid interest in a particular educational program not offered in the district of residence.
- 11. To provide a change in school environment for reasons of personal and social adjustment.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

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

Within 30 calendar days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

```
(cf. 5145.6 - Parental Notifications)
```

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

```
(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
```

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance or behavioral agreements.

## **INTERDISTRICT ATTENDANCE** (continued)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) he/she has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

(cf. 6146.3 - Reciprocity of Academic Credit)

The district may revoke a student's enrollment if he/she is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

### **Transfers Out of the District**

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

- 1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.
- 2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

(cf. 3100 - Budget)

- 3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)
  - a. A court-ordered desegregation plan
  - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
  - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

Regulation approved:

Students AR 5125.2(a)

### WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or does not return district property that has been loaned to him/her upon demand of a district employee, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904)

```
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5125 - Student Records)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 6161.2 - Damaged or Lost Instructional Materials)
```

Before withholding the student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct. (Education Code 48904)

```
(cf. 5145.6 - Parental Notifications)
```

The student shall be afforded due process consistent with procedures established for the expulsion of students. (Education Code 48904)

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

If the student and parents/guardians are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student in lieu of monetary damages. Upon completion of the voluntary work, the student's grades, diploma, and/or transcripts shall be released. (Education Code 48904)

When a student who is transferring into the district has had his/her grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (Education Code 48904.3)

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.

The Superintendent or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district. (Education Code 48904.3)

# WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS (continued)

### Legal Reference:

## **EDUCATION CODE**

48904 Liability of parent

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury;

transfer of pupils to new school districts; notice to rescind decision to withhold

48911 Suspension by principal, designee or superintendent

49069 Absolute right to access

**Students** BP 5131.6(a)

### ALCOHOL AND OTHER DRUGS

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.

```
(cf. 0450 - Comprehensive Safety Plan)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 5137 - Positive School Climate)
```

The district's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The Superintendent or designee may collaborate with the county office of education, community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.

```
(cf. 1020 - Youth Services)
(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)
```

Prevention and intervention programs and activities may include, but are not limited to: (20 USC 7118)

1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes

```
(cf. 5131.62 - Tobacco)
```

2. Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral

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

3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals

```
(cf. 5141.6 - School Health Services)
```

## **ALCOHOL AND OTHER DRUGS** (continued)

4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse

### Instruction

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

```
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)
```

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is prohibited. Instruction shall not include any message on responsible use of drugs or alcohol when such use is illegal. (Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

## **Intervention, Referral, and Student Assistance Programs**

The Superintendent or designee shall inform school staff, students, and parents/guardians about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral, and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

```
(cf. 5141.52 - Suicide Prevention)
```

## **Enforcement/Discipline**

Students shall not possess, use, or sell alcohol or other drugs and related paraphernalia on school grounds or at school-sponsored activities.

```
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3513.4 - Drug and Alcohol Free Schools)
(cf. 5131 - Conduct)
(cf. 5131.61 - Drug Testing)
(cf. 5131.63 - Steroids)
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)
(cf. 5145.12 - Search and Seizure)
```

# **ALCOHOL AND OTHER DRUGS** (continued)

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs.

Any student found by the Board to be selling a controlled substance listed in Health and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-bycase basis.

```
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 6145 - Extracurricular and Cocurricular Activities)
```

## **Program Evaluation**

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of district programs in reducing drug and alcohol use. The Superintendent or designee shall periodically report to the Board on the effectiveness of district activities in achieving identified objectives and outcomes. (20 USC 7116)

```
(cf. 0500 - Accountability)
```

### Legal Reference:

```
EDUCATION CODE
```

44049 Known or suspected alcohol or drug abuse by student

44645 In-service training anabolic steroids

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

48901.5 Prohibition of electronic signaling devices

48902 Notification of law enforcement authorities; civil or criminal immunity

48909 Narcotics or other hallucinogenic drugs

48915 Expulsion; particular circumstances

49602 Confidentiality of pupil information

51202 Instruction in personal and public health and safety

Legal Reference continued: (see next page)

# ALCOHOL AND OTHER DRUGS (continued)

Legal Reference: (continued)

EDUCATION CODE (continued)

51203 Instruction on alcohol, narcotics and restricted dangerous drugs

51210 Areas of study

51220 Areas of study, grades 7 to 12

51260-51269 Drug education

60041 Instructional materials

60110-60115 Instructional materials on alcohol and drug education

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

HEALTH AND SAFETY CODE

11032 Narcotics, restricted dangerous drugs and marijuana

11053-11058 Standards and schedules

11353.6 Juvenile Drug Trafficking and Schoolyard Act

11357 Unauthorized possession of marijuana; possession in school or on school grounds

11361.5 Destruction of arrest or conviction records

11372.7 Drug program fund; uses

11802 Joint school-community alcohol abuse primary education and prevention program

11999-11999.3 Alcohol and drug program funding; no unlawful use

124175-124200 Adolescent family life program

PENAL CODE

13860-13864 Suppression of drug abuse in schools

**VEHICLE CODE** 

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors

828.1 Disclosure of criminal records; protection of vulnerable staff & students

UNITED STATES CODE, TITLE 20

5812 National education goals

7101-7122 Student Support and Academic Enrichment Grants

## Management Resources:

#### **WEB SITES**

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

http://www.cde.ca.gov/ls/he/at

California Healthy Kids: http://www.californiahealthykids.org

Office of Safe and Healthy Students: https://www2.ed.gov/about/offices/list/oese/oshs

Instruction BP 6020(a)

### PARENT INVOLVEMENT

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall consult with parents/guardians and family members in the development of meaningful opportunities for them to be involved in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

```
(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)
```

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

```
(cf. 5020 - Parent Rights and Responsibilities)
```

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

```
(cf. 0460 - Local Control and Accountability Plan)
```

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

```
(cf. 0500 - Accountability)
```

### Title I Schools

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

```
(cf. 6171 - Title I Programs)
```

# PARENT INVOLVEMENT (continued)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

(cf. 3100 - Budget)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

- 1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
- 2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
- 3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
- 4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
- 5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

#### Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

## PARENT INVOLVEMENT (continued)

### Legal Reference:

### **EDUCATION CODE**

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

52060-52077 Local control and accountability plan

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

### UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plan

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes and definitions

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

### Management Resources:

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

<u>Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004 WEB SITES</u>

CSBA: http://www.csba.org

California Department of Education, Family, School, Community Partnerships:

http://www.cde.ca.gov/ls/pf

California Parent Center: http://parent.sdsu.edu California State PTA: http://www.capta.org

National Coalition for Parent Involvement in Education: http://www.ncpie.org

National PTA: http://www.pta.org

Parent Information and Resource Centers: http://www.pirc-info.net Parents as Teachers National Center: http://www.parentsasteachers.org

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

Instruction AR 6020(a)

### PARENT INVOLVEMENT

# **District Strategies for Title I Schools**

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

```
(cf. 0460 - Local Control and Accountability Plan)
(cf. 6171 - Title I Programs)
```

The Superintendent or designee may:

- a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the plan in accordance with the review schedule established by the Governing Board
- b. Invite input on the plan from other district committees and school site councils

```
(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
```

- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the plan and the opportunity to provide input
- d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
- e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
- f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
- 2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation

with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

(cf. 1700 - Relations Between Private Industry and the Schools)

The Superintendent or designee shall: (20 USC 6318)

a. Assist parents/guardians in understanding such topics as the challenging state academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

```
(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
```

- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement
- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

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

- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement
- g. Establish a districtwide parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families

- j. Provide a master calendar of district activities and district meetings
- k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

(cf. 1230 - School-Connected Organizations)

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- o. Provide ongoing district-level workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops
- p. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of related activities
- q. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
- r. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

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(cf. 4115 - Evaluation/Supervision)
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- s. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
- t. Provide information to schools about the indicators and assessment tools that will be used to monitor progress

<sup>(</sup>cf. 4215 - Evaluation/Supervision)

<sup>(</sup>cf. 4315 - Evaluation/Supervision)

3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

a. Identify overlapping or similar program requirements

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(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3280 - Sale or Lease of District-Owned Real Property)
(cf. 5030 - Student Wellness)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
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- b. Involve district and school site representatives from other programs to assist in identifying specific population needs
- c. Schedule joint meetings with representatives from related programs and share data and information across programs
- d. Develop a cohesive, coordinated plan focused on student needs and shared goals
- 4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)
  - a. Barriers to participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
  - c. Strategies to support successful school and family interactions

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
- c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement
- 5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)
- 6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's local control and accountability plan in accordance with 20 USC 6312 and shall be distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

(cf. 5145.6 - Parental Notifications)

#### School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

- 1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
- 2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement
- 3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

- 4. Provide the parents/guardians of participating students all of the following:
  - a. Timely information about Title I programs
  - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
- 5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
- 6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

## This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

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(cf. 1240 - Volunteer Assistance)
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(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5113 - Absences and Excuses)

(cf. 6145 - Extracurricular/Cocurricular Activities)

(cf. 6154 - Homework/Makeup Work)

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
  - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
  - (2) Frequent reports to parents/guardians on their children's progress
  - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

- (4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand
- 7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the required activities described in item #2 in the section "District Strategies for Title I Schools" above
- 8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school's parent/guardian and family engagement policy shall be made available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

# **District Strategies for Non-Title I Schools**

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
- b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
- c. Provide parents/guardians with information about students' class assignments and homework assignments
- 2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
- b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
- c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
- 3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom

- c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
- d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
- e. Develop mechanisms to encourage parent/guardian input on district and school issues
- f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
- g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
- 4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
- b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
- 5. Integrate parent/guardian and family engagement programs into school plans for academic accountability

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

Instruction AR 6112(a)

#### SCHOOL DAY

## **Kindergarten/Transitional Kindergarten**

Kindergarten and transitional kindergarten (TK) classes in district schools may be maintained for different lengths of time, either at the same or different school sites. (Education Code 37202)

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

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

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

(cf. 6117 - Year-Round Schedules)

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

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

The Superintendent or designee shall annually report to the California Department of Education as to whether the district's kindergarten and TK programs are offered full day, part day, or both. (Education Code 48003)

#### Grades 1-8

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

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

## **SCHOOL DAY** (continued)

2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

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

### Grades 9-12

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

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

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

(cf. 6184 - Continuation Education)

- 2. Opportunity school or classes (Education Code 46141, 46180)
- 3. Regional occupational center (Education Code 46141, 52325)

(cf. 6178.2 - Regional Occupational Center/Program)

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

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

(cf. 6178.1 - Work-Based Learning)

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

(cf. 6172.1 - Concurrent Enrollment in College Classes)

## **SCHOOL DAY** (continued)

- 6. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with item #5 above (Education Code 46141, 46146.5)
- 7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)

(cf. 6178 - Career Technical Education)

8. Adult education classes (Education Code 46190)

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(cf. 6200 - Adult Education)
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For an evening high school operated pursuant to Education Code 51720-51724, the number of days, specific days of the week, and number of hours during which the program shall be in session may be determined by the Board. (Education Code 46141, 51721)

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

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(cf. 6158 - Independent Study)
(cf. 6159 - Individualized Education Program)
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## **Alternative Block Schedule for Secondary Schools**

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

An early college high school or middle college high school may be scheduled so that students attend classes for at least 900 minutes during any five-school day period or 1,800 minutes during any 10-school day period. (Education Code 46160)

Instruction BP 6153(a)

#### SCHOOL-SPONSORED TRIPS

The Governing Board recognizes that field trips supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.

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(cf. 0460 - Local Control and Accountability Plan)
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Field trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. (Education Code 35330)

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(cf. 6143 - Courses of Study)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
```

Requests for field trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other field trips shall be approved in advance by the principal.

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(cf. 3312.2 - Educational Travel Program Contracts)
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The principal shall establish a process for approving a staff member's request to conduct a field trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

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(cf. 3530 - Risk Management/Insurance)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5142 - Safety)
(cf. 5143 - Insurance)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
```

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

```
(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1700 - Relations Between Private Industry and the Schools)
```

The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, expenses

# **SCHOOL-SPONSORED TRIPS** (continued)

of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

### Legal Reference:

### **EDUCATION CODE**

8760 Authorization of outdoor science and conservation programs

32040-32044 First aid equipment: field trips

35330 Excursions and field trips

35331 Provision for medical or hospital service for pupils (on field trips)

35332 Transportation by chartered airline

35350 Transportation of students

44808 Liability when pupils not on school property

48908 Duties of pupils; authority of teachers

**BUSINESS AND PROFESSIONS CODE** 

17550-17550.9 Sellers of travel

17552-17556.5 Educational travel organizations

## Management Resources:

### **WEB SITES**

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

California Association of Directors of Activities: http://www.cada1.org

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

Instruction BP 6170.1(a)

#### TRANSITIONAL KINDERGARTEN

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

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(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)
```

## **Eligibility**

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

```
(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
```

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

# TRANSITIONAL KINDERGARTEN (continued)

#### **Curriculum and Instruction**

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

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(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
```

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

```
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6011 - Academic Standards)
(cf. 6174 - Education for English Learners)
```

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to the California Department of Education as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46117, 48003)

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(cf. 6111 - School Calendar)
(cf. 6112 - School Day)
```

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

## **Staffing**

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

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(cf. 4112.2 - Certification)
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A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

# TRANSITIONAL KINDERGARTEN (continued)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

### **Continuation to Kindergarten**

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

### **Assessment**

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability) (cf. 6162.5 - Student Assessment)

Legal Reference: (see next page)

# TRANSITIONAL KINDERGARTEN (continued)

### Legal Reference:

# EDUCATION CODE

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48200 Compulsory education, starting at age six

#### Management Resources:

#### CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

<u>Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013</u>

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

**WEB SITES** 

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov California Kindergarten Association: http://www.ckanet.org Commission on Teacher Credentialing: http://www.ctc.ca.gov Transitional Kindergarten California: http://www.tkcalifornia.org Instruction AR 6173.1(a)

#### **EDUCATION FOR FOSTER YOUTH**

#### **Definitions**

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, 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 Welfare and Institutions Code 300 or 602 or is 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)

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 was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is another school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine which school is 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)

Best interest 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**

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

Superintendent					
1000 Yulupa Avenue					
Santa Rosa CA 95405					
(707) 542-7375					
First initial last name @ rvusd.org					

(cf. 6173 - Education for Homeless Children)

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)
- 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)

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)

```
(cf. 5125 - Student Records)
(cf. 6146.3 - Reciprocity of Academic Credit)
```

3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination 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)

```
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
```

4. 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

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(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6164.6 - Identification and Education Under Section 504)
```

5. 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

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(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
```

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(cf. 6174 - Education for English Learners)
(cf. 6177 - Summer Learning Programs)
(cf. 6179 - Supplemental Instruction)
```

6. 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

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

7. 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 services for the district's foster youth

```
(cf. 1020 - Youth Services)
(cf. 5113.1 - Chronic Absence and Truancy)
```

8. 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

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(cf. 0460 - Local Control and Accountability Plan)
```

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available 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.

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(cf. 6159 - Individualized Education Program)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
```

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest 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 aware 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/her 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.

```
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)
```

- 3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.
  - 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/her 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/her school of origin until he/she graduates.
  - d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. 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 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 youth, recommend that the youth's right to attend the school of origin be waived and he/she 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/her school of origin, the liaison shall provide the 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)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

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 youth would be served by his/her 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 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

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

2. Does not have clothing normally required by the school, such as school uniforms

```
(cf. 5132 - Dress and Grooming)
```

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

```
(cf. 5111.1 - District Residency)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
```

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 may appeal to 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 or 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.

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(cf. 9320 - Meetings and Notices)
```

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

## **Transportation**

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 foster youth to remain in their school of origin, for the duration of their time in foster care, when it is in their 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)

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(cf. 3540 - Transportation)
(cf. 3541 - Transportation Routes and Services)
```

#### 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 grades shall be calculated as of the date he/she left school
- 2. A verified court appearance or related court-ordered activity

(cf. 5121 - Grades/Evaluation of Student Achievement)

## **Transfer of Coursework and Credits**

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 shall be issued partial credit for the coursework completed and shall be required to take the 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 shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

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**

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.

(cf. 6146.1 - High School Graduation Requirements)

However, when a foster youth who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she 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 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, 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, 60851)

To determine whether a foster youth is in his/her 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 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 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 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. (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 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 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 of the foster youth's option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her 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, permit the foster youth to stay in school for a fifth year to complete the district's graduation requirements

## **Eligibility for Extracurricular 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)

(cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6145.2 - Athletic Competition)

### **Notification and Complaints**

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)

(cf. 5145.6 - Parental Notifications)

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)

(cf. 1312.3 - Uniform Complaint Procedures)

Instruction BP 6173.2(a)

#### EDUCATION OF CHILDREN OF MILITARY FAMILIES

The Governing Board recognizes that children of military families face challenges to their academic success caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. The district shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all district students.

```
(cf. 5125 - Student Records)
(cf. 6011 - Academic Standards)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6179 - Supplemental Instruction)
```

The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704.

```
(cf. 5117 - Interdistrict Attendance)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.3 - Reciprocity of Academic Credit)
```

The Superintendent or designee shall provide information and/or training to administrators, other appropriate district staff, and military families regarding the provisions of the Interstate Compact and the educational rights of children of military families.

```
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5020 - Parent Rights and Responsibilities)
```

The Superintendent or designee shall collaborate with parents/guardians, school liaison officers from military installations, and/or other agencies within and outside the state to facilitate the transition of children of military families into and out of the district.

```
(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)
```

The Superintendent or designee shall annually report to the Board and the public on the educational outcomes of children of military families. Such reports may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade levels, and graduation rates.

```
(cf. 0500 - Accountability)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6162.51 - State Academic Achievement Tests)
```

Legal Reference: (see next page)

### Legal Reference:

### **EDUCATION CODE**

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48050-48054 Nonresidents

48200-48208 Persons included (compulsory education law)

48300-48316 Student attendance alternatives, school district of choice program

49700-49704 Education of children of military families

51225.3 Requirements for graduation

51240-51246 Exemptions from requirements

51250-51251 School-age military dependents

66204 Certification of high school courses as meeting university admissions criteria

### UNITED STATES CODE, TITLE 10

101 Definitions

1209 Transfer to inactive status list instead of separation

1211 Members on temporary disability retired list: return to active duty; promotion

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

6311 State plan

UNITED STATES CODE, TITLE 29

794 Section 504 of the federal Rehabilitation Act

#### Management Resources:

#### CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

<u>Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children</u>, April 2014

**WEB SITES** 

CSBA: http://www.csba.org

California Child Welfare Council: http://www.chhs.ca.gov/Pages/CAChildWelfareCouncil.aspx California Department of Education, Educational Options Office: http://www.cde.ca.gov/ls/pf/mc

Military Interstate Children's Compact Commission: http://www.mic3.net

Instruction AR 6173.2(a)

### EDUCATION OF CHILDREN OF MILITARY FAMILIES

### **Definitions**

Children of military families are school-aged children in the household of: (Education Code 49701)

- 1. Members who are in full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve on active duty order pursuant to 10 USC 1209 or 1211
- 2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired, for one year after their medical discharge or retirement
- 3. Members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death

### Enrollment

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

A child of a military family shall be deemed to meet district residency requirements if his/her parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)

```
(cf. 5111.1 - District Residency)
```

When a child of a military family is transferring into the district, the Superintendent or designee may enroll the child based on the child's placement in the previous district, pending receipt of the child's records. Upon enrollment, the Superintendent or designee shall immediately request the student's records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

```
(cf. 5111 - Admission)
(cf. 5125 - Student Records)
(cf. 5141- Health Care and Emergencies)
(cf. 5141.31- Immunizations)
```

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district, if the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

(cf. 5117 - Interdistrict Attendance)

When a child of a military family is transferring out of the district, the Superintendent or designee shall provide the student's parents/guardians with a complete set of the student's records or, if the official student record cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's record to the new district within 10 days. (Education Code 49701)

### **Placement**

Whenever a student's parent/guardian is serving on active duty or has been discharged from military service within the last year and the student transfers to a new school as the direct result of the military transfer or discharge, the Superintendent or designee may, prior to the receipt of official transcript(s) or the arrival of the student, review the student's coursework to date, including any unofficial transcript(s), to determine the appropriate placement of the student in classes. The evaluation shall also include communication with school counselors and teachers at the former school by videoconferencing, email, and/or telephone calls. (Education Code 51251)

The Superintendent or designee shall initially honor the placement of any child of a military family in educational courses and programs based on the child's enrollment and/or assessment in his/her previous school. The Superintendent or designee may, to the extent permitted by Board policy, waive course or program prerequisites, preconditions, and/or application deadlines when making decisions regarding placement of children of military families and their eligibility for extracurricular academic, athletic, and social activities. (Education Code 49701)

```
(cf. 6141.5 - Advanced Placement)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Learners)
```

When a child of a military family transferring into the district has been identified as an individual with a disability pursuant to 20 USC 1400-1482, the Superintendent or designee shall provide comparable services to the student based on his/her current individualized education program. In addition, when the child of a military family transferring into the district is eligible for services under Section 504 of the federal Rehabilitation Act, the Superintendent or designee shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may authorize subsequent evaluations of the student to ensure appropriate placement. (Education Code 49701)

```
(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)
```

### **Transfer of Coursework and Credits**

When a child of a military family transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a nonpublic, nonsectarian school or agency, or a juvenile court school and shall not require the student to retake the course. (Education Code 51225.2)

```
(cf. 6146.3 - Reciprocity of Academic Credit)
(cf. 6159.2 - Nonpublic, Nonsectarian School or Agency Services for Special Education)
```

If the student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take only the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the student's parent/guardian, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued, the student shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

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.

In no event shall the district prevent a child of a military family 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)

```
(cf. 6143 - Courses of Study)
```

#### Absences

When a student's parent/guardian is an active duty member and is called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or to combat support posting, the Superintendent or designee may grant additional excused absences to the student to visit with his/her parent/guardian. (Education Code 49701)

```
(cf. 5113 - Absences and Excuses)
```

## **Graduation Requirements**

To obtain a high school diploma, a child of a military family shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

(cf. 6146.1 - High School Graduation Requirements)

However, when a child of a military family who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she 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 fourth year of high school. Within 30 calendar days of the student's transfer, the Superintendent or designee shall notify the student and his/her parent/guardian of the availability of the exemption and whether the student 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 no longer meets the definition of a child of a military family pursuant to Education Code 49701. (Education Code 51225.1)

To determine whether a child of a military family is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any child of a military family who is granted an exemption and his/her parent/guardian how any requirements that are waived will affect the student'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 child of a military family to transfer schools in order to qualify for an exemption, and no child of a military family or his/her parent/guardian shall be permitted to request a transfer solely to qualify for an exemption. (Education Code 51225.1)

If a child of a military family is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a child of a military family or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a child of a military family is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

- 1. Inform the student and, if under 18 years of age, his/her parent/guardian of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
- 2. Provide information to the student about transfer opportunities available through the California Community Colleges
- 3. Upon agreement with the student, or with the parent/guardian if the student is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

### **Notification and Complaints**

Information regarding the educational rights of children of military families, as specified in Education Code 51225.1 and 51225.2, 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 51225.1, 51225.2)

Any complaint alleging that the district has not complied with requirements regarding the education of children of military families, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Includes Purchase Orders dated 11/01/2017		- 12/06/2	2017	Board Meeting Date 12/12/17	
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P18-00598	Arntz Builders Inc	91	Bennett Valley RVP Office Construction	40-5800	44,766.05
P18-00653	Marshall Memo	90	1 Year Subscription-Marshall Memo	01-4310	250.00
P18-00655	Discovery Office Systems	90	Staples for New Kyocera 8000i	01-4350	559.82
P18-00656	Pioneer Electric & Telecom Inc	90	Cable Installation @ Sequoia Elem	40-5800	14,614.00
P18-00657	Pioneer Electric & Telecom Inc	90	Cable Installation @ RVCS Sequoia	40-5800	5,024.00
218-00658	Pioneer Electric & Telecom Inc	90	Cable Installation @ Whited Elem	40-5800	1,030.00
P18-00659	Pioneer Electric & Telecom Inc	90	Cable Installation @ Matanzas Elem	40-5800	7,480.00
P18-00660	Pioneer Electric & Telecom Inc	90	Cable Installation @ Spring Creek Elem	40-5800	8,871.00
P18-00661	Pioneer Electric & Telecom Inc	90	Cable Installation @ Austin Creek Elem	40-5800	6,846.00
218-00662	Pioneer Electric & Telecom Inc	90	Cable Installation @ Binkey Elem	40-5800	15,500.00
P18-00663	Pioneer Electric & Telecom Inc	90	Cable Installation @ Madrone Elem	40-5800	20,143.00
P18-00664	California Weekly Explorer Inc	23	CA Weekly Explorer 5th grade Marcia Hampshire	01-5800	1,220.00
P18-00666	Oriental Trading Co Inc	26	Perfect Attendance pencils for Cecilia	04-4310	53.26
218-00667	Fitness Finders Inc	26	Foot-walking rewards morning laps	04-4310	195.73
P18-00668	Jest in Time	23	Jest in Time Assembly	01-5800	400.00
218-00669	Amazon	21	John Jordan Grant amazon	01-4310	262.22
218-00670	Bartley Pump	90	Madrone Well Service	01-5800	2,380.00
P18-00671	Air & Water Sciences	90	Water Sampling at Whited Elementary	01-5800	1,917.65
218-00672	Creative Ceramics	90	Warehouse-Redstone Clay	01-9321	873.81
18-00673	Amazon	27	Nets for basketball hoops	05-4310	32.21
218-00674	US Games	30	School PE equipment	09-4310	860.20
218-00675	Document Tracking Services LLC	90	Document Translation-LCAP	01-5800	2,252.34
P18-00676	Environmental Geology Services	90	Phase 1 Environmental Report-Badger Rd Property	40-6110	3,899.93
218-00677	J.W. Pepper & Son Inc	90	Sheet Music-RVCS Band & Orchestra	09-4310	464.35
18-00678	Sonoma County Office Of Educ	90	Mental Health Challenges Training	01-5200	120.00
P18-00679	Sonoma County Office Of Educ	90	17/18 Schools Connect Consortium w/ DP Service Fee	01-5800	75,000.00
218-00680	Sonoma Valley Unified School	21	Sonoma Valley Bus	01-5804	988.49
18-00681	AJ Printing & Graphics Inc	27	Envelopes for Office 2017/2018	05-5800	212.26
P18-00682	Singapore Math Inc	90	Singapore Math- Home Study Curriculum 11-2017	09-4110	141.21
18-00683	CCI-Creative Competitions Inc	90	Odyssey of the Mind 2017-18 Memberships	01-5300	270.00
18-00684	Illuminate Education Inc	90	Illuminate Training- Dec 8, 2017	01-5800	1,500.00
18-00685	Reading Eggspress	95	Reading Eggs Program License Curry/Leal	01-4310	152.00
P18-00686	Western Psychological Services	95	Replacement of DP3 scoring software	01-4311	393.84
218-00687	Innovative Screen Printing	22	Staff t-shirts	01-4310	326.96

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Page 1 of 5

Includes Pu	rchase Orders dated 11/01/2017	- 12/06/2	2017	Board Meeting	g Date 12/12/17
PO Number	Vendor Name	Loc	Description	Fund Object	Accoun Amoun
P18-00688	Amazon	28	Headphones for Kinder (Martling)	01-4310	49.79
P18-00689	Kimochis	21	Kimochis for Counseling	02-4310	151.66
P18-00690	CCC Events Center for the Coll aborative	90	Whited Intervention- SIPPS materials Nov 2017	05-4110	128.29
P18-00691	California Association For	90	CAG 2-Yr membership- for GATE coordinator EDavis	01-5300	140.00
P18-00692	Gopher Sport	28	PE Playground Equipment	01-4310	385.24
218-00693	Amazon	95	APE/Classroom Supplies - Curry	01-4310	42.72
218-00694	Learning Without Tears	95	On line Keyboarding software - OT	01-4310	400.00
218-00695	360 Degree Customer Inc	95	Open PO to for temp Nurse - RVP	01-5800	30,000.00
218-00696	Fun and Function	95	Weighted Vest - OT Holmes	01-4310	108.54
218-00697	Amazon	95	Classroom Supplies - Harris	01-4310	110.70
218-00698	Amazon	95	Classroom Supplies - Leal	01-4310	51.26
218-00699	Office Depot	95	Classroom Supplies - Leal	01-4310	37.78
18-00700	Hal-Leonard	22	Peter Pan Play	01-4310	727.97
218-00701	Sonoma County Airport	22	5th grade field trip	01-5804	1,278.00
218-00702	Amazon	29	French Books for Teieb	09-4310	154.21
P18-00703	360 Degree Customer Inc	95	Open PO for Contracted Speech Therapist	01-5800	55,000.00
218-00704	Classroom Safari	24	Science Assembly	01-5800	700.00
18-00705	DK Embroidery	91	2017 Maintenance Uniform Garments	01-5800	2,911.71
18-00706	Department of Parks and	23	4th grade field trip Nov. 28th, 2017	01-5800	100.00
P18-00707	Sebastopol Ballet Nutcracker	27	Field Trip to the Sebastopol Nutcracker 12/5/2017	01-5800	316.00
P18-00708	West County Transportation	27	Field Trip to Academy of Sciences 11/16/17	01-5804	731.66
P18-00709	West County Transportation	27	Field Trip to Academy of Sciences 05/15/2018	01-5804	933.04
P18-00710	West County Transportation	27	Field Trip to Sonoma County Fairgrounds 3//15/17	01-5804	107.26
218-00711	West County Transportation	27	Field Trip to USS Hornet 3/30/2018	01-5804	933.04
18-00712	Amazon	24	Laminate	01-4310	195.44
218-00713	Education Data Systems Inc	90	Overage charges for 2016-17 CELDT testing	01-4311	131.16
218-00714	Fully ErgoDepot	90	File Cabinet For Dept. Supt. Business	01-4381	216.16
18-00715	Therapro Inc	23	Intervention Debra Bramlett	03-4310	960.45
18-00716	Amazon	23	Juan Audio supplies	03-4310	7.05
18-00717	Amazon	26	amazon order for Cecilia Holt	04-4310	194.51
18-00718	Pellets Inc	21	Owl Pellets	02-4310	194.13
18-00719	Stenhouse Publishers	90	Resource for CT- LRidgway Nov 2017	01-4210	26.07
18-00720	ACP Direct	23	Computer supplies Judy Dengler	03-4310	980.88
18-00721	CCSESA-California County Supt	90	CISC Leadership Symposium 2018- Feb 21, 2018	01-5200	900.00
18-00722	Amazon	27	Globe for room 1	05-4310	37.54
218-00723	Kjaer, Hilary	90	ELPAC Institute conf. expenses- reimburse HKjaer	01-5200	397.97

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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#### ReqPay11a

Includes Pu	rchase Orders dated 11/01/201	7 - 12/06/2	2017	Board Meeting	Date 12/12/17
PO Number	Vendor Name	Loc	Description	Fund Object	Accoun Amoun
P18-00724	Charles M Schulz Museum	26	Charles Schulz Museum 3rd Field Trip	01-5800	120.00
P18-00725	Amazon	23	Room 11 Pocket Calendar	03-4310	20.24
P18-00726	Santa Rosa Shoes	91	maintenance foot wear	01-4380	1,600.00
P18-00727	Amazon	24	Replacement Bulb	01-4310	276.96
P18-00728	Snoopy's Home Ice	26	hot chocolate 3rd grade Field trip	01-5800	105.00
P18-00729	Amazon	28	Foldable Storage Bins	01-4310	51.88
P18-00730	Amazon	90	Art Docent Supplies	01-4310	247.54
P18-00731	Creative Ceramics	90	Kiln Repair	01-5800	80.00
P18-00732	True North Landscapes Inc	91	Weed Control Austin Creek & Sequoia	01-5800	1,655.00
P18-00733	Oriental Trading Co Inc	27	Items for Student Council	01-4310	150.60
P18-00734	Scholastic Book Fairs-13	28	Book Fair Fall 2017	01-4310	4,054.38
P18-00735	Amazon	90	GATE MiniCamp T-Shirts- Amazon Nov 2017	01-4310	102.73
P18-00736	Amazon	90	Novel for Gr 7 LA- RVCS-Seq- KMatthiessen	09-4110	63.26
				09-4310	229.70
P18-00737	California Chamber of Commerce	90	2018 CA Employee Posters with Poster Protect	01-4310	723.40
P18-00738	Illuminate Education Inc	90	Illuminate Conference registration- Feb 1-2, 2018	01-5200	798.00
218-00739	Petaluma Health Care District	90	CPR equipment	01-4350	523.48
218-00740	The Grail Theatre of Britain	24	Assembly	01-5800	699.00
P18-00741	Amazon	95	Replacement of Fire Damaged Classroom items	01-4310	164.79
218-00742	Trible Nations Maps	21	Tribal Maps for 3rd and 4th grade	02-4310	96.68
218-00743	Restorative Resources	90	Restorative Resources Contract	01-5800	21,600.00
218-00744	Wikiup Tennis & Swim Club Inc	28	6th Grade Swim Party	01-5800	930.00
P18-00745	Barco Products Company	91	Replacement boards for park benches	01-4380	148.26
P18-00746	Office Furniture World Inc	21	Business office cubical adjustment for Connie	01-4381	193.35
218-00747	Pearson Education	90	Kathryn Vickery BASC-3	01-4311	669.58
		Total No	ımber of POs 94	Total	354,044.39

#### **Fund Recap**

Fund	Description	PO Count	Amount
01	General Fund	65	220,692.59
02	Binkley Charter School	3	442.47
03	Spring Creek/Matanzas Charter	4	1,968.62
04	Village Charter School	3	443.50
05	Whited Charter School	4	410.30
09	Rincon Valley Charter School	5	1,912.93
40	Special Reserve-capital Outlay	10	128,173.98

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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# **Board Report with Fund/Object**

Includes Purchase Orders dated 11/01/2017 - 12/06/2017         Board Meeting Date 12/12/1           Total         354,044.39				
Includes Purchase Orders dated 11/01/2017 - 12/06/2017 Board Meeting Date 12/12/1		Total	354,044.39	
Includes Purchase Orders dated 11/01/2017 - 12/06/2017 Board Meeting Date 12/12/1				
	Includes Purchase Orders dated 11/01/2017 - 12/06/2017		Board Meeting Date	12/12/1

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE

ONLINE

Includes Purchase Orders dated 11/01/2017 - 12/06/2017

**Board Meeting Date 12/12/17** 

#### **PO Changes**

		Fund/		
	<b>New PO Amount</b>	Object	Description	Change Amount
P17-01340	310,051.15	21-6210	Building Fund/Architect/Engineering Fees	2,034.73
P18-00324	86.35	04-4310	Village Charter School/Instructional Mat'ls&supplies	43.37
P18-00578	38.02	01-4310	General Fund/Instructional Mat'ls&supplies	16.29
			Total PO Changes	2,094.39

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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Check Number	Check Date	Pay to the Order of		Check Amoun
1602589	11/15/2017	Affordable Sweeping Inc		4,185.00
1602590	11/15/2017	Air & Water Sciences		1,917.65
1602591	11/15/2017	AJ Printing & Graphics Inc		1,331.17
1602592	11/15/2017	Albert, Daniel		40.76
1602593	11/15/2017	Arntz Builders Inc		23,435.85
1602594	11/15/2017	Arntz Builders Inc		29,885.05
1602595	11/15/2017	Band Shoppe		1,139.50
		Unpaid Tax	98.28	
		Expensed Amount	1,237.78	
1602596	11/15/2017	Barco Products Company		22,637.35
		Unpaid Tax	1,952.47	
		Expensed Amount	24,589.82	
1602597	11/15/2017	Bartley Pump		27,645.00
1602598	11/15/2017	Bartley Pump		2,380.00
1602599	11/15/2017	Berat, Meijo		25.94
1602600	11/15/2017	Boelter, Jessica		115.50
1602601	11/15/2017	California Association For		140.00
1602602	11/15/2017	Calolympic Safety		29.39
1002002	11110/2011	Unpaid Tax	.13	
		Expensed Amount	29.52	
1602603	11/15/2017	Voyager Sopris Learning	20.02	113.32
602604	11/15/2017	CDW Government Inc		4,639.59
1602605	11/15/2017	City Of Santa Rosa		11,956.93
1602605	11/15/2017	Clark, Brooklyn		105.44
1602607	11/15/2017	Classroom Products LLC		87.78
1002007	11/13/2017	Unpaid Tax	7.57	07.70
		Expensed Amount	95.35	
000000	44/45/2047		33.33	36.06
602608	11/15/2017	Conrad, Erin		726.20
602609	11/15/2017 11/15/2017	Country Linen Service		5,941.15
602610		Dannis Woliver Kelley		
602611	11/15/2017	Data Management Inc	9.66	112.00
		Unpaid Tax	121.66	
		Expensed Amount	121.00	04444
602612	11/15/2017	Demco		614.14
602613	11/15/2017	DeVore, Debbie		24.98
602614	11/15/2017	Discovery Office Systems		266.31
602615	11/15/2017	Document Tracking Services LLC		2,252.34
602616	11/15/2017	Dynamic Measurement Group Inc	44.00	166.83
		Unpaid Tax	14.39	
		Expensed Amount	181.22	
602617	11/15/2017	Economy Plumbing		600.52
602618	11/15/2017	Environmental Geology Services		3,899.93
602619	11/15/2017	Fully		1,084.08
602620	11/15/2017	ESP & Alarms Inc		720.00
602621	11/15/2017	Fiddler, Lacey		84.01
602622	11/15/2017	Filice, Heather		57.46
602623	11/15/2017	Flyers Engery LLC		2,096.90
602624	11/15/2017	Gopher Sport		742.40

047 - Rincon Valley Union School District

of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Check Number	Check Date	Pay to the Order of		Check Amount
602625	11/15/2017	Hal Leonard		727.97
602626	11/15/2017	Halls Executive Gifts And Awards		38.02
602627	11/15/2017	Hayden, Rosannah		40.12
602628	11/15/2017	Hebegb		1,455.69
602629	11/15/2017	Holmes, Nicole		26.86
602630	11/15/2017	Holt, Cecilia		39.08
602631	11/15/2017	Innovative Screen Printing		326.96
02632	11/15/2017	Irlen Institute International		412.26
02633	11/15/2017	Jest in Time		600.00
602634	11/15/2017	Jones School Supply Company Inc		138.60
		Unpaid Tax	11.95	
		Expensed Amount	150.55	
02635	11/15/2017	Juhl, Jay		56.23
02636	11/15/2017	Kibler, Melissa		28.19
02637	11/15/2017	Knapp, Teresa		71.37
02638	11/15/2017	Lakeshore Curriculum Co.		364.92
02639	11/15/2017	Langley, Matt		92.00
02640	11/15/2017	Lifetouch Publishing Inc		1,441.88
02641	11/15/2017	Loveland Violin Shop		136.87
02642	11/15/2017	Lynch, Jenny		1,153.04
02643	11/15/2017	Marshall, Michael K		250.00
02644	11/15/2017	MHS		490.38
02645	11/15/2017	Mobile Modular Mgmt Corp		84.29
02646	11/15/2017	Mystery Science Inc		2,943.00
02647	11/15/2017			9,288.30
		Newegg Business		500.00
02648	11/15/2017 11/15/2017	Ngo, Yen		738.54
02649		Office Depot		412.19
02650	11/15/2017	Office Depot		901.23
02651	11/15/2017	Office Depot		336.54
02652	11/15/2017	Office Depot		
02653	11/15/2017	Office Depot		91.23
02654	11/15/2017	Office Depot		117.23
02655	11/15/2017	Office Depot		18.00
02656	11/15/2017	Office Depot		851.78
02657	11/15/2017	Office Depot		58.51
02658	11/15/2017	Office Depot		1,034.73
02659	11/15/2017	Office Depot		368.22
02660	11/15/2017	Office Depot		288.49
02661	11/15/2017	Office Depot		284.88
02662	11/15/2017	Office Depot		549.82
02663	11/15/2017	Office Depot		86.38
02664	11/15/2017	Office Depot		559.56
02665	11/15/2017	Office Depot		212.76
02666	11/15/2017	Office Depot		319.98
02667	11/15/2017	Office Depot		147.60
02668	11/15/2017	Office Depot		82.64
2669	11/15/2017	Office Depot		92.86
02670	11/15/2017	Office Depot		159.17
02671	11/15/2017	Office Depot		140.66

Check Number	Check Date	Pay to the Order of		Check Amoun
1602672	11/15/2017	Office Depot	16	56.40
1602673	11/15/2017	Oliver Worldclass Labs Inc		17,870.58
1602674	11/15/2017	Ledou, Stacy		3,757.00
602675	11/15/2017	Pace Supply Corp		3,171.67
602676	11/15/2017	Pacific Gas & Electric		7,610.38
602677	11/15/2017	PAR Inc		217.80
		Unpaid Tax	18.79	
		Expensed Amount	236.59	
602678	11/15/2017	Newport Trust Company		19,555.00
602679	11/15/2017	NCS Pearson Education Inc		698.29
602680	11/15/2017	Perry, Debbie		39.13
602681	11/15/2017	Petaluma Wildlife Museum		171.00
602682	11/15/2017	Petersen-Villasenor, Carol		17.89
602683	11/15/2017	Sonoma Media Investments LLC		1,081.42
602684	11/15/2017	Sonoma Media Investments LLC		310.00
602685	11/15/2017	Pro-ed Inc		233.20
		Unpaid Tax	20.11	
		Expensed Amount	253.31	
602686	11/15/2017	Protel Communications Inc		729.50
602687	11/15/2017	Raymond Geddes & Company Inc		237.02
602688	11/15/2017	Red Light Learning		137.05
602689	11/15/2017	Redwood Empire School's		682.56
602690	11/15/2017	Rileystreet Art Supply		205.80
602691	11/15/2017	Rivas, Lupe		69.01
602692	11/15/2017	Rogers, Suzanne		23.00
602693	11/15/2017	Sac-Val Janitorial Supply		3,680.32
602694	11/15/2017	Albertsons/Safeway Inc		37.74
602695	11/15/2017	Santa Rosa Auto Parts Co Inc		3.57
602696	11/15/2017	Scholastic Magazines		86.35
602697	11/15/2017	School Specialty Inc		550.71
602698	11/15/2017	Sodexo American Inc &		42,425.40
602699	11/15/2017	Sonoma County Airport		1,278.00
602700	11/15/2017	Sonoma County Office Of Educ		120.00
602701	11/15/2017	Story, Megan		131.56
602702	11/15/2017	Supreme School Supply Co.		70.77
002102	11/10/2017	Unpaid Tax	6.10	70.77
		Expensed Amount	76.87	
602702	11/15/2017	T & B Sports		643.94
602703	11/15/2017	Today's Classroom		222.08
602704 602705	11/15/2017	True North Landscapes Inc		2,760.00
	11/15/2017	USI Education & Government		576.01
602706				236.46
602707	11/15/2017	W.W. Grainger Inc		3,982.50
602708	11/15/2017	Wibe, Bodil Woodwind And Brass Wind		3,982.50 439.74
602709	11/15/2017			
602710	11/15/2017	Young, Minney & Corr, LLP		1,504.00
602711	11/15/2017	Ziesche, Barbara		36.91
602712	11/15/2017	Zions First National Bank		115,632.39

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

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#### **Board Report**

# Checks Dated 11/15/17

Check Number Check Date Pay to the Order of Check Amount

#### **Fund Recap**

Fund	Description	<b>Check Count</b>	<b>Expensed Amount</b>
01	General Fund	87	186,485.26
02	Binkley Charter School	4	1,580.79
03	Spring Creek/Matanzas Charter	8	2,477.39
04	Village Charter School	8	856.54
05	Whited Charter School	7	1,644.26
09	Rincon Valley Charter School	11	4,879.32
12	Child Development Fund	1	24.98
13	Cafeteria Fund	1	42,425.40
21	Building Fund	2	53,320.90
25	Capital Facilities Fund	1	115,632.39
40	Special Reserve-capital Outlay	1	3,899.93
	Total Number of Checks	124	413,227.16
	Less Unpaid Tax Liability		2,139.45
	Net (Check Amount)		411,087.71

heck Number	Check Date	Pay to the Order of	Check Amount
605577	11/29/2017	All About Safe Food	318.00
605578	11/29/2017	Anderson, Corey	195.29
605579	11/29/2017	Applied Landscape	11,119.29
05580	11/29/2017	Arntz Builders Inc	26,132.98
05581	11/29/2017	Arntz Builders Inc	1,068.06
05582	11/29/2017	Arntz Builders Inc	44,892.55
05583	11/29/2017	Arntz Builders Inc	10,925.00
05584	11/29/2017	Arntz Builders Inc	953,322.34
05585	11/29/2017	Arntz Builders Inc	278,498.48
05586	11/29/2017	Arntz Builders Inc	5,250.90
05587	11/29/2017	Westamerica Bank Trust Dept	1,375.42
05588	11/29/2017	Westamerica Bank Trust Dept	56.21
05589	11/29/2017	Westamerica Bank Trust Dept	50,174.86
05590	11/29/2017	Westamerica Bank Trust Dept	14,657.82
05591	11/29/2017	California's Valued Trust	29,763.97
05592	11/29/2017	CCSESA-California County Supt	900.00
05592	11/29/2017	Classroom Safari	700.00
05594	11/29/2017	Curriculum Associates Inc	122.91
	11/29/2017		615.65
05595		Dell Marketing L.P.	73.83
05596	11/29/2017	Digitale, Carol	
05597	11/29/2017	Discovery Office Systems	559.82
05598	11/29/2017	DK Embroidery	2,911.71
05599	11/29/2017	Faircloth, Kaity	48.00
05600	11/29/2017	Flyers Engery LLC	495.61
05601	11/29/2017	Frampton, Sarah	90.00
05602	11/29/2017	Friedman Bros Hardware Inc	678.31
05603	11/29/2017	Friedman, Sarah	135.47
05604	11/29/2017	Gouveia, Ana	100.00
05605	11/29/2017	Home Depot Credit Services	1,485.06
05606	11/29/2017	Houghton Mifflin Harcourt Publishing Co	11,721.73
05607	11/29/2017	Interstate Battery System of the North Bay	48.12
05608	11/29/2017	Jack Smith Glass & Sash Inc	229.50
05609	11/29/2017	Kibler, Melissa	768.16
05610	11/29/2017	King, Rhiannon	45.57
05611	11/29/2017	Kjaer, Hilary	397.97
05612	11/29/2017	LACO Associates	4,206.25
05613	11/29/2017	Luther Burbank Center for the	495.00
05614	11/29/2017	Lynch, Jenny	667.62
)5615	11/29/2017	MetLIfe Small Market	977.93
5616	11/29/2017	Morey, Anie	83.09
05617	11/29/2017	Mountain Fresh Spring Water Co	168.75
05618	11/29/2017	Pacific Gas & Electric	2,609.01
5619	11/29/2017	NCS Pearson Education Inc	476.50
5620	11/29/2017	Platt Electric Supply Co	1,009.79
05621	11/29/2017	Purugganan, Terrie	87.82
05622	11/29/2017	Refrigeration Supplies Distrib	487.39
05623	11/29/2017	Rotary Club of Valley	100.00
05624	11/29/2017	School Specialty Inc	1,428.11
05625	11/29/2017	Sebastopol Ballet Nutcracker	316.00
		cordance with the District's Policy and authorization	ESCAPE ONLIN

# **Board Report**

Checks Dated 1	1/29/17		Board Meetin	g Date 12/12/17
Check Number	Check Date	Pay to the Order of		Check Amount
1605626	11/29/2017	Snoopy's Home Ice		105.00
1605627	11/29/2017	Sodexo American Inc &		248.31
1605628	11/29/2017	Sonoma County Office Of Educ		38.02
1605629	11/29/2017	Sonoma Paint Center		445.31
1605630	11/29/2017	State Of California		448.00
1605631	11/29/2017	Stocksdale, John		1,232.50
1605632	11/29/2017	Stocksdale, John		680.00
1605633	11/29/2017	Tru Scan Fingerprint Services		352.00
1605634	11/29/2017	True North Landscapes Inc		475.00
1605635	11/29/2017	Village True Value Hardware &		170.60
1605636	11/29/2017	W.W. Grainger Inc		67.78
		Total Number of Checks	60	1,467,254.37

#### **Fund Recap**

Fund	Description	<b>Check Count</b>	<b>Expensed Amount</b>
01	General Fund	36	112,988.74
02	Binkley Charter School	1	87.82
03	Spring Creek/Matanzas Charter	1	83.09
09	Rincon Valley Charter School	4	9,109.03
12	Child Development Fund	5	1,101.96
13	Cafeteria Fund	2	544.02
21	Building Fund	11	1,331,404.92
40	Special Reserve-capital Outlay	2	11,934.79
	Total Number of Checks	60	1,467,254.37
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		1,467,254.37



December 12, 2017

To the members of the RVUSD School Board:

I saw her from across the room, and I knew immediately (well, after the interview process) that she was The One. The one who could take a tiny cramped corner office on one side of the Matanzas office building and turn it into a safe haven for students, teachers and families. The one who would create processes for every aspect of life on a growing campus, throughout various stages of construction. The one who could simultaneously check a diabetic student's blood sugar reading, monitor a camera on the playground, and answer a parent's questions about the enrollment process. The one with whom I could partner with every day, and who could provide me resources from correct form for stretches in PE to understanding attendance reports to installing my printer driver. I didn't know it at the time, but she would come to be known as the O. G. or Office Goddess. She was and is Colleen Ramirez, and she is the beating heart of RVCS Matanzas.

Colleen started with the district in 2013, when RVCS Matanzas had a new class of 7th grade students and three classrooms. She initially worked as a classroom substitute teacher and then provided organizational and homework help to students after school. When the school expanded the following year to include both 7th and 8th grade, and the construction began, she came on board as the office manager, working part time, but giving her full time energy and more to making our "house" a "home". It became clear that we needed her full time, and she once again stepped up, helping to create structures and interacting positively with parents and students at all times.

Colleen knows the kids. She knows what they need for each class, and she knows how to help them find it when they can't. She knows what makes them cry and what makes them feel better; she knows when they need a quiet reminder about behavior, and when they need a snack and a warm place to sit. She understands the difficulties and joys that come with being a young adolescent, and she helps students learn about who they are and everything they can do.



We have a student who has had difficulties in the academic environment; when he came to RVCS, we discovered that Colleen was his "whisperer", the person who could reach him in a way that helps him focus, be calm and engage with those around him. When he is struggling, he comes to the office and she helps center him so he can return to class. For many reasons, but mainly because of her, he is more successful at RVCS Matanzas than ever before and will enter high school with the foundation and confidence to succeed there as well. This is not the first student for which this has been the case!

Colleen also knows the staff; she sometimes has to be physically restrained from completing tasks to help her teachers. She knows about their lives, their children, their hobbies, their joys and their struggles. She cares deeply about her coworkers and respects them both as educators and as people.

Colleen knows her community; she interacts with every parent, grandparent, and member of the community with kindness, respect and a genuine desire to help. She provides thorough and important information to the community in a way that makes it useful to families, and helps guide 8th grade parents through the daunting task of registering their children for high school. She is also a huge part of our enrollment process, spending time with parents so they understand our school, helping them with paperwork, and creating a wonderful experience for students shadowing at our school. We have had several parents tell us that Colleen's warmth and support were the final deciding factor in sending their children to our school.

Colleen definitely knows how to be organized! She is efficient in a way I aspire to match. Her records are always kept up, and her reports are always clean. She documents everything and has systems in place to track everything. When someone is wondering about a fundraiser from last year, or when we received a package, or who was absent when, or what the scores were from the girls basketball game last winter, Colleen will say "I have that" and find the information you need. She is a whiz with a computer and can make an amazing spreadsheet. She is an excellent resource for everyone on campus.



Colleen also knows so much about so many topics that it is very handy to have her in the office! She is a die-hard Raiders fan, and has the collection of Raiders gear to prove it. She knows almost everything about physical fitness and conditioning. She is an expert on cars and alternates between a canary yellow Camaro and a giant truck. She is a wife, a mom to daughters, and also many, many goats. She is part of so many aspects of our community, often people who come in say "I think I know her", and they probably do, from Girl Scouts, or Girls on the Run, or one of many other activities she has been involved in or for which she has volunteered.

I know that I would be lost without her. I feel honored to share this work with someone so amazing, and I am truly thrilled that she is receiving this recognition. Colleen, from every single person at RVCS Matanzas, and our district, we thank you for the incredible job you do, every day, as the OG of our school. Congratulations!

Sincerely,

Hannah Bates

**RVCS Matanzas Director** 

#### Lori DiSanto

Lori Disanto is being recognized as December Teacher of the Month. Lori deserves this honor because she is an amazing teacher, compassionate teacher and most of all one of those teachers who is always eager to help anyone who asks for help.

When I first meet Lori I was a little concerned about working with her. I found her to be a bit pushy and I was a little apprehensive. This concern was very quickly overturned, thank goodness as I was misjudging her her pushiness for wanting to be of assistance to me. I thank you Lori for your passion and your dedication to Village. I love working with you and I know that our teachers really value you. Here are some quotes from the teachers:

Lori DiSanto is one of those colleagues who is simply a joy to work with. She is kind, empathetic, and very intelligent. Lori goes out of her way to assist others and makes insightful recommendations. She gives completely of herself and is generous with her advice. She is cheerful and always greets colleagues with a smile on her face. Lori makes others feel heard and her office is a safe place to come to with concerns and questions. She truly cares about each and every child. (Nicole Rinehart)

Lori- Always wears a smile and is gung ho. (Meggan Casarotti)

What I appreciate most about Lori is her positive attitude; she looks at situations as a problem solver. She is always willing to lend a helping hand. She is a true asset to Village School! (Kim Hammer)

Lori is a great leader and this quote by John Maxwell captures Lori's essense of her passion in her role as Support Coordinator, "A leader is one who knows the way, goes the way, and shows the way." I see this in Lori every single day and I am honored to be working with such an amazing human being.

Sincerely,

Cecilia Franco Holt & the Village Team

# Rincon Valley Union School District Board of Trustees Agenda Item Summary

Meeting Date: December 12, 2017

**Agenda Item:** Information Item 13.1

**Subject:** School-Connected Organizations Authorizations

**Submitter:** Dr. Tony Roehrick, Superintendent

**Background:** Board Policy and Administrative Regulation 1230 School-Connected

Organizations encourages good relations and communication with each of our parent club organizations. The Board reviewed and approved the submissions for all schools last month with the exception of Sequoia. The school submitted a partial packet at the time of publication, and though they did provide all required documents at the actual November meeting, Trustees did not have time to review the documents thoroughly and decided to table

their approval.

**Highlights:** N/A

Challenges: N/A

**Analysis:** N/A

**Next Steps:** The Governing Board will be asked to approve Sequoia School's Parent

Organization document later in the agenda.

Attachments: Sequoia Parent Teacher Association Authorization

**Fiscal Impact**: While there is no fiscal impact to the District, each group provides a

significant fiscal contribution to the individual school sites.

**Recommendation:** For discussion only

# Rincon Valley Union School District

# SCHOOL-CONNECTED ORGANIZATIONS AUTHORIZATION

2017-2018 School Year

Please complete this form and check off each item before turning in to the Superintendent. For each item requiring an attachment please indicate the Attachment number at the top right of first page.

Requests for authorization as a school-connected organization shall contain:							
Name of the organiza	tion:	Sequoia Parents Club					
Date of Application:	8/28/2017						

Aut	horization Period: 2017-2018							
Site	: Sequoia Elementary School							
•	A brief description of the organization's purpose:							
	at Sequoia Elementary School							
•	The names, addresses, phone numbers and general duties of all officers. (Attach							
	and label as Attachment 1)							
	A list of specific annual objectives and planned activities. (Attach and label as tachment 2)							
4.	Copy of Organization Bylaws. (Attach and label as Attachment 3)							
5.	5. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds. Check with bank if two signatures are needed to get information.							
	Bank Name Exchange Bank							
	Signatory 1Jeremy De La Torre Signatory 2 <u>Katrina Gillaspie</u>							
	Signatory 3 Amy Niesen Signatory 4 Lisa Comelius							
SCHOOL-CONNECTED ORGANIZATIONS CHECK OFF LIST								
	page 2							
6.	Planned use for any money remaining at the end of the year if the organization is not							
	continued or authorized to continue in the future. To remain in the bank for							
	subsequent years							

- 8. Evidence of having filed appropriate IRS forms. (Attach and label as Attachment 5)
- 9. Annual financial statement showing all expenditures and all income from fundraisers. (Attach and label as Attachment 6)

An officer of the group should sign the following statement						
following conditions:  (Name of School Connected Organization)						
Rincon Valley Union School District has the right to audit the organization's financial records, with cause, by an independent certified public accountant.						
Any checks written will, in compliance with Board Mandate, have "Pay to the Order of" filled out prior to being signed.						
The group also agrees to obtain adequate liability insurance for sponsored events or activities, and indemnifies the district against any liability resulting from any occurrence resulting in liability at an event or activity sponsored by the organization.						
Signed Date						
TitlePresident						

# **Principal Authorization**

Principal: \_\_\_\_\_\_

Date	
Board Authorization	
Clerk:	Date

Jeremy De La Torre 667 Bambi Ln Santa Rosa, CA 95409 SPC President 694-7306

Amy Niesen 5086 Dieter Ct Santa Rosa, CA 95409 SPC Vice President 849-9069

Aram Bronston 2022 Mission Blvd Santa Rosa, CA 95409 SPC Vice President 696-5421

Katrina Gillaspie 442 Garfield Park Ave Santa Rosa, CA 95409 SPC Treasurer 217-8821

Lisa Cornelius 2486 Shady Creek Ct Santa Rosa, CA 95404 SPC Treasurer 562-706-8326

McCall Miller 5236 Piedmont Ct Santa Rosa, CA 95409 **SPC Secretary** 

# 2017-2018 Sequoia Parents Club

# Objectives and Planned Activities

# Fundraising

- Walkathon
- Donations
- Club Membership
- T-Shirt Sales
- Yearbook
- E-Scrip
- Gift Wrap Sales

# Curriculum Enhancement Programs Funded by SPC

- In-school Science Lab
- School-wide Assemblies
- Field Day
- Fine Arts Day
- Library Fund
- Music Programs
- Physical Education Equipment
- Field Trips

# Bylaws of Sequoia Parents' Club, Inc.

A California Nonprofit Public Benefit Corporation

# 4/16/99

NAME
OBJECT
MEMBERSHIP AND DUES
OFFICERS
DUTIES OF OFFICERS
COMMITTEES
MEETINGS OF THE BOARD Section 1. Regular Meetings Section 2. Special Meetings Section 3. Quorum Section 4. Proxy
MEETINGS OF THE MEMBERS Section 1. Regular Meetings Section 2. Annual Meeting Section 3. Special Meetings of Members Section 4. Quorum Section 5. Voting
RULES OF ORDER
AMENDMENTS
INDEMNIFICATION
INSURANCE
BUDGET
ANNUAL REPORT
CONSTRUCTION AND DEFINITIONS
INSPECTION

#### ARTICLE I. NAME

The name of this corporation is the Sequoia Parents' Club, Inc.

#### ARTICLE II. OBJECT

This club is established as a service organization to provide services to the school community, to conduct activities to foster community spirit, involvement and awareness, and to raise funds solely for the purpose of supporting school goals and programs.

Notwithstanding anything else in the Bylaws to the contrary, this corporation is organized exclusively for charitable and/or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service Code of 1954 or the corresponding provision of any future United States internal revenue law. This corporation shall not, except to an insubstantial degree, engage in any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Service Code of 1954 or the corresponding provision of any future United States internal revenue law, or (b) by a corporation, contributions to which are deductible under Section 170)c)(2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law.

#### ARTICLE III. MEMBERSHIP AND DUES

The corporation shall have one class, of members consisting of parents of children attending Sequoia-Elementary School, or any other persons dedicated to the purposes of this corporation who have been approved for membership by the board of directors of the corporation (hereafter referred to as the "board"), and who have timely paid such dues as the board may fix from time to time. Memberships are one (1) per family.

#### **ARTICLE IV. OFFICERS**

**Section 1.** The officers shall be: President, First Vice-President, Second Vice President, Secretary and Treasurer. These offices shall constitute the Executive Committee.

**Section 2.** Nomination for officers shall be made by a nominating committee consisting of five (5) active members appointed by the President at the March board meeting. The nominating committee shall report at the April board meeting, at which time nominations may also be made from the floor by any interested party. The consent of each candidate must be obtained before

his or her name is placed in nomination.

**Section 3.** The officers shall be elected by the general membership, by ballot, during the month of May each year to serve for one (1) year. Should only one candidate be nominated for an office, the Secretary may conduct election of same candidate without benefit of ballot. Officers may be re-elected. Term of office will be from the end of the school term to the end of the next school term. Each Executive Committee member shall be limited to a maximum of two (2) consecutive years pert-Executive Committee position. Nominee with the most votes from ballots will be elected.

Section 4. Installation of officers shall take place at the June board meeting.

**Section 5.** The Board of Directors shall be composed of the officers elected by the , membership, and eight (8) to fifteen (15) persons appointed by the Executive Committee. The immediate past President may serve as a board member ex officio, if he/she desires. The Board shall serve for a one year term, from the end of the school tenn to the end of the next school term.

**Section 6.** In the case of a vacancy on the Board or in an officeship occurring during the club year, the Executive Committee shall appoint a member to fill the post, except the Presidency, in which case the First Vice-President automatically becomes the President and a new First Vice-President is appointed.

**Section 7.** Only Members whose dues are paid and who have been members of the corporation for at least thirty (30) days may vote. Nominees for office must be members whose dues are paid for at least thirty (30) days prior to the election. All Board members must be members whose dues are paid.

**Section 8.** No member of the 'Board of Trustees of the Rincon Valley School District may hold office on the board or the Executive Committee.

**Section 9.** An officer may be removed with or without cause by a majority of the members present at a meeting of the members duly called and \_held. Any officer may resign at any time by giving written notice to the corporation. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective.

Section 10. No officer may hold more than one (1) elected office at a time.

#### ARTICLE V. DUTIES OF OFFICERS

**Section 1.** The President shall preside at all meetings of the Board, Executive Committee and membership, shall exercise general supervision over the affairs and activities of the club and shall serve as a member ex officio on all standing committees and special events committees. If the President desires to participate in debate, she or he may turn the chair over to one of the Vice-Presidents or other such officer as she or he may select. The immediate past President may serve as a member of the board, ex officio, in the year following his or her term.

**Section 2.** The First Vice-President shall assume all duties of the President in the latter's absence and shall be chairperson of the Goals Committee. The First Vice-President shall provide 'administrative support for committees assigned by the President.

**Section 3.** The Second Vice-President shall serve as Teacher Liaison. The Second Vice-President shall provide administrative support for committees assigned by the President.

**Section 4.** The Secretary shall handle correspondence for the club and keep the minutes of every board meeting, said minutes shall be an accurate record of all business transacted. The Secretary shall also maintain a file which includes a current copy of these bylaws, the Standing Rules adopted by the Board, and copies of memorandums and all other records required by law or maintained at the Boards request. The Secretary shall be responsible for the conduct of the annual election of officers.

**Section 5.** The Treasurer shall receive all club funds and pay out funds as authorized by - the approved budget or the board. She or he shall keep an accurate record of receipts and disbursements and submit a monthly report. She or he shall maintain a checking account and any other accounts required. Each Executive Committee member shall have alternate signature authority with two (2) signatures required on all checks. The Treasurer shall also ensure that all tax returns, forms or reports required by State or Federal governments are duly and timely filed.

**Section 6.** Upon expiration of the term of, office, or in the case of resignation or termination, each officer shall turn over to the President, without delay, all records, books and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds belonging to the corporation.

**Section 7.** Officers are required to become familiar with and uphold the Bylaws of the . Sequoia Parents' Club, the Standing Rules of Sequoia Parents' Club, and the provisions of any Insurance policies purchased by the corporation.

#### **ARTICLE VI. COMMITTEES**

**Section 1.** The Executive Committee shall consist of the President, the Vice Presidents the Secretary and the Treasurer of the corporation. The Executive Committee shall have the

authority to: - - establish meeting dates, times, places and agendas - present recommendations to the board - establish budget to be approved by the board , - authorize unbudgeted expenses without board approval for no more than a limit to be determined by the board in advance \* appoint committee chairpersons 0 1 act on behalf of the board to settle timely business between meetings The Executive Committee may not: (a) Amend or repeal bylaws or adopt—new bylaws; (b) Take any final action on any matter that, under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members or approval of a majority of all members; (c) Amend or repeal any board resolution that, by its express terms, is not so amendable or repealable.

**Section 2.** There shall be such committees created by the Executive Committee as may be required to carry on the work of the club. Chairpersons shall be appointed by the President.

**Section 3.** Committee Chairpersons shall be required to follow policies and procedures pertinent to their position as described in the Standing Rules of the Sequoia Parents' Club. A

**Section 4.** In May of each year, an Audit Committee shall be selected by the Executive Committee. This Audit Committee shall consist of at least one qualified professional. The Audit Committee shall submit a written report at the first board meeting in the Fall of that year.

#### ARTICLE VII. MEETINGS OF THE BOARD

**Section 1. Regular Meejngs.** The board will meet monthly at a time to be designated by the Executive Committee. Regular meetings of the board shall be held at any place within or outside California that has been designated by resolution of the board or in the notice of the meeting, or if not so designated, at the principal office of the corporation.

Section 2. Special meetings of the board for any purpose may be called at any time by the president or any vice president or the secretary or by any two directors. A minimum of twenty-four (24) hours advance notice of the time and place of special meetings shall be given to each director by either: (a) personal delivery of written notice; (b) first-class mail, postage prepaid; (c)telephone, either directly to the director or to a person at the director's home or office who would reasonably be expected to communicate that notice promptly to the director; or (d) telegram, charges prepaid. All such notices shall be given or sent to the director's address or telephone number as shown on the records of the corporation. Notices sent by first-class mail, postage prepaid, shall be deemed delivered two (2) business days after deposited.

**Section 3. Quorum.** One half (1/2) of the board membership shall constitute a quorum for the transaction of business. For the purpose of settling timely business between meetings, a quorum may be made up of the Executive Committee.

**Section 4. Proxy.** Subject to the provisions of the California Nonprofit Public Benefit Corporation Law, board members may not vote by proxy. A t

#### ARTICLE VIII. MEETINGS on THE MEMBERS

**Section 1. Regular Meetings.** Meetings of the members shall be held at any place within - or outside California that has been designated by the board or by written consent of all members entitled to vote at the meeting, given before or after the meeting. In the absence of any such designation, members' meeting shall be held at the corporation's principal office.

**Section 2. Annual Meeting.** An annual meeting of members shall be held in the month of May each year, at a time and date to be specified by the board. Members shall be given notice of the time and date of the meeting. At this meeting, officers shall be elected and any other property business may be transacted. Nominations for officers shall be presented by the Nominating Committee. Nominations from the floor shall also be permitted.

**Section 3. Special Meetings of Members.** special meeting of the members for any lawful purpose may be called at any time by the board or by the president, or by five (5) percent or more of the members. A special meeting shall be called by written request, specifying the general nature of the business proposed to be transacted and submitted to the president, vice president or the secretary of the corporation. The officer receiving the request shall cause notice to be given promptly to the members entitled to vote, stating that a meeting will be held at a specified time and date fixed by the executive committee, provided, however, that the meeting date shall be at least 15 - but no more than 90 days after receipt of the request No business, other than the business the general nature of which was set forth in the notice of the special meeting, may be transacted at the special meeting.

**Section 4. Quorum.** Twenty five percent (25%) of the voting power present in person or by proxy shall constitute a quorum for the transaction of business.

**Section 5. Voting.** Subject to the provisions of the California Nonprofit Public Benefit Corporation Law, members entitled to vote at any meeting of members shall be in good standing as of the record date determined by the board. For purposes of determining the members entitled to notice of any meeting, entitled to vote at any meeting, entitled to vote by written ballot, or entitled to exercise any rights with respect to any lawful action, the board shall, in advance, fix a record date. The record date so fixed shall not be more than sixty (60) nor less than ten (10) days before that action.

#### ARTICLE IX. RULES OF ORDER

**Section 1.** The rules contained in shall govern this club in all cases in which they are applicable and not inconsistent with these bylaws.

**Section 2.** The board shall establish Standing Rules for the corporation to formalize policies and procedures not part of these bylaws. The Standing Rules shall be consistent with these bylaws and may be amended or modified by a majority vote at any board meeting.

**Section 3.** The board may adopt, from time to time, such rules and procedures as are consistent with these Bylaws and necessary to carry out the intended purposes of the corporation.

#### ARTICLE X. AMENDMENTS

These Bylaws may be amended at any board meeting by a two-thirds (2/3) vote of the board, provided the proposed amendment has been submitted in writing at a previous board meeting, No such amendment shall materially and adversely affect the rights of members as to voting, extend the term of a director beyond that for which the director was elected, nor change the number of board members beyond the range specified in these Bylaws.

These Bylaws may also be amended by the vote of a majority of the members present, in person or by proxy, at any membership meeting which was duly noticed and at which a quorum of the members are present.

#### ARTICLE XI. INDEMNIFICATION

To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Section 5238(a) of the California Corporations Code, including persons formerly occupying such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

#### ARTICLE XII. INSURANCE

The corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, and other agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity or arising out of the officer's, director's, employee's, or agent's status as such.

### ARTICLE XIII. BUDGET

Following the annual elections in May of each year, the newly elected Executive Committee will establish a tentative budget to be adopted by the Board with appropriate changes at the first board meeting of the school year.

#### ARTICLE XIV. ANNUAL REPORT

The board shall cause an annual report to be sent to the members and directors within 120 days after the end of the corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year: (1) The assets and liabilities, including the trust funds, if any, of the corporation as of the end of the fiscal year. (2) The principal changes in assets and liabilities, including trust funds. (3) The revenue or receipts of the corporation - both unrestricted and restricted to particular purposes. (4) The expenses or disbursements of the corporation for both general and restricted purposes. (5) Any other information required by law. The annual report shall be accompanied by any report on it of independent accountants or, if there is no such report, by the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's books and records. requests it in writing.

#### ARTICLE XV. CONSTRUCTION AND DEFINITIONS

Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the California No profit Corporation Law shall govern the construction of these bylaws.

#### ARTICLE XVI. INSPECTION

Every director shall have the absolute right at any reasonable time to inspect the corporation's books, records, documents of every kind, physical properties, and the records of each of its committees. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents.

#### CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Sequoia Parents' Club, Inc. a California nonprofit public benefit corporation; that the above bylaws, consisting of 7 pages, are the bylaws of this corporation as adopted by the board of directors on May 21, 1999, and that they have not been amended or modified since that date.

Executed on 6-9-99 at Santa Rosa, California.

#### **BYLAW CHANGES**

#### Article IV. Officers

**Section 1.** The officers shall be: President, First Vice-President, Second Vice President, Secretary and Treasurer. These offices shall constitute the Executive Committee

**Change to Section 1.** The officers shall be: President, First Vice-President, Second Vice President, Secretary, and First Treasurer. The officers may additionally include a Second Treasurer. These offices shall constitute the Executive Committee

#### Article V. Duties of Officers

**Section 5.** The Treasurer shall receive all club funds and pay out funds as authorized by the approved budget or the board. She or he shall keep an accurate record of receipts and disbursements and submit a monthly report. She or he shall maintain a checking account and any other accounts required. Each executive Committee member shall have 'alternate signature authority with two (2) signatures required on all checks. The Treasurer shall also ensure that all tax returns, forms or reports required by State or Federal governments are duly and timely filed.

Change to Section 5. The First Treasurer shall work together with the Second Treasurer (if applicable) to keep an accurate record of receipts and disbursements and submit a monthly report. The First Treasurer shall also ensure that all tax returns, forms or reports required by State or Federal governments are duly and timely filed. 'Section 5B. The Second Treasurer (or the 1st Treasurer in the absence of a 2nd Treasurer) shall receive all club funds and pay out funds as authorized by the approved budget or the board. She or he shall work with the First Treasurer to keep an accurate record of receipts and disbursements. Each executive Committee member shall have alternate signature authority with two (2) signatures required on all checks.

#### Article VI. Committees

**Section 1.** The Executive Committee shall consist of the President, the Vice Presidents, the Secretary and Treasurer of the corporation.

**Change to Section 1.** The Executive Committee shall consist of the President, the Vice Presidents, the Secretary, and Treasurers (1 or 2 as applicable) of the corporation.

#### Article IV. Officers

**Section 1.** The officers shall be: President, First Vice President, Second Vice-President, Secretary, and First Treasurer. The officers may additionally include a Second Treasurer. These officers shall constitute the Executive Committee

**Change to: Section 1.** The officers shall be: President, First Vice President, Second Vice-President, Secretary, and First Treasurer. The officers may additionally include a Second Treasurer and a Second Secretary. These officers shall constitute the Executive Committee

#### Article V. Duties of Officers

**Section 4.** The Secretary shall handle all correspondence for the club and keep the minutes of every board meeting, said minutes shall be an accurate record of all business transacted. The Secretary shall also maintain a file which includes a current copy of the bylaws, the Standing Rules adopted by the Board, and copies of memorandums and all other records required by law maintained at the Board's request. The Secretary shall be responsible for the conduct of the annual election of officers.

Change to: Section 4. The First Secretary shall work together with the Second Secretary(if

applicable) will keep the minutes of every board meeting, said meetings will be an accurate record of all business transacted. The First Secretary will also work with the Second Secretary (if applicable) shall maintain a file which includes a current copy of bylaws, the Standing Rules adopted by the Board, and copies of memorandums and all other records required by law maintained at the Board's request. Section 4B. The Second Secretary (or the 1st Secretary in the absence of a 2nd Secretary) shall handle all correspondence for the club. The Second Secretary shall be responsible for the conduct of the annual election of officers.

#### **Article VI: Committees**

**Section 1.** The Executive Committee shall consist of the President, The Vice Presidents, The Secretary, and Treasurers (1 or 2 as applicable) of the corporation.

**Change to: Section 1.** The Executive Committee shall consist of the President, The Vice Presidents, The Secretary's (1 or 2 as applicable), and Treasurers (1 or 2 as applicable) of the corporation.



Sequoia Parents Club 5305 Dupont Drive. Santa Rosa, CA 95409

# **Specialty Insurance Products**

Insurance Policy Number: NANPO0033750

Tel. (800) 364-2433

Email support@rvnuccio.com

Online rvnuccio.com

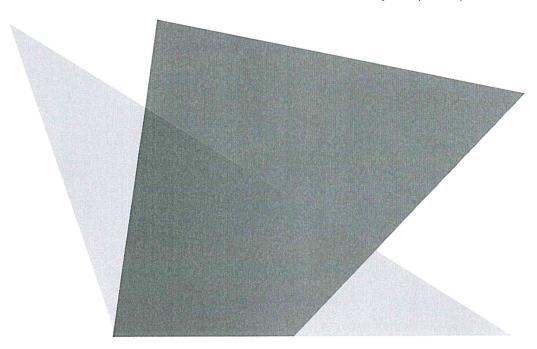
Office 10148 Riverside Drive Toluca Lake, CA 91602

# Your Insurance Policy

#### What's included:

- ✓ Your Certificate(s) of Insurance
- ✓ A copy of your Application
- ✓ Your Memorandum
- ✓ Your Coverages
- ✓ Your Quote Letter

Thank you for choosing R.V. Nuccio & Associates Insurance Brokers, Inc. — We look forward to helping with your specialty insurance needs.





R.V. Nuccio & Associates Insurance Brokers, Inc.

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/27/2016

(818) 980-1595

FAX (A/C, No):

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT Robert V. Nuccio

PHONE (A/C, No, Ext): (800) 364-2433

10148 Riverside Drive				ADDRESS: support@rvnuccio.com					
Toluca Lake, CA 91602			INSURER(S) AFFORDING COVERAGE				NAIC#		
					INSURE			urance Company	21873
INSU					INSURE	RB: Nationv	vide Life Ins	urance Company	66869
Sequoia Parents Club				INSURER C:					
53	5305 Dupont Drive.			INSURER D:					
Santa Rosa , CA 95409				INSURER E:					
					INSURE	RF:			
CO	'ERAGES CEF	TIFI	CATE	NUMBER:				REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							WHICH THIS		
INSR LTR	TYPE OF INSURANCE	ADDL	SUBR			POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY	IIII	1111	XPK80971513		12/28/2016	12/28/2017	EACH OCCURRENCE \$	1,000,000
Α	COMMERCIAL GENERAL LIABILITY					12/20/2010	12/20/2011	DAMAGE TO RENTED PREMISES (Ea occurrence) \$	100,000
	CLAIMS-MADE V OCCUR			NANPO0033750				MED EXP (Any one person) \$	5,000
İ								PERSONAL & ADV INJURY \$	1,000,000
								GENERAL AGGREGATE \$	2,000,000
Ì	GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG \$	2,000,000
	POLICY PRO- JECT LOC							\$	
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$	
Ì	ANY AUTO							BODILY INJURY (Per person) \$	
Ì	ALL OWNED SCHEDULED AUTOS AUTOS							BODILY INJURY (Per accident) \$	
1	HIRED AUTOS NON-OWNED AUTOS							PROPERTY DAMAGE (Per accident) \$	
ı	AUTOS							\$	
	UMBRELLA LIAB OCCUR							EACH OCCURRENCE \$	
ŀ	EXCESS LIAB CLAIMS-MADE		1	_				AGGREGATE \$	
İ	DED RETENTION\$	1						s	
	WORKERS COMPENSATION							WC STATU- OTH- TORY LIMITS ER	
	AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE		1					E.L. EACH ACCIDENT \$	
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A						E.L. DISEASE - EA EMPLOYEE \$	
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT \$	
Α	Directors and Officers			NPODO0038310		12/28/2016	12/28/2017		\$1,000,000
В	AD&D Medical Plus			NPOAM0030546		12/28/2016	12/28/2017		\$10,000
٦	ADAD Medical Flus			IN OAMOOOOTO		12/20/2010	12/20/2011		ψ10,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)									
CFR	TIFICATE HOLDER				CANC	ELLATION			
OLIVIII IORIL IIOLDLIX				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
•				AUTHOR	RIZED REPRESE	NTATIVE	7		
				Robert V. Nuccio					
						@ 10	DO 2010 ACC	ORD CORPORATION All ric	hte recented



DATE (MM/DD/YYYY) 12/27/2016

EVIDENCE OF PROPERTY INSURANCE THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST. PHONE (A/C, No, Ext): R.V. Nuccio & Associates Insurance Brokers, Inc. Fireman's Fund Insurance Company 10148 Riverside Drive 777 San Marin Drive Novato, California 94998-2000 Toluca Lake, CA 91602 (800) 364-2433 Robert V. Nuccio (A/C, No): (818) 980-1595 E-MAIL ADDRESS: support@rvnuccio.com SUB CODE: CODE: AGENCY CUSTOMER ID #: POLICY NUMBER INSURED LOAN NUMBER Seguoia Parents Club NANPO0033750 **EFFECTIVE DATE** EXPIRATION DATE 5305 Dupont Drive. CONTINUED UNTIL 12/28/2016 12/28/2017 TERMINATED IF CHECKED Santa Rosa, CA 95409 THIS REPLACES PRIOR EVIDENCE DATED: PROPERTY INFORMATION LOCATION/DESCRIPTION THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **COVERAGE INFORMATION** AMOUNT OF INSURANCE DEDUCTIBLE COVERAGE / PERILS / FORMS Not Covered Not Covered Property/Equipment Insurance \$10,000 \$250 Crime Insurance **REMARKS (Including Special Conditions)** CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. ADDITIONAL INTEREST NAME AND ADDRESS ADDITIONAL INSURED MORTGAGEE LOSS PAYEE LOAN#

ACORD 27 (2009/12)

Clobert V. Junio

AUTHORIZED REPRESENTATIVE

Robert V. Nuccio

# SCHOOL SUPPORT GROUP/NONPROFIT ORGANIZATION COMMERCIAL PACKAGE INSURANCE POLICY

#### MEMORANDUM OF INSURANCE

16-	-4	D-1: N1 VDI/000	71510	Morr	orandum Number: NA	NPO0033750	
Master Policy Number: XPK80971513				Memorandum Number: NANPO0033750			
		Company:		National Program Administrator:			
		n's Fund Insurance Co	mpany	R.V. Nuccio & Associates Insurance Brokers, Inc.			
		Marin Drive		10148 Riverside Drive			
Novato, California 94998-2000					ca Lake, CA 91602	0 <i>E</i>	
		vide Claims: 1-800-567	AUTO- CONTRACTOR OF THE PROPERTY OF THE PROPER	Nationwide: 1-800-567-2685			
01.	MI	EMORANDUM HOLDER N	EANS NAMED INSURED)				
	a.	Memorandum Holder:					
	b.		5305 Dupont Drive.				
	c.	City:	Santa Rosa				
	d.	State:	CA				
	e.	Zip Code:	95409				
02.	Co	VERAGE PERIOD					
02.	Inc	eption Date 12/28/2016	12:01A.M. to Expiration	Date 12/28/2017 12	2:01A.M. Standard Tin	ne at the Named Insured's	
		lress as stated above.		7496.357 (1996.357 (1996.357)			
03.	Bu	SINESS TYPE					
		PTA PTO	☐Booster Club	Educational For	undation Nonpre	ofit Organization	
04.	Co	VERAGE PART	LIN	IIT OF INSURANCE	DEDUCTIBLE	Premium	
	a.		PERTY COVERAGE PART			\$0.00	
		Business Personal Prop		Not Covered	Not Covered		
	b.	INLAND MARINE CRIM				\$33.00	
	٠.	(01)Employee Dishone		\$10,000	\$250		
		(02)Forgery Or Alterati		\$10,000	\$250		
			ce And Destruction Of M		4200		
		(a)Inside The Prem		\$10,000	\$250		
		(b)Outside The Pre		\$10,000	\$250		
	c.		IOBILE LIABILITY COVE			\$45.00	
	C.	(01)General Aggregate	TODICE EMIDIENT CO.E	\$2,000,000	\$0		
			d Operations Aggregate	\$2,000,000	•		
		(03)Personal And Adve		\$1,000,000			
		(04)Each Occurrence	rionig injury	\$1,000,000			
		(05)Damage To Premis	es Rented To You	\$100,000			
		(06)Medical Expense	es Renied 10 10d	\$5,000			
		(07) Non-Owned And H	Jired Automobiles	Not Covered			
		(07) Non-Owned And I	inca ratomobiles	1101 0010100	State Guarantee Fund	\$0.00	
05.		TOTAL PREMIUM Due	At Incention			\$78.00	
05.		TOTAL I REMION Duc	At Inception			φ10.00	
06	Fo	DMC AND ENDODSEMEN	TS ATTACHED AT INCEP	TION			
00.	r O	RIVIS AND ENDORSEMEN	IS ATTACHED AT INCE	HON			
					_		
					Clobert V. Junio		
Dat	e Iss	ued:		Ву	_ ,		
		umber:NPOUWS001		_		Robert V. Nuccio	

### SCHOOL SUPPORT GROUP/NONPROFIT ORGANIZATION **DIRECTORS & OFFICERS LIABILITY INSURANCE POLICY**

#### MEMORANDUM OF INSURANCE

Ma	ster	Policy Number: NDF5	57967887	Memorandum	Number: NPODO00	38310
Issu	ing	Company:		National Progr	am Administrator:	
		n's Fund Insurance	Company	R.V. Nuccio &	& Associates Insura	nce Brokers, Inc.
		n Marin Drive		10148 Riversio	le Drive	
No	vato.	, California 94998-200	00	Toluca Lake, (	CA 91602	
Nat	ionv	vide Claims: 1-800-	567-2685	Nationwide: 1	-800-567-2685	
01.	ME	EMORANDUM HOLDEI	R NAME AND ADDRESS	(MEMORANDUM HOLDER MEANS NAME	d Insured)	
	a.	Memorandum Holde	er: Sequoia Parents Clu	db		
	b.	Street Address:	5305 Dupont Drive.			
	c.	City:	Santa Rosa			
	d.	State:	CA			
	e.	Zip Code:	95409			
02.	Co	VERAGE PERIOD				
	Inc	eption Date 12/28/201	612:01A.M. to Expirat	tion Date 12/28/2017 12:01A.M. S	tandard Time at the	Named Insured's
		lress as stated above.	_			
03.	Bu	SINESS TYPE				
		PTA PTC	Booster Club	☐Educational Foundation	☐Nonprofit Org	anization
04.	Co	VERAGE		LIMIT OF INSURANCE	RETENTION	PREMIUM
	a.	<b>DIRECTORS &amp; OFFI</b>	CERS LIABILITY			\$24.75
		01. Each Occurrenc	e	\$1,000,000	\$0	
		02. Annual Aggrega	ate	\$1,000,000		
	b.	EMPLOYMENT PRAC	CTICES LIABILITY	Covered	\$0	
				State Gua	rantee Fund	\$0.00
05.	To'	TAL PREMIUM Due A	t Inception	2		\$24.75
			ENTS ATTACHED AT I	NCEPTION		

Date Issued: 12/27/2016 Form Number: NPOUWS001 By Cobert V. Puris

Robert V. Nuccio

## SCHOOL SUPPORT GROUP/NONPROFIT ORGANIZATION ACCIDENT MEDICAL INSURANCE POLICY

#### MEMORANDUM OF INSURANCE

Master Policy Number: 6027100001307	7001	Memorandu	m Number: NPOAM003054	16
Issuing Company:		National Pro	gram Administrator:	
Nationwide Life Insurance Company		R.V. Nuccio	& Associates Insurance l	Brokers, Inc.
1 Nationwide Plaza		10148 River	side Drive	
Columbus, OH 43215		Toluca Lake	, CA 91602	
Nationwide Claims: 1-800-567-2685		Nationwide:	1-800-567-2685	
01. MEMORANDUM HOLDER NAME AN	ND ADDRESS (MEMORANDU)	M HOLDER MEANS NA	MED INSURED)	
a. Memorandum Holder: Sequois	a Parents Club			
	upont Drive.			
c. City: Santa F	1-1			
d. State: CA				
e. Zip Code: 95409		_		
02. COVERAGE PERIOD				
Inception Date 12/28/2016 12:01A.	M. to Expiration Date 12/	28/2017 12:01A.M	. Standard Time at the Nam	ned Insured's
address as stated above.	•			
03. BUSINESS TYPE				
□PTA <b>□</b> PTO □E	Booster Club	cational Foundation	n Nonprofit Organiza	ation
04. COVERAGE PART		BENEFIT	DEDUCTIBLE	PREMIUM
ACCIDENT MEDICAL INSURANCE				\$73.00
a. Accidental Death		\$5,000	\$25	
b. Accidental Dismemberment		\$5,000	\$25	
c. Accident Medical Expense		\$10,000	\$25	
d. Dental Maximum		\$5,000	\$25	
		State G	uarantee Fund	\$0.00
05. TOTAL PREMIUM Due At Inceptio	n	2.410		\$73.00

06. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION

Date Issued:12/27/2016 Form Number:NPOUWS001 By \_\_\_\_\_

Robert V. Nuccio



## R.V. Nuccio & associates, inc.

### Applicant Information

School Support Group Type

School Support Group Name

Website

Total Annual Revenues/Receipts

Is your group primarily a project graduation group?

Does your organization conduct its business from a school campus between the grades of

School Name

School Address

School City

School State

School Zip Code

First Name

Last Name

Phone

E-Mail Address

PTO

Sequoia Parents Club

11,000

No

Yes

Sequoia Elementary School

5305 Dupont Drive.

Santa Rosa

CA

95409

Katrina

Gillaspie

707-217-8821

tkgillaspie@sbcglobal.net

#### Coverages

**Effective Date** 

Liability Plus

Damage to Premises Rented Limit

**Bonding Plus** 

I understand and agree that no coverage will be provided unless we install and maintain the required accounting procedures at inception and throughout the coverage period.

Accident Medical Plus

Property Plus

Directors and Officers Plus

Does your School Support Group (SSG) have any other Organizations, Auxiliaries, Clubs, Chapters, Groups or Entities operating along with, attached to, subordinate to or under your SSG; or any other Organizations, Auxiliaries, Clubs, Chapters, Groups or Entities over which you exercise any control and/or to which you might expect this insurance to also provide insurance coverage?

I agree that after diligent inquiry, neither I nor any of our Directors, Officers, or Members are aware of any circumstances, conditions, or situations which may give rise to a loss under this insurance.

Do you understand and agree that any known or existing circumstances, conditions, or situations which may give rise to a loss under this insurance will not be covered by the

Do you understand and agree that if you select the Mail-in Check payment option, the effective date will be the date payment is processed by R.V. Nuccio & Associates or the requested effective date, whichever is later?

I understand and agree that the underwriter retains the right to review the application for accuracy, and that the policy will not provide any insurance coverage if any application information is falsely reported, falsely stated, incorrectly selected, stated, misreported, misrepresented, misstated or wrongly stated, whether or not intentional. I understand and agree that by entering my name below, I am effectively signing this application for insurance.

Name Accepted Date 12/28/2016

Yes

\$100,000

Limit \$10,000

Yes

Yes

Limit \$10,000

No, I do not want to purchase this coverage.

Yes

Yes

Yes

Yes

Katrina Gillaspie 12/27/2016



Memorandum Number Memorandum Number D&O Memorandum Number AD&D Expiration Date NANPO0033750 NPODO0038310 NPOAM0030546 12/28/2017

Additional Insureds
Number of Additional Insureds

0



### SCHOOL SUPPORT GROUP ANNUAL INSURANCE QUOTE

#### **APPLICANT INFORMATION**

Applicant Name: Sequoia Parents Club Date: 12/27/2016

Proposed Coverage Dates: 12/28/2016 12:01AM to 12/28/2017 12:01Al Client ID#: 1114989

POLICY INFORMATION	LIMIT	Cost
1. Liability Plus	\$1,000,000/\$2,000,000	\$ 45.00
RVNA, Inc. Administration & Unlimited A	dditional Insured Charge	\$ 110.00
2. Bonding Plus	\$10,000	\$ 33.00
RVNA, Inc. Administration Charge		\$ 50.00
3. Directors & Officers Liability Plus	\$1,000,000	\$ 24.75
RVNA, Inc. Administration Charge		\$ 25.25
4. Accident Medical Plus	\$10,000	\$ 73.00
RVNA, Inc. Administration Charge		\$ 25.00
5. Property Plus	Not Covered	\$ 0.00
RVNA, Inc. Administration Charge		\$ 0.00
RVNA, Inc. Loss Payee Charge		\$ 0.00
State Guarantee Fund		\$ 0.00
TOTAL		\$ 386.00

## If you wish to purchase this exclusive insurance product, please log in at protectyournonprofit.com

#### **NOTES**

- This is a quotation only. Prices are subject to change without notice.
- Quotation is subject to online completion of the application and underwriting approval.
- It is the insureds responsibility to read the policy. Request a sample policy online at protectyournonprofit.com.
- Licensing information available upon request.
- Policy is underwritten by an A+ rated insurance carrier.

## Form **990-EZ**

## Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2015

OMB No. 1545-1150

Department of the Treasury Internal Revenue Service

► Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

Open to Public Inspection

A	For	the 2015 calendar year, or tax year beginning 7/01 , 2015, and ending 6/30	, 2016
B	Chec		mployer identification number
H	=		68-0361721
F	=	Letura 5305 DUPONT DRIVE	elephone number
-	╡	ISANIIA DOSA CA 05/100-30/3	(707) 539-3410
F	₹	adad sahusa	
	=	r G	Group Exemption
G	Acc	ounting Method: X Cash Accrual Other (specify) ► H Check ► X	if the organization is not
1	Web		attach Schedule B
J	Tax-e	exempt status (check only one) $ \times$ 501(c)(3) $-$ 501(c)( ) $\prec$ (insert no.) $-$ 4947(a)(1) or $-$ 527 (Form 990,	990-EZ, or 990-PF).
K	Forn	n of organization: X Corporation Trust Association Other	
	asse	lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if tota ets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ	▶\$ 123,014.
Pa	art I	Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instruct	tions for Part I)
		Check if the organization used Schedule O to respond to any question in this Part I	X
	1	Contributions, gifts, grants, and similar amounts received	1 57,380.
	2	Program service revenue including government fees and contracts	
	3	Membership dues and assessments.	3 1,125.
	4	Investment income	4 29.
	5 a	a Gross amount from sale of assets other than inventory	
	E	Less: cost or other basis and sales expenses	
		Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5 c
_	6	Gaming and fundraising events	
E	a	3 3 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
Ĕ	b	Gross income from fundraising events (not including \$ 37, 124. of contributions	
REVERON	1	from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	
E		c Less: direct expenses from gaming and fundraising events 6b 56,609.	
		Net income or (loss) from gaming and fundraising events (add lines 6a and	
		6b and subtract line 6c)	6d 23,843.
		Gross sales of inventory, less returns and allowances	101919/date
		Less: cost of goods sold	
	С	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a).	7c 79.
	8	Other revenue (describe in Schedule O)	8
	9	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8▶	9 82,456.
	10	Grants and similar amounts paid (list in Schedule O)	10 40,351.
	11	Benefits paid to or for members	11
E	12	Salaries, other compensation, and employee benefits	12
EXPENS	13	Professional fees and other payments to independent contractors	13 1,744.
N	14	Occupancy, rent, utilities, and maintenance	14
E	15	Printing, publications, postage, and shipping	15 2,676.
3	16	Other expenses (describe in Schedule O). SEE SCHEDULE O	16 10,092.
	17	Total expenses. Add lines 10 through 16	17 54,863.
	18	Total expenses. Add lines 10 through 16	18 27,593.
ASSETS		Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year	=:/030.
SE	10	figure reported on prior year's return)	19 136,591.
S	20	Other changes in net assets or fund balances (explain in Schedule O).	20
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21 164,184.
244		Panenwork Reduction Act Notice see the congrete instructions	Form 900 F7 (2015)

Form	990-EZ (2015) SEQUOTA PARENTS	G' CLUB, INC.		68-	-036	1721 Page 2
	t II Balance Sheets (see the ins	tructions for Part II)	eastion in this Dort II			П
	Check if the organization used Sch	ledule O to respond to any qu	lestion in this Part II	(A) Beginning of year	r T	(B) End of year
22	Cash, savings, and investments			136,591		164,184.
23	Land and buildings			130,331	23	201/2011
24	Other assets (describe in Schedule O) .				24	
25	Total assets			136,591	25	164,184.
26	Total liabilities (describe in Schedule C			0	26	0.
27	Net assets or fund balances (line 27 of	column (B) must agree with	line 21)	136,591	27	164,184.
Par	Statement of Program Service A Check if the organization used So	ccomplishments (see the inst	ructions for Part III)	, [X]		Expenses
What i	s the organization's primary exempt purpose? SE	E CCUEDILLE O	question in this Fact in	1		uired for section 501 and 501(c)(4)
Desc	ribe the organization's program service:	accomplishments for each of	its three largest progr	am services, as	orgar	nizations; optional
meas	with the organization's program service: sured by expenses. In a clear and concis fited, and other relevant information for	se manner, describe the servi each program title.	ces provided, the num	nber of persons	for ot	hers.)
28	CURRICULUM ENHANCEMENTS I	FOR THE SCHOOL.				
	THE DOMEST I	nis amount includes foreign g	rants, check here		28 a	28,092.
29	FIELD TRIPS					
			rente absoluboro		29 a	10 250
20	(Grants \$ ) If ti	nis amount includes foreign g	rants, check here		29 a	10,259.
30						
	(Grants \$ ) If fi	nis amount includes foreign g	rants, check here	FM	30 a	
31	Other program services (describe in Sci				-2-2-	
٥.	(Grants \$ ) If the	nis amount includes foreign g	rants, check here	▶ 🔲	31 a	
32	Total program service expenses (add I				32	38,351.
	LIV List of Officers, Directors,				ee the i	nstructions for Part IV)
	Check if the organization used So	chedule O to respond to any o	question in this Part I	<u></u>		<u>U</u>
	(a) Name and title	(b) Average hours per week devoted to	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits contributions to emplo benefit plans, and defe	yee	(e) Estimated amount of other compensation
	.,	position	`(if not paid, enter -0-)	compensation	med	other compensation
	E CORNWALL					0
	SIDENT	5	0	•	0.	0.
	EMY DE LA TORRE	-	0		0.	0.
	E PRESIDENT AN CARR	5	U	•	٠.	<u> </u>
	AN CARR E PRESIDENT	5	0		0.	0.
	IS PATTERSON			•	·	
	RETARY	5	0		0.	0.
	OLE ROSASCHI					
SEC	RETARY	5	0	.	0.	0.
ERI	C WALKER					
	ASURER	5	0		0.	0.
	RINA GILLASPIE		_	1		0
TRE	ASURER	5	0		0.	0.
					_	
		1	}	}	1	

TEEA0812L 10/12/15

BAA

Page 2

Form 990-EZ (2015)

Pa	Other Information (Note the Schedule A and personal benefit contract statement requirements in SEE SCHED the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V	)ULE		X
33	Did the organization engage in any significant activity not previously reported to the IRS?  If 'Yes,' provide a detailed description of each activity in Schedule O	22	Yes	No
		33		Х
34	a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	34		Х
35	a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities			
	(such as those reported on lines 2, 6a, and 7a, among others)?	35 a		X
	b If 'Yes,' to line 35a, has the organization filed a Form 990-T for the year? If 'No,' provide an explanation in Schedule O	35 b		
	c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If 'Yes,' complete Schedule C, Part III	35 c		Х
	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N	36		Х
37	a Enter amount of political expenditures, direct or indirect, as described in the instructions. ► 37a 0.			
	b Did the organization file Form 1120-POL for this year?	37 b	CANCER	X
38	a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38 a	ASSESSED A	Χ
)	b If "Yes," complete Schedule L, Part II and enter the total amount involved	1		
39	Section 501(c)(7) organizations. Enter:			
	a Initiation fees and capital contributions included on line 9	1		
	b Gross receipts, included on line 9, for public use of club facilities	7		
40	a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:			
	section 4911 ► 0 .; section 4912 ► 0 .; section 4955 ► 0 .			
	b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been	40 b		X
	reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	400		<u>^</u>
,	c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958			
	d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization			
	e All organizations. At any time during the tax year, was the organization a party to a prohibited tax	40 e	12075-241	X
A-1	shelter transaction? If 'Ýes,' complete Form 8886-T	400		
	a The organization's books are in care of ► ERIC WALKER  Located at ► 5305 DUPOINT DRIVE SANTA ROSA CA  ZIP + 4 ► 95409		-341 Yes	. <u>0</u>
	b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42 b		X
	If 'Yes,' enter the name of the foreign country:▶			
	See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42 c		X
(	c At any time during the calendar year, did the organization maintain an office outside the U.S.?	420	4	
	If 'Yes,' enter the name of the foreign country:▶			
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here			N/A N/A
		distantian.	Yes	No
	a Did the organization maintain any donor advised funds during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ	44 a		Х
	o Did the organization operate one or more hospital facilities during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ	44 b		X
	Did the organization receive any payments for indoor tanning services during the year?	44 c	STEP STATE	X
(	d If 'Yes' to line 44c, has the organization filed a Form 720 to report these payments?  If 'No,' provide an explanation in Schedule O	44 d	2000	RREA
45 -	a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45 a	$\vdash$	X
-J. C	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,'	i migris	12075430	16.8632
	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45 b		X
	TEEA0812L 10/12/15	orm 99	リーにん (	2015

Form 9	990-E	EZ (2015) SEQ	QUOIA PARE	NTS' C	LUB,	INC.				68-03	61721		Pa	age 4
46 E	Did th	ne organization dates for public	engage, direct	ly or indire	ectly, in	n political campai	gn activities	on behalf o	of or in o	opposition to		46	'es	No X
Part	VI	All section for lines 50	and 51.	rganizatio	ons n	y nust answer quot respond to any								П
47 0	hid th					ve a section 501(h)					г			No
С	omp	lete Schedule (	C, Part II									47	_	X
						170(b)(1)(A)(ii)?						48 49 a	+	X
b lf	f 'Yes	s,' was the rela	ted organizatio	n a section	n 527	organization?						49 b		
50 C	amo	lete this table fo	r the organization	n's five hig	hest co	ompensated emplo compensation from	yees (other t	han officers,	directors	s, trustees and k	еу			
		(a) Name and title	of each employee		(t	o) Average hours per week devoted to position	(c) Reportable (Forms W-2	compensation (1099-MISC)	contribution benefit p	lealth benefits, lions to employee plans, and deferred empensation		limaled a er compei		
NONE														
<b>51</b> C	lamo	lete this table for	er employees par the organization the organization	n's five hig	hest co	ompensated indepe	endent contra	actors who ea	ich recei	ved more than \$	100,000	) of		
	(	a) Name and busine	ess address of each	independent c	ontracto	r		(b) Type o	of service		(c)	Compen	sation	
NONE														
									-					
											ļ			
						receiving over \$								
		e organization eted Schedule		dule A? N	ote: A	II section 501(c)(3	3) organizat	ions must a	ttach a		► X	Yes		No
Inder per	nalties	of perjury, I declare	e that I have examin	ed this return, her than office	includir	ng accompanying sched sed on all information o	ules and staten	nents, and to the	best of medge.	y knowledge and be	lief, it is			
	1	<b>&gt;</b>												
Sign Here		Signature of of ERIC WA							Date TREAS	SURER				
		Type or print n	ame and title											
		Print/Type preparer				er's signature	317	Date		Check L if	TIN	7001		
Paid	_ }	HANNA CUN Firm's name ►	<u>NINGHAM</u> LINKENHEI	MEB T	<u> HAN</u> LP	NA CUNNINGH	AM			self-employed	0136	190T	-	
Prepar Use On			187 CONCO							Firm's EIN	94-1	3549	85	
200 011	,		SANTA ROS		Charles and the	3-8217				Phone no. (70		46-02		
May the	e IRS	discuss this re				above? See instru	ictions				► 🗓	Yes		No
											Forr	n 990-l	Z (2	2015)

## Sequoia Parents' Club 2017-2018 Budget Profit & Loss Budget vs. Actual

1 1011 0 2000	Dauget vo. Motaul				
	17/18 Budget	16/17 Actual	16/17 Budget	Variance	Comments  Entranged and account and account and account and account account account and account accoun
y Income/Expense					
COMMUNITY ORIGIN I MOONE	Income				
COMMUNITY SPIRIT INCOME Yearbook	4,000.00	3,878.00	4,000.00	-122.00	
Donations	2,500.00	3,519.44	2,500.00	1,019.44	incl Albertson's grant 1500, Marys & Lepes dine/donale
All Spirit Wear (other than 6th Grade)	2,000.00	1,850.36	2,500.00	-649.64	
Membership	1,500.00	1,190.00	1,000.00	190.00	
Ice Cream Social	600.00 500.00		600.00 500.00	-600.00 -500.00	
6th Gr Concession Projects Snoopy Skate Night	150.00		150.00	-150.00	partner with Binkley?
Total COMMUNITY SPIRIT INCOME	11,250.00	10,437.80	11,250.00	-812.20	* Committee Comm
FUNDRAISING ACTIVITIES-INCOME	(				
Walkathon	70,000.00	82,057.20	70,000.00	12,057.20	
Gift Wrap	13,500.00	13,614.85	13,000.00	614.85	orders due Sept 15th
E-Scrip	3,500.00	3,417.39	4,000.00	-582.61	16/17 incl Amazon Smile
Amazon Smile	250.00	1,525.00	0.00 1,500.00	0.00 25.00	intent to break even (\$25/ sweatshirt * # 6th grade students, p
Spirit Wear (6th Grade) Box Tops	1,500.00 550.00	543.30	1,000.00	-456.70	milett to brook even force streaming it on grove stadenia, p
Movie Night	1,000.00	284.96	1,000.00	-715.04	looking to break even
Recycle Items	100.00		100.00	-100.00	toner cartridges
Total FUNDRAISING ACTIVITIES-INCOME	90,400.00	101,442.70	90,600.00	10,842.70	
OTHER SOURCES-INCOME					
Chaperone Reimbursement - Field Trips	0.00		200.00	-200.00	Safari West 2nd grade teachers ask parents for admission (SF
Deposit carried over from 2015/2016 SY	0.00	3,127.00	0.00	3,127.00	n/i in 2015/2016 P&L
Interest/Other	30.00	59.93	30.00	29.93	
Total OTHER SOURCES-INCOME	30.00	3,186.93	230.00	2,956.93	
Total Income	101,680.00	115,067.43	102,080.00	12,987.43	
	Expenses				
COMMUNITY SPIRIT-EXPENSE					
Yearbook	4,000.00	3,423.09	6,000.00	-2,576.91	2000 70
T-Shirts, Socks, Hats	3,700.00	3,715.44	2,500.00	1,215.44 -1,500.00	incl 6th gr camp sweathshirts 2280.72 Target gift cards donated to families in need (by principal) \$75
Community Outreach Halloween Carnival	1,500.00 1,250.00	1,070.52	1,500.00 1,250.00	-1,500.00	raiger girt cards deliated to rainines in need (by principal) eve
Movie Night (x4)	1,000.00	381.14	1,000.00	-618.86	Concessions should be 6th grade
Ice Cream Social	300.00		600.00	-600.00	Coldstone brought and split proceeds in 16/17
Bingo	500.00		500.00	-500.00	Ne receipts turned in 16/17
Class Posting Night	150.00	32.57	300.00	-267.43 -250.00	Cleary McConvolence and
Student Birthday Cards Total COMMUNITY SPIRIT-EXPENSE	250.00 12,650.00	8,622.76	250.00 13,900.00	-5,277.24	Stacey McGarvel assisted
RVEF Donation	2,000.00	2,000.00	2,000.00	0.00	
CURRICULUM ENCHANCEMENT-SCIENCE	0.000.00	0.000.00	6,000.00	0.00	Thru site counsel
Science Program Science Assemblies	6,000.00 5,000.00	6,000.00 5,068.60	4,500.00	568.60	Wendy schedules
Science Lab (consumables & supplies)	2,500.00	3,035.09	1,500.00	1,535.09	buying lesson plans
Total CURRICULUM ENCHANCEMENT-SCIENCE	13,500.00	14,103.69	12,000.00	2,103.69	
CURRICULUM ENHANCEMENT-ASSEMBLIES	6,500.00	1,200.00	8,000.00	-6,800.00	
CURRICULUM ENHANCEMENT Fine Arts Day	3,500.00	3,451.04	3,000.00	451.04	
Technology	3,000.00	3,019.90	3,000.00	19.90	Apple TVs 16/17
Publications	2,300.00	2,048.52	2,000.00	48.52	Scholastic News, Kindergarten (new), RSP news (new)
Music Programs	2,000.00		2,000.00	-2,000.00	Could be used for equip, Mr Music (Kinder)
Classroom Supplies	2,500.00	3,494.18	1,000.00	2,494.18	16/17 incl 504/iep resources 3048.21, wobl chrs 315.97
Physical Education	1,000.00 500.00	122.61	1,000.00 750.00	-1,000.00 -627.39	
Garden Library Fund	500.00	122.01	500.00	-500.00	
Student Council	300.00		300.00	-300.00	
Colonial Day			200.00	-200.00	Used to bus to Matanzas
Math Night	150.00		150.00	-150.00	District pay?
Field Day	150.00	10 126 25	150.00	-150.00 -1,913.75	
Total CURRICULUM ENHANCEMENT	15,900.00	12,136.25	14,050.00	-1,913.73	
FIELD TRIPS					
FIELD TRIPS - Other	12,500.00	9,460.69	12,500.00	-3,039.31	
6TH Grade Camp	1,000.00		1,000.00	-1,000.00	scholarship
Total FIELD TRIPS	13,500.00	9,460.69	13,500.00	-4,039.31	
FUNDDAIGNO ACTIVITIES					
FUNDRAISING ACTIVITIES Walkathon	23,800.00	23,569.64	22,500.00	1,069.64	
2016-17 Walkathon Expense (carryover)	1,619.64		,,	0.00	
Gift Wrap	7,000.00	6,402.64	7,000.00	-597.36	50% income to 6th grade camp (Est \$6,500 NI)
Total FUNDRAISING ACTIVITIES	32,419.64	29,972.28	29,500.00	472.28	
GENERAL PROGRAM EXPENSES	500.00		500.00	-500.00	
School Beautification Welcome Back Staff Luncheon	450.00	339.67	350.00	-10.33	
Magnets & K-3 Folders	510.00	683.06	300.00	383.06	mascot folders
Total GENERAL PROGRAM EXPENSES	1,460.00	1,022.73	1,150.00	-127.27	
OPERATING COSTS	4 500 00	2 000 50	4 500 00	1 100 50	expenses higher due to tie out process for 2015/2016 SY
Accounting/Professional Fees	1,500.00 1,500.00	2,696.50 1,344.04	1,500.00 1,500.00	1,196.50 -155.96	expenses higher due to tie out process for 2015/2016 SY Gazette
Printing Insurance	400.00	386.00	400.00	-14.00	RV Nucchio
Office Supplies	100.00	80.13	300.00	-219.87	
Marketing Expense	200.00	168.00	200.00	-32.00	Constant Contact - Email
Marketing Expense	200.00	,00.00	200.00	02.03	enouse status sections with the

Bank Fees Total OPERATING COSTS	100.00 3,800.00	69.00 4,743.67	200.00 4,100.00	-131.00 643.67	add back ins 7/2016 \$386
OTHER					
Teacher & Staff Appreciation		6,455.18	6,250.00	205.18	teacher appreciation beginning of school cards and Christmas
BOY Classroom Stipends & Gifts Cards	3,210.00				
Holiday Stipends & Gifts Cards	3,210.00				
Teacher Appreciation Week Gift Cards	910.00				
Teacher Appreciation Week Lunches	500.00				
Kid Appreciation	1,000.00		1,000.00	-1,000.00	Awards and dinner recognition
MISC	1,000.00	698.26	1,000.00	-301.74	incl 296 for 6th grigraduation 6/11/16
Classified Staff Recognition		433.03	600.00	-166.97	incl above
Certified Staff Recognition			400.00	-400.00	incl above
Holiday Brunch	300.00		300.00	-300.00	
Bad Debt	100.00	37.50	200.00	-162.50	35.5 was reim in row 29
Kindergarten snacks	150.00	76.72	150.00	-73.28	
Total OTHER	10,380.00	7,700.69	9,900.00	-2,199.31	
Total Expense	112,109.64	90,962.76	108,100.00	-17,137.24	
Calcabattachan (Medicabatachan)					
Net Ordinary Income	-10,429.64	24,104.67	-6,020.00	30,124.67	
POSITIVE EN PROPERTY OF SECULO AND AND AND AND AND AND AND AND AND AND					
	3				

## Rincon Valley Union School District Board of Trustees Agenda Item Summary

**Meeting Date:** December 12, 2017

**Agenda Item:** Information Item 13.2

**Subject:** Technology Report

**Submitter:** Mr. Joe Silveira, Technology Director

**Background:** Please see attached report.

Attachments: PowerPoint Presentation- Technology Report

**Fiscal Impact:** 

**Recommendation:** For discussion only



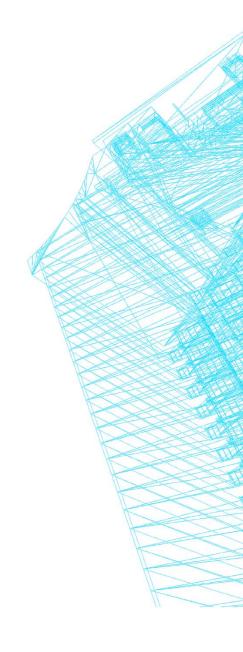
## PRESENTATION OVERVIEW

- Strategic Plan
- Recent Accomplishments
- Current Projects
- Next Steps

## STRATEGIC PLAN GOAL AREAS

- Achieve and Maintain Excellent Customer Service
- Become More Efficient in Time Utilization
- Improve espirit de corps
- Increase Productivity and Minimize Technology Downtime

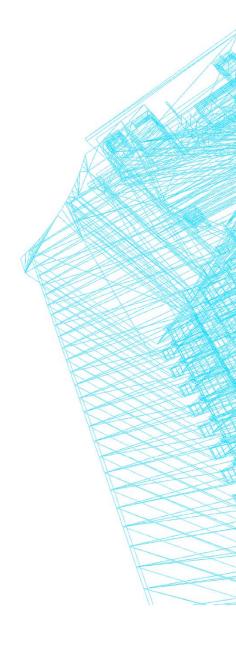
# ACHIEVE AND MAINTAIN EXCELLENT CUSTOMER SERVICE



# ACHIEVE AND MAINTAIN EXCELLENT CUSTOMER SERVICE

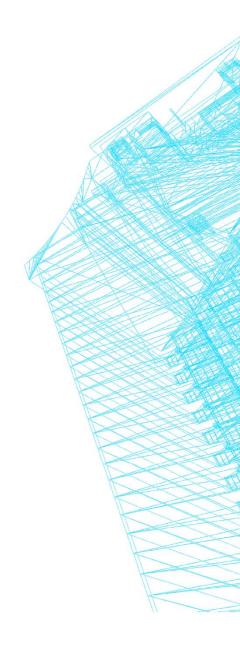
- Identifying high need staff members
- Investigating Professional Development Opportunities
- Creating digital media to assist staff members

# BECOME MORE EFFICIENT IN TIME UTILIZATION

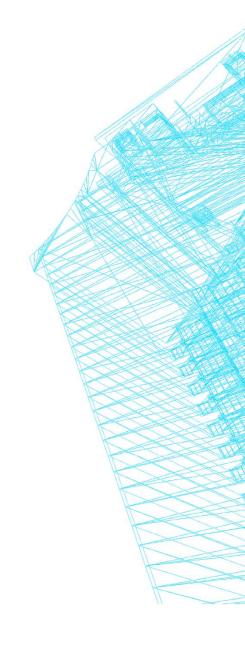


# BECOME MORE EFFICIENT IN TIME UTILIZATION

- Modifying Work Ticket Prioritization
- Implementing New Organizational Methods
- Investigating staffing needs at every site

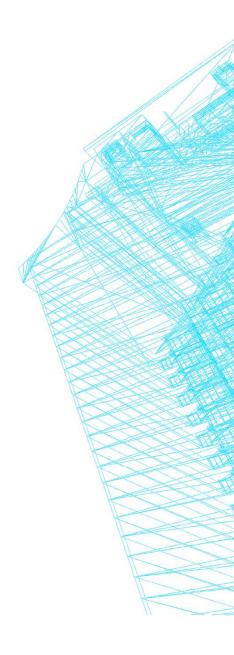


## IMPROVE ESPIRIT DE CORPS

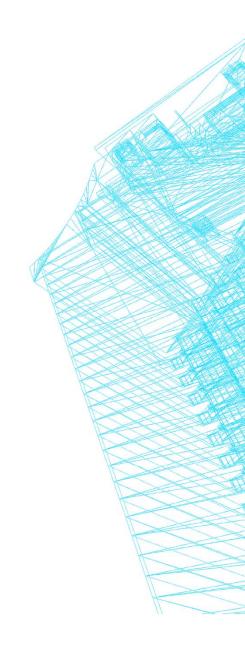


## IMPROVE ESPIRIT DE CORPS

- Weekly Team Meetings
- Establishing Bi-Annual Events
- Encouraging Individual Growth



## INCREASE PRODUCTIVITY AND MINIMIZE TECHNOLOGY DOWNTIME



## INCREASE PRODUCTIVITY AND MINIMIZE TECHNOLOGY DOWNTIME

- Monthly Technology Meetings
- Investigating "21st Century" Learning Spaces
- Empowering Site Technicians

## RECENT ACCOMPLISHMENTS

- New Phone Systems (MT, RVCS-MT, VL, District Office)
- Wireless Infrastructure Upgrades (AC, MT, RVCS-MT, SC, WT)
- New Construction Technology Installations
- RVP Network and Phone System Installation
- Clever QR Code Instant Login









## **CURRENT PROJECTS**

- Security Camera Installations (MD, BK, District Office)
- Improving Customer Service
- Website ADA Accessibility
- Trying To Answer The Big Question...



## **NEXT STEPS**

- "21st Century" Learning Spaces
- New Phone System (AC, BK, MD, SC, SQ, WT, RVCS-SQ)
- Wireless Infrastructure Upgrades (BK, MD, SQ, RVCS-SQ, VL)
- Potential Expansion of Electronic Lock System

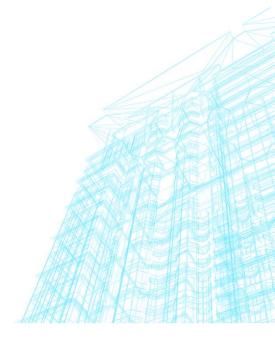






# THANK YOU FOR YOUR TIME

Any questions?



## Rincon Valley Union School District Board of Trustees Agenda Item Summary

**Meeting Date:** December 12, 2017

**Agenda Item:** Information Item 13.3a

**Subject:** ELA/Math Tri 1 Outcomes

Submitter: Dr. Terry Metzger, Assistant Superintendent Curriculum & Instruction

**Background:** Each trimester, I report student performance on our district ELA and Math

common assessments.

**Highlights:** This trimester I ran a statistical analysis on the STAR Reading scores, comparing

the End of Trimester 1 from 2016-17 and 2017-18. I also compared DIBELS

results for unmatched cohorts in K to 1 and grade 1 to 2.

In Math, we have only completed examining End of Module 1 Assessments results for all grade levels. The percentages reported as meeting benchmark are with proficiency set at 80% correct. It's encouraging to note that we have a large group of students across the district who scored 70-79% correct on the assessment.

**Challenges:** n/a

**Analysis:** In ELA, we saw quite a few statistically significant increases across the district.

We are not sure yet if we can attribute this to Benchmark Advance, but it is similar

to the results we saw at the end of the pilot last spring.

For Math, it's apparent that students in grades 4-8 had more difficulty with the assessment. Some possible reasons for the low scores include, students are struggling with the rigor of the standards, teachers may need more support with how to teach these complex concepts, online testing environment, or the test questions were not accessible to students. Grade 5 had some technical difficulties

that we are not 100% confident were resolved.

**Next Steps:** Review other EOM results

Share results with teachers and principals for further analysis during data meetings

**Attachments:** First Trimester 2017-18 English Language Arts Report

2017-18 Mathematics, End of Module Assessments Report

Fiscal Impact: None

**Recommendation:** For discussion only

## End of First Trimester 2017-18 English Language Arts Percent of Students Meeting Benchmark

#### District Results by Grade

District ne	DIBELS	STAR Rdg		
K All	74			
K EL	46			
K ED	56			
	30			
1 All	71			
1 EL	61			
1 ED	63			
2 All	77	69		
2 EL	41	33		
2 ED	66	56		
3 All		72		
3 EL		27		
3 ED		65		
4 All	-	73		
4 EL		12		
4 ED		67		
5 All		62		
5 EL		9		
5 ED		52		
6 All		62		
6 EL		4		
6 ED		50		
7 All		71		
7 EL		0		
7 ED		50		
0.011		0.0		
8 All		80		
8 EL		0		
8 ED		71		

School Results		STAR Rdg		
	K	Gr 1	Gr 2	Gr 2-8
Austin Creek All	84	93	93	86
Austin Creek EL	75	88	75	40
Austin Creek ED	82	83	88	81
Binkley All	72	49	76	63
Binkley EL	27	55	40	18
Binkley ED	50	52	64	53
Madrone All	70	96	69	68
Madrone EL	43	100	25	15
Madrone ED	60	94	52	56
SC-Mtz All	67	61	68	60
SC-Mtz EL	50	50	27	21
SC-Mtz ED	53	54	59	50
Sequoia All	80	71	89	74
Sequoia EL	33	50	50	13
Sequoia ED	55	64	84	67
Village All	76	49	60	60
Village EL	44	50	33	8
Village ED	50	46	59	53
Whited All	67	72	83	64
Whited EL	53	55	58	31
Whited ED	55	64	74	60
RVCS-M All				79
RVCS-M EL				0
RVCS-M ED				60
RVCS-S All				72
RVCS-S EL				0
RVCS-S ED				65

## 2017-18 LCAP ELA Goals ("Percent Met Standard" on CAASPP):

**Gr 3 All** 70 **Gr 3 EL** 40 **Gr 3 ED** 60

Stat sig increase in cohort performance Stat sig decrease in cohort performance

#### 2017-18

## Mathematics, End of Module Assessments Percent of Students Meeting Benchmark (80% correct)

#### District Results by Grade

#### EOM 3 EOM 1 EOM 2 K All K EL --K ED 1 All 66 1 EL 47 1 ED 59 2 All 53 2 EL 35 49 2 ED 3 All 59 3 EL 20 3 ED 48 4 All 29 4 EL 11 4 ED 23 5 All 10 5 EL 0 5 ED 9 6 All 32 6 EL 5 23 6 ED 7 All 27 7 EL 0 22 **7 ED** 8 All 27 8 EL 0 8 ED 16

#### School Results

	EOM 1	EOM 2	EOM 3
Austin Creek All	59		
Austin Creek EL	35		
Austin Creek ED	56		
Binkley All	32		
Binkley EL	16		
Binkley ED	26		
Madrone All	49		
Madrone EL	27		
Madrone ED	39		
SC-Mtz All	32		
SC-Mtz EL	11		
SC-Mtz ED	28		
Sequoia All	46		
Sequoia EL	10		
Sequoia ED	37		
Village All	37		
Village EL	19		
Village ED	35		
Whited All	42		
Whited EL	18		
Whited ED	41		
RVCS-M All	52		
RVCS-M EL	0		
RVCS-M ED	16		
RVCS-S All	27		
RVCS-S EL	0		
RVCS-S ED	21		

### 2017-18 LCAP Math Goals ("Percent Met Standard" on CAASPP):

**All** 55

**EL** 55

**ED** 35

## Rincon Valley Union School District Board of Trustees Agenda Item Summary

**Meeting Date:** December 12, 2017

**Agenda Item:** Information Item 13.3b

**Subject:** Science Program Update

Submitter: Dr. Terry Metzger, Assistant Superintendent Curriculum & Instruction

**Background:** Our K-6 schools continue to be in the beginning implementation stage for the Next

Generation Science Standards (NGSS). Our middle school campuses are farther along because teachers are departmentalized. Several years ago we had a list of labs that were to be completed in the Science Lab at each grade level. While many of those labs are still in use, teachers and Science Facilitators have created and

curated many new labs that are better aligned to NGSS.

**Highlights:** Our solar installation came with free educational materials for each grade level.

Science Facilitators have reviewed the kits and will be working together at the

January Buyback Day to further explore ways to use the curriculum.

Our new refuse provider, Recology, also offers educational materials and we are

looking forward to exploring how to use that curriculum.

**Challenges:** With a new ELA/ELA program this year, we have prioritized teacher professional

development in the areas of ELA and Math. We have also reconsidered the use of release days this year, as we feel that teachers being in the classroom is critical this year (both to solidify ELA and Math program implementation and because of the

CA Wildfires in October 2017).

**Analysis:** n/a

**Next Steps:** Science Facilitator Meetings to focus on collaborative planning, development of a

new list of labs for each grade level, K-6. Grade 5 & 6 NGSS Planning Time in January

Grade 6-8 Joint Planning Day in the Spring to focus on Gr 6-8 NGSS coherence.

**Attachments:** *n/a* 

Fiscal Impact: None

**Recommendation:** For discussion only

## Rincon Valley Union School District Board of Trustees Agenda Item Summary

**Meeting Date:** December 12, 2017

**Agenda Item:** Information Item 13.3c

**Subject:** Professional Development

Submitter: Dr. Terry Metzger, Assistant Superintendent Curriculum & Instruction

**Background:** Each summer we develop Professional Development (PD) opportunities for

teachers for the coming year. PD needs are determined with teacher input through our PD evaluation/survey and with Board and administrator input as we develop our district goals at the Board-Admin retreat each April. We include classified

instructional support staff whenever feasible.

**Highlights:** This year, most of our K-6 PD is focused on *Benchmark Advance* to support our

first year of implementation. Also this year, middle school teachers have a separate

PD calendar with a focus on Project-BSED Learning (PBL).

**Challenges:** We made a conscious decision to reduce the number of planning and training days

for each grade level/department, so finding time to deliver PD is a challenge. After

school, optional PD is great for many teachers, but not all.

**Analysis:** n/a

**Next Steps:** n/a

**Attachments:** 2017-18 District-wide Professional Development Calendar

RVUSD PBL PD Calendar for 2017-18

**Fiscal Impact:** Savings due to less need for substitutes for planning/training days.

Cost of Middle School PBL PD for the year = \$3,200

**Recommendation:** For discussion only

### Rincon Valley Union School District

### 2017- 2018 District-wide Professional Development Calendar

Friday, Aug 11	Buyback Day #1
(8:00-3:00)	K-6: Benchmark Advance Training 7-8: ELD
<u> </u>	~
Wednesday, Sept 13 (2:15 – 4:30)	
· · · · · · · · · · · · · · · · · · ·	
Friday, Sept 22	Buyback Day #2
(8:00 – 3:00)	K-6: Benchmark Advance Planning 7-8: PBL
Modroedov Oct 11	Classified: varies by job class  District In-service
Wednesday, Oct 11	
(2:15 – 4:30)	K-6 RVU: Benchmark Advance Roundtables 7-8: PBL
Tuesday, Nov 7	DIFF 201
(half day sessions)	3 <sup>rd</sup> year teachers (other teachers welcome; prearrange with principal)
Wednesday, Nov 15	District In-service  Report Cord Proporation at Sites (no mostings)
(2:15 – 4:30) <b>Nov 13-17</b>	Report Card Preparation at Sites (no meetings)
	Math Curriculum Map and Assessment Adjustments Grade level representatives examine and revise maps and assessments
(half day sessions)	GATE 101
Tuesday, Dec 7 (8:15 – 3:15)	2nd year teachers
Wednesday, Dec 14	
(2:15 – 4:30)	K-6 RVU: Benchmark Advance Roundtables 7-8: PBL
Monday, Jan. 8	Buyback Day #3
(8:00 – 3:00)	School-based certificated and classified: Social-Emotional and Academics
(0.00	Operational Classified: varies by job class; CPR/First Aid
Jan TBD	NGSS Planning Meetings Grades 5 & 6
(8:30 – 2:30)	Science teachers further develop units of study
Wednesday, Jan 17	District In-service
(2:15 – 4:30)	K-8: ELD Standards, ELD Instruction, and ELPAC
Wednesday, Feb 14	District In-service
(2:15 – 4:30)	K-6: Benchmark Advance Planning 7-8: PBL
Wednesday, Mar 14	District In-service
(2:15 – 4:30)	K-2: SIPPS 3-8: CAASPP
Wednesday, Apr 18	District In-service
(2:15 – 4:30)	K-6: Benchmark Advance Planning 7-8: PBL
Wednesday, May 9	District In-service
(2:15 – 4:30)	Instructional Planning for 2018-19

<sup>\*</sup>As in past years, we will offer a variety of (optional) professional development workshops after school.

Offerings will focus on the 4 Pillars of High Quality Instruction (HQI).

<sup>\*</sup>Administrator training days are not reflected above: Sept 1, Oct 10, Nov 7, Dec 5, Jan 16-17, Mar 6, May 1, June 6-7.

#### **RVUSD PBL PD Calendar for 17-18**

- Sept 13 | Sequoia
  - o Bootcamp for those who did not attend SSI (Chuck?)
  - o check-in, Q&A from summer work, design next steps (Jessica?)
  - o Reconvene groups
- Sept 22 (Full Day)
  - Brandon Jewell on Community and Industry Partners/County-wide WBL resources and contacts
  - o Collaborative work time
  - Feedback
  - o Prep questions for student feedback
  - o Multimedia
    - Digital benchmarking and scaffolding
      - Collaborative groupwork structures)
    - Multimedia student products (w/ Matt?)
- Dec 13 | Matanzas
  - o Revisit Scope and Sequence... are we on track with the agenda here?
  - Matanzas students for feedback
  - Seguoia in choose-own-adventure
  - o Prep questions for student feedback
- Feb 14 | Sequoia
  - Sequoia students for feedback
  - Matanzas in choose-own-adventure
  - Revisit project cards and other exemplars to begin stewing on new project ideas
- April 18 | Matanzas
  - o Most Likely to Succeed?
  - o Planning for a parent night in the fall?

#### Portfolio Day (May 24th)

#### Look into a PBL Field Trip

- NEW School
- Geyserville
- Napa
- High Tech High
- Middle school(?)
- (South Bay MS mentioned by Victor Carey)

## Rincon Valley Union School District Board of Trustees Agenda Item Summary

**Meeting Date:** December 12, 2017

**Agenda Item:** Information Item 13.4a

**Subject:** Rincon Valley Partnership Update

**Submitter:** Mrs. Cathy Myhers Assistant Superintendent Student Services

**Background:** The Rincon Valley Partnership office moved to the Bennett Valley Early

Childhood Education Center, over Thanksgiving Break.

**Highlights:** The maintenance and tech teams worked throughout the break the help move items

and to complete the final updates to the building. The work that was done has made a dramatic difference. The building looks professional and welcoming.

**Challenges:** There were some challenges with the phone and internet systems. The buildings

are aging and required updating to the systems. Our staff was able to complete

many of the updates, so that outside contractors were not required.

**Analysis:** The move has been very successful. We are continuing to work on updating our

contact information with our stakeholders and on creating a logo. Having the office at the site in Bennett Valley has provided our existing programs there, more

support and allowed parents easier access to the RVP office staff.

**Next Steps:** We will be creating a logo that will be able to be used on the sign for the Bennett

Valley Early Childhood Center. There are also plans to have a ribbon cutting

ceremony for the site.

**Attachments:** None

**Fiscal Impact:** Costs were anticipated through the construction projects.

**Recommendation:** For discussion only

**Meeting Date:** December 12, 2017

**Agenda Item:** Information Item 13.4b

**Subject:** Rincon Valley Education Foundation Holiday Giving

**Submitter:** Mrs. Cathy Myhers Assistant Superintendent Student Services

**Background:** The October wildfires were devastating to our community. In an effort to support

our families who were impacted by the fires and our families who need a little extra support around the holidays, the Rincon Valley Education Foundation

(RVEF) has set up some wonderful opportunities.

**Highlights:** On Saturday December 3<sup>rd</sup>, RVEF hosted a Helping Hands Holiday Fair at Whited

School. The focus of the event was to provide families who had lost homes in the wildfires, an opportunity to receive holiday items and decorations. The event offered hot chocolate and cookies, crafts for children, an opportunity to take a picture with Santa and a large variety of holiday items for families. Some of the items available to families included handmade stockings, quilts and a large variety

of ornaments.

The second big holiday event is the Secret Santa opportunity. Families who lost their homes in the wildfires and families, who need extra support during the holidays, have been asked to go online at RVEF and identify some items that they would like to receive for Christmas. These items were then transferred to paper hearts and placed on Christmas trees throughout the district. Our community has been encouraged to take a heart ornament and get that item for the person who requested it. The items will be handed out to families the week before Christmas.

**Challenges:** The challenges have been in coordinating all of the items that are being donated,

and in getting people to participate in the events.

**Analysis:** Families who have been impacted by the wildfires have been inundated by

donations and "events". Katie Ruppe has been able to find a way to support them that is different from other events. The Helping Hands Holiday event was a big hit with families and there were many expressions of gratitude for the NEW items that were available to them. It was an emotional day as participants shared stories

about ornaments that were lost in the fires.

**Next Steps:** The next step is to disperse the Secret Santa items that are being collected. This

will be done through the RVEF office, the week before Christmas.

**Attachments:** None

**Fiscal Impact:** None

**Recommendation:** For discussion only

**Meeting Date:** December 12, 2017

**Agenda Item:** Information Item 13.5

**Subject:** Local Control Accountability Plan Review and Update

**Submitter:** Dr. Tony Roehrick, Superintendent

**Background:** 

Each year, our district revises our three-year Local Control Accountability Plan (LCAP). The LCAP is a three-year plan with Board determined goals that address the State's eight priority areas with specific actions and/or services for students. Included in the plan are the fiscal resources that the Board has allocated towards the plan's implementation. This process is extensive with multiple phases. These steps include:

- 1. Reviewing our needs assessment data
- 2. Gathering stakeholder input on the delivery of our current plan (Annual Update)
- 3. Writing the first draft of the new LCAP
- 4. Gathering additional stakeholder input
- 5. Finalizing the plan and presenting to the Board for approval

**Highlights:** 

At this time, we have completed the first two steps and will soon begin the process of synthesizing and analyzing the initial stakeholder input. Our stakeholder outreach strategy was to conduct a series of site-based meetings to include parents, parents of English learners, students, and staff members.

**Challenges:** 

Our site administrators have consistently done an excellent job in obtaining stakeholder input that is representative our student community. Our challenge has been the next outreach step, which is to share the initial draft of the new LCAP and seek further stakeholder input. In the past, we have used both district-wide and site-based meetings for this purpose. This year, we will include a short web-based survey that should provide us with more extensive and representative feedback. The survey will mirror our proposed goals and actions/services to meet those goals.

**Analysis:** 

Due to the October fires and our delay in seeking site-based input, most sites have not yet completed their outreach. For this reason, we have not been able to compile the result and look for trends. Our Administrative Council (AdCo) meets on December 19, 2017 to begin the analysis of our stakeholder outreach towards completing the Annual Update.

**Next Steps:** 

Our key next steps prior to returning a draft LCAP to the Board in April is to finalize our analysis, develop a first draft of the document, and then share with our stakeholders for their input. In addition to the new survey, we will also hold faceto-face meetings with our employee groups, parent advisory groups (SPAC and DELAC), administrative team, students (SSAC), and to the general community.

Attachments: 2018-19 LCAP Development Timeline (conducted during the 2017-18 school

year)

Fiscal Impact: None

**Recommendation:** For discussion only

# Rincon Valley Union School District 2018-19 LCAP Development Timeline (conducted during the 2017-18 School Year)

Action	Date
Conduct needs assessment and Annual Update	August - October
Meet with Principals to determine site-based stakeholder input process and documents	August 22
Meet with principals to review protocols and documents for site-based annual update meetings	October 10 November 1
Hold Principal led site-based annual update meetings	October 16 November 1 – November 17 winter break
Synthesize and analyze site-based annual update meeting input	December – January
Report to Governing Board: Annual Update	December 12
Develop initial language for 2018-19 LCAP	January – February
Conduct stakeholder survey for input on proposed goals towards developing specific actions/services	February
<ul> <li>Hold stakeholder input meetings w/ District team</li> <li>2 general sessions (2/20, Matanzas; 3/7 Austin Creek)</li> <li>RVUTA (3/13)</li> <li>CSEA (3/15)</li> <li>AdCo (12/19 &amp; 2/20)</li> <li>SPAC (3/7)</li> <li>DELAC (3/11)</li> </ul>	February - March
Revisions are made as needed	Early April
Report to the Governing Board: 1 <sup>st</sup> draft of LCAP	April 10
Report to the Governing Board: Conduct LCAP public hearing	May 8
Respond in writing to stakeholder comments and questions	June 1
Governing Board Action: Adoption of the LCAP	June 12
Document is send to SCOE for their review	June 30
SCOE responds to the district and may ask for revisions	August 1
Revisions are made as needed	August 15
LCAP is translated to Spanish, both versions are posted to the website	August 30

**Meeting Date:** December 12, 2017

**Agenda Item:** Information Item 13.6

**Subject:** Rincon Valley Charter School Registration Update

Submitter: Dr. Tony Roehrick, Superintendent

**Background:** Priority registration for the Rincon Valley Charter School closed on Friday,

December 1, 2017. In the past, registration was conducted via a paper packet that required a great deal of information to be provided by families and was time-consuming to complete. This year, we utilized a web-based process through SchoolMint. We were able to significantly reduce the initial application process. As students were accepted, families are then given another window of time to provide some additional information to finalize the registration process.

**Highlights:** The web-based process went very smoothly to date. We were able to track the

number of applicants to each site during the registration period. With high numbers of applicants, we will use the system to run our lotteries for both sites. We expect the lotteries to occur this week and for families to be notified of their

status.

**Challenges:** In prior years, the registration period began in January and concluded in late

February. The registration window was moved earlier this year to better align with

Santa Rosa City Schools new open enrollment period.

**Analysis:** There were a total of 230 applicants for RVCS. Of these, 92 applied to Matanzas,

109 applied to Sequoia, and 29 students applied to both campuses.

**Next Steps:** In the coming weeks, we will finalize the enrollment of individual students and

move students off the wait list as vacancies occur. The Governing Board will be

provided an update in January as to the final enrollment numbers, waitlist

numbers, and schools from which students previously attended.

**Attachments:** None

**Fiscal Impact:** High enrollment at each campus results in the program's self-sufficiency, thus

improving the District's overall fiscal outlook.

**Recommendation:** For discussion only

**Meeting Date:** December 12, 2017

**Agenda Item:** Information Item 13.7

Subject: California School Employees Association Chapter #284 Initial "Sunshine"

**Collective Bargaining Agreement Proposal with the Rincon Valley Union** 

School District, 2017-18

**Submitter:** Dr. Tony Roehrick, Superintendent

**Background:** The Governing Board will accept comments and questions regarding the Classified

School Employee Association Local Chapter #284 "Sunshine" Collective

Bargaining Agreement openers with the Rincon Valley Union School District for

2017-2018.

**Highlights:** N/A

**Challenges:** N/A

**Analysis:** N/A

**Next Steps:** Schedule negotiation sessions.

Attachments: CSEA Openers for Negotiations with RVUSD for 2017-18

Fiscal Impact: None

**Recommendation:** For discussion only

December 12, 2017

Tony Rochrick, Superintendent 1000 Yulupa Avenue Santa Rosa, CA 95405

Dear Tony:

The California School Employees Association and its Chapter # 284 herein request to negotiate open negotiations with the District for 2018-2019:

CSEA's initial proposal:

### **Article XXIII Pay and Allowances**

A fair and equitable salary increase

### Article XXIV Health and Welfare Benefits

A fair and equitable increase to the cap

Respectfully Submitted,

Thomas Hagle Chapter President #284

**Meeting Date:** December 12, 2017

**Agenda Item:** Information Item 13.8

**Subject:** Rincon Valley Union School District Initial "Sunshine" Collective Bargaining

Agreement Proposal with the California School Employees Association

**Chapter #284, 2017-18** 

**Submitter:** Dr. Tony Roehrick, Superintendent

**Background:** Each year, the District presents to the Governing Board its areas of interest for

negotiations with CSEA.

**Highlights:** While the District and CSEA contract is settled through June 2018 for

compensation, there are other areas the District has an interest in discussing.

These include:

1. Article IV Employee Rights – Evaluations

2. Article VI Hours of Work

**Challenges:** N/A

**Analysis:** N/A

**Next Steps:** Schedule negotiation sessions.

**Attachments:** None

Fiscal Impact: None

**Recommendation:** For discussion only

**Meeting Date:** December 12, 2017

**Agenda Item:** Action Item 14.1

**Subject:** Single School Plans, 2017-18

**Submitter:** Dr. Tony Roehrick, Superintendent

**Background:** On October 19, 2017the Governing Board received a report on progress made on

the 2016-17 Single Plans for Student Achievement (SPSA) for each of our schools.

**Highlights:** Last year, we fully aligned our site plans to the district's LCAP. This practice continues. The goals for each SPSA include the following:

• SPSA Goal #1 is aligned with LCAP Goal #4; Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP English language arts standard with special attention to 3<sup>rd</sup> grade students.

- SPSA Goal #2 is aligned to LCAP Goal #5; Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP Math standard with special attention to 8<sup>th</sup> grade students.
- SPSA Goal #3 is aligned with LCAP Goal #6 is site-based; Every English Learner is on target and within timelines, as defined by State and local criteria, to become Reclassified as Fluent English Proficient (RFEP).
- SPSA Goal #4 is aligned with LCAP Goal #3; Every student is enrolled in a school that promotes a positive school climate that results in a safe learning environment.

The actions and services provided to meet SPSA goals #1 – #3 are consistent across the district because we have a coherent LCAP that addresses our core instructional practices in ELA and mathematics, while detailing services to support language acquisition by our English learners. Sites have included some school-based efforts to support these goals. The actions and services provided to meet SPSA goal #4 are more site specific that allow individual schools to address school culture and climate to meet their unique circumstances.

**Challenges:** We typically bring these plans to the Governing Board in November. Due to the

October fires, we delayed our timing this year in order to provide the sites more

time to develop their plans and to meet with stakeholder groups.

**Analysis:** This year, we've included a budget page that summarizes each schools use of their

intervention funds. In doing, we expect to develop greater transparency and

thoughtful use of these resources.

**Next Steps:** Sites will continue to implement their plans. Next October, each school will report

to the Governing Board their progress in meeting these goals.

**Attachments:** Austin Creek Elementary School SPSA 2017-18

Binkley Charter Elementary School SPSA 2017-18

Madrone Elementary School SPSA 2017-18 Sequoia Elementary School SPSA 2017-18

Spring Creek Matanzas Charter Elementary School SPSA 2017-18

Village Charter Elementary School SPSA 2017-18 Whited Charter Elementary School SPSA 2017-18 Rincon Valley Charter School SPSA 2017-18

Fiscal Impact: None

**Recommendation:** Approve

**School Goal 1:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP English language arts standard with special attention to 3<sup>rd</sup> grade students. (LCAP Goal #4)

**Identified Need:** Obtaining grade level expectations for reading by 3<sup>rd</sup> grade is a key indicator of subsequent student success in English language arts. Spring 2017 CAASPP results reveal that 85% of Austin Creek School's 3<sup>rd</sup> grade students met or exceeded the standard for English language arts. For 6<sup>th</sup> grade, the last year in the district for most students, 90% of all students met the grade level criteria. For English learners, 67% of 3<sup>rd</sup> (three students) and 50% of all students (18 students in grades 3-6) met or exceeded this standard. For socio-economically disadvantaged students, 52% of all students (25 students in grades 3-6) met or exceeded this standard. Beginning of the year data shows 72% of students tested meeting or exceeding local benchmark on STAR reading.

# Student groups and grade levels to participate in this goal:

Grades K - 6

#### **Expected Annual Measurable Outcomes:**

- 1. Maintain the percent of all 3<sup>rd</sup> and 6<sup>th</sup> grade students meeting or exceeding the CAASPP standard for language arts at 80% for 3<sup>rd</sup> and 80% for 6<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP standard for language arts to 60%.
- 3. 75% of students will meet or exceed local benchmarks at each trimester.

- 1. Grade K 2 students will take the DIBELS assessment three times per year.
- 2. Grade 2-6 students will take the STAR Reading assessment four times per year.
- 3. English Learners will be assessed once annually on the ELPAC.
- 4. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student reading progress in grades K-6 using formative, interim, and summative assessments (e.g. STAR Reading, SIPPS, CELDT, CAASPP interim, CAASPP and other district assessments)	September – May	District
Implement a new ELA/ELD core program (Benchmark Advance)	August – June	District
Continue a systematic reading instructional program (K-3 SIPPS).	August – June	District
Expand and utilize the MTSS for students not meeting DIBELS screening, CAASPP, and/or local benchmark assessment targets.	August – June	District
Participate in the Sonoma County READY Program to measure school readiness of all Kindergarten students.	August – October	District
Provide parent education that provides strategies for families to support reading skills, such as, decoding, fluency, and comprehension, for their children.	September – May	District

**School Goal 2:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP Math standard with special attention to  $6^{th}$  grade students. (LCAP Goal #5)

**Identified Need:** Obtaining grade level expectations for math by 6<sup>th</sup> grade is a key indicator of student success in middle school, and lead towards advanced high school math courses. Spring 2017 CAASPP results reveal that 95% of Austin Creek 3<sup>rd</sup> grade students met or exceeded the standard for Math. For 6<sup>th</sup> grade, the last year in the district for most students, 75% of all students met the grade level criteria. For English learners, 67% of 3<sup>rd</sup> (2 out of 3 students) and 50% of all students (9 out of 18 students) met or exceeded this standard. For socio-economically disadvantaged students, 57% of all students (13 out of 23 students) exceeded this standard.

# Student groups and grade levels to participate in this goal:

Grades K – 6

#### **Expected Annual Measurable Outcomes:**

- 1. Maintain the percent of all 3<sup>rd</sup> and 6<sup>th</sup> grade students meeting or exceeding the CAASPP standard for math at 80% for 3<sup>rd</sup> and 75% for 6<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP math to 65%.
- 3. Establish a baseline for local benchmark assessments to ensure students are on track to meet 3<sup>rd</sup> and 6<sup>th</sup> grade CAASPP standards.

- 1. Kindergarten students will take Math Benchmarks in the winter and spring.
- 2. Grades 1 6 take a benchmark assessment three times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student math progress in grades K-6 using formative, interim, and summative assessments (e.g. MobyMax, K-1 district assessments, CAASPP interim, and CAASPP).	August – June	District
Implement MTSS for students not meeting CAASPP and/or local benchmark targets.	August – June	District
Continue to provide support and professional development for teachers and principals towards full alignment of instruction to the new California State Math standards.	September – May	District
Provide training to teachers and principals in the implementation of a new local math benchmark assessment.	August – June	District
Provide parent education that strengthens parent understanding of the mathematical concepts and practices embedded within the new California State standards.	August – June	District

**School Goal 3:** Every English learner is on target and within timelines, as defined by State and local criteria, to become Reclassified as Fluent English Proficient (RFEP). (LCAP Goal #6)

#### **Identified Need:**

- 1. The California Dashboard results show that the percentage of English learners, plus RFEP students, demonstrating at least one level of growth on the 2015 CELDT from the 2014 CELDT was 78.6%. This represents a status of High. These results were an increase from the previous year of 8% of English learners demonstrated at least one level of growth on the CELDT.
- 2. The percent of English learners reclassified at the October census for the 2016-17 school year was 60%. This is a decrease of 18% over the prior year.

Student groups and
grade levels to
participate in this
goal:

English Learners in Grades K-6

#### **Expected Annual Measurable Outcomes:**

- 1. The California School Dashboard will show a Status of High, with 78% or more of English learners demonstrating at least one level of growth on the CELDT, representing an Increase towards Change.
- 2. 70% of English learners will be reclassified as Fluent English Proficient (RFEP).

- 1. English Learners will be assessed once annually on the ELPAC.
- 2. Grade 2-6 students will take the STAR Reading assessment four times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Utilize MTSS to monitor English learner students and provide additional support when needed to include intervention and targeted summer programs.	August – June	District
Implement new ELD materials.	August – June	District
Continue to provide support and professional development for teachers and principals toward full implementation of integrated ELD.	August – June	District
Provide parents of English learners support and resources in order for them to assist their children with homework.	September - May	District

**School Goal 4:** Every student is enrolled in a school that promotes a positive school climate that results in a safe learning environment. (LCAP Goal #3)

**Identified Need:** Rincon Valley Union School District has high attendance rates, low chronic absenteeism rates, and has no history of its charter middle school student dropping out of school. The District also benefits from an extremely low suspension and expulsion rates in recent years. The most recent Student Survey indicates for Austin Creek that 87% of students often/always feel safe at school while 78% are often/always happy to be at their school.

# Student groups and grade levels to participate in this goal:

K-6

#### Measurable Outcomes:

- 1. Maintain Austin Creek P-2 attendance rate at <u>97</u>% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 2. Maintain Austin Creek P-2 chronic absenteeism rate at 1% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 3. Maintain Austin Creek P-2 pupil suspension rate at <u>1</u>% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 4. Maintain Austin Creek P-2 pupil expulsion rate at 0% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 5. Increase the number of students who self-identify they attend a school with a positive school climate as measured by the district-wide local student climate survey 78% of students report "often"/"always" feeling safe at school and 82% of students reported being happy at school "often/always".

- 1. Attendance and discipline reports.
- 2. Annual spring student school climate survey.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Daily Phone Calls to parents whose student is absent and did not notify the school office	August -June	School
School Counselor will schedule SART and SARB meetings as needed for families who are in jeopardy of truancy	August -June	School
Attendance letters will be sent home as needed to families experiencing attendance struggles	August -June	School
Hold Student Support Meetings for families of Kinder students experiencing attendance struggles	August -June	School
Monthly check-ins with students and families with SARB contracts	August -June	School
Daily Perfect Attendance Awards for students who have arrived on time and ready to learn	August -June	School
Trimester Perfect Attendance Awards for students who have perfect attendance for a trimester	August -June	School
Yearly Perfect Attendance Awards for students who have perfect	August -June	School

attendance for the entire school year		
Train all students in school-wide behavior expectations at multiple points throughout the school year	August -June	School
Hold regular assemblies to reinforce positive behavior choices and good attendance	August -June	School
Hold regular awards assemblies for students who model excellent attendance, positive behavior choices, and academic effort	August -June	School
Have teachers send home positive notes on a regular, monthly basis.  All students will receive at least one note card by the end of the school year.	August -June	School
Implement Restorative Practices in grades 4-6, Kimochis in grades K-1, and Toolbox in grades K-6 to support students emotional growth and increase social-emotional learning.	August -June	District

# **Summary of Site-based Budgetary Allocations to Meet Goals:**

In addition to the district funding, Austin Creek will use our site allocated funds in the following ways to meet our goals:

<b>Budget Details</b>	Site-Based Allocation = \$7,500
Goal 1: ELA	
Intervention Support	
(\$ from intervention allocation)	\$4,000
Goal 2: Math	
Intervention Support	
(\$ from intervention allocation)	\$2,500
Goal 3: English Learner	
Intervention Support	
(\$ from intervention allocation)	\$1,000
Goal 4: School Climate	
(\$ from materials and supplies)	\$1,500
Total Allocations	\$9,500

#### RECOMMENDATIONS AND ASSURANCES

The School Site Council recommends this school plan and its related expenditures to the district governing board for approval, and assures the board of the following:

- 1. The School Site Council is correctly constituted, and was formed in accordance with district governing board policy and state law.
- 2. The School Site Council reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the school plan requiring board approval.

	• •		
3.		ght and considered all recommendations from the this plan (check all that apply)	e following groups or
	School Advisory Cor	nmittee for State Compensatory Education Progr	rams
	English Learner Adv	isory Committee	
	Community Advisory	y Committee for Special Education Programs	
	Gifted and Talented	Education Program Advisory Committee	
	Other (please list)		
<ul><li>4.</li><li>5.</li><li>6.</li></ul>	this Single Plan for Student A including those found in dist.  This school plan is based upproposed herein form a soun student academic performance.	iewed the content requirements for school plans of Achievement, and believes all such content required governing board policies and in the Local Important and analysis of student academic performs, comprehensive, coordinated plan to reach state ce.  d by the School Site Council on	rements have been met, approvement Plan.  The actions ed school goals to improve
Atı	tested:		
1111	Jenny Lynch		
	School Principal	Signature of School Principal	Date
	SSC Chairperson	Signature of SSC Chairperson	 Date

**School Goal 1:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP English language arts standard with special attention to 3<sup>rd</sup> grade students. (LCAP Goal #4)

**Identified Need:** Obtaining grade level expectations for reading by 3<sup>rd</sup> grade is a key indicator of subsequent student success in English language arts. Spring 2017 CAASPP results reveal that 48% of Binkley Elementary School 3<sup>rd</sup> grade students met or exceeded the standard for English language arts. For 6<sup>th</sup> grade, the last year in the district for most students, 70% of all students met the grade level criteria. For English learners, 19% of all students met or exceeded this standard. For socio-economically disadvantaged students, 36% of all students exceeded this standard.

# Student groups and grade levels to participate in this goal:

Grades K - 6

#### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all 3<sup>rd</sup> and 6<sup>th</sup> grade students meeting or exceeding the CAASPP standard for language arts to 60% for 3<sup>rd</sup> and 65 % for 6<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP standard for language arts to 45%.
- 3. 70% of students will meet or exceed local benchmarks.

- 1. Grade K-2 students will take the DIBELS assessment three times per year.
- 2. Grade 2 6 students will take the STAR Reading assessment four times per year.
- 3. English Learners will be assessed once annually on the ELPAC.
- 4. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student reading progress in grades K-6 using formative, interim, and summative assessments (e.g. STAR Reading, SIPPS, CELDT, CAASPP interim, CAASPP and other district assessments)	September – May	District
Monitor progress toward students' English language arts goals at Instructional Leadership Team meetings, grade-level common planning meetings, and Care Team meetings.	August – June	District
Implement a new ELA/ELD core program (Benchmark Advance)	August – June	District
Continue a systematic reading instructional program (K-3 SIPPS).	August – June	District
Expand and utilize the MTSS for students not meeting DIBELS	August – June	District
screening, CAASPP, and/or local benchmark assessment targets.  Participate in the Sonoma County READY Program to measure	August – October	District
school readiness of all Kindergarten students.	September – May	District
Provide parent education that provides strategies for families to support reading skills, such as, decoding, fluency, and comprehension, for their children.	September – Iviay	

**School Goal 2:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP Math standard with special attention to  $6^{th}$  grade students. (LCAP Goal #5)

**Identified Need:** Obtaining grade level expectations for math by 6<sup>th</sup> grade is a key indicator of student success in middle school, and lead towards advanced high school math courses. Spring 2017 CAASPP results reveal that 54% of Binkley School 3<sup>rd</sup> grade students met or exceeded the standard for Math. For 6<sup>th</sup> grade, the last year in the district for most students, 30% of all students met the grade level criteria. For English learners, 9% of all students met or exceeded this standard. For socio-economically disadvantaged students, 19% of all students exceeded this standard.

# Student groups and grade levels to participate in this goal:

Grades K-6

#### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all 3<sup>rd</sup> and 6<sup>th</sup> grade students meeting or exceeding the CAASPP standard for math to 60% for 3<sup>rd</sup> and 40% for 6<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP math to 30%.
- 3. Establish a baseline for local benchmark assessments to ensure students are on track to meet 3<sup>rd</sup> and 6<sup>th</sup> grade CAASPP standards.

- 1. Kindergarten students will take Math Benchmarks in the winter and spring.
- 2. Grades 1-6 take a benchmark assessment three times per year.
- 3. Grades 3-6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student math progress in grades K-6 using formative, interim, and summative assessments (e.g. MobyMax, K-1 district assessments, CAASPP interim, and CAASPP).	August – June	District
Monitor progress toward students' mathematics achievement goals at Instructional Leadership Team meetings, grade-level common planning meetings, and Care Team meetings.	August – June	District
Implement MTSS for students not meeting CAASPP and/or local benchmark targets.	August – June	District
Continue to provide support and professional development for teachers and principals towards full alignment of instruction to the new California State Math standards.	September – May	District
Provide training to teachers and principals in the implementation of a new local math benchmark assessment.	August – June	District
Provide parent education that strengthens parent understanding of the mathematical concepts and practices embedded within the new California State standards.	August – June	District

**School Goal 3:** Every English learner is on target and within timelines, as defined by State and local criteria, to become Reclassified as Fluent English Proficient (RFEP). (LCAP Goal #6)

#### **Identified Need:**

1. The percent of English learners reclassified at the October census for the 2016-17 school year was 2%. In November of 2017, an additional 13% of English Learners were reclassified. This is a decrease of 4% over the prior year.

Student groups and
grade levels to
participate in this
goal:

#### **Expected Annual Measurable Outcomes:**

1. 15% of English learners will be reclassified as Fluent English Proficient (RFEP).

English Learners in Grades K – 6

- 1. English Learners will be assessed once annually on the ELPAC.
- 2. Grade 2-6 students will take the STAR Reading assessment four times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Utilize MTSS to monitor English learner students and provide additional support when needed to include intervention and targeted summer programs.	August – June	District
Implement new ELD materials.	August – June	District
Continue to provide support and professional development for teachers and principals toward full implementation of integrated ELD.	August – June	District
Provide parents of English learners support and resources in order for them to assist their children with homework.	September - May	District
Provide an English Learner Homework Club after school.	October-May	District

**School Goal 4:** Every student is enrolled in a school that promotes a positive school climate that results in a safe learning environment. (LCAP Goal #3)

**Identified Need:** Rincon Valley Union School District has high attendance rates, low chronic absenteeism rates, and has no history of its charter middle school student dropping out of school. The District also benefits from an extremely low suspension and expulsion rates in recent years. The most recent Student Survey indicates for Binkley Elementary School that 69% of students often/always feel safe at school while 73% are often/always happy to be at their school.

# Student groups and grade levels to participate in this goal:

K-6

#### **Measurable Outcomes:**

- 1. Maintain Binkley School P-2 attendance rate at 96% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 2. Reduce Binkley School P-2 chronic absenteeism rate to below 8% for all students and significant subgroups to include English learner, socioeconomically disadvantaged, and special education students.
- 3. Reduce Binkley School P-2 pupil suspension rate below 2.5% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 4. Maintain Binkley School P-2 pupil expulsion rate at 0% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 5. Increase the number of students who self-identify they attend a school with a positive school climate as measured by the district-wide local student climate survey 75% of students report "often"/"always" feeling safe at school and 80% of students reported being happy at school "often/always".

- 1. Attendance and discipline reports.
- 2. Annual spring student school climate survey.

	Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
1.	Recognize students daily, weekly, monthly, and annual for meeting attendance goals. Hold meetings with families whose students are truant or chronically absent to create a plan and contract for improvement.	August –June	Binkley Boosters
2.		August –June	Site
3.		August –June	District
4.	Monitor progress toward students' social emotional, behavioral, and attendance goals at Instructional Leadership Team meetings, grade-level common planning meetings, and Care Team meetings.	August -June	District

#### **Summary of Site-based Budgetary Allocations to Meet Goals:**

In addition to the district funding, Binkley School will use our site allocated intervention funds in the following ways to meet our goals:

Intervention aides and staff work with small groups of students on specific skills in reading and mathematics at each grade level throughout the week.

Intervention aides support the English Learner Aide in facilitating an English Learner Homework Club 4 days a week for 1 hour after school.

A roving sub supports short common planning sessions for each grade level throughout the year to analyze student achievement data and determine intervention plans and student movement in and out of intervention groups.

A supplementary mathematics program was purchased to support mathematics intervention efforts in the primary grades.

Sensory tools are regularly purchased and provided for students who need additional learning tools to help them focus.

Counseling materials and student incentives for students with behavior support plans are regularly purchased and provided for students.

Roving substitutes support teacher release from classrooms so they can meet with students in the Advocacy Program.

Budget Details	Site-Based Allocation for Intervention = \$26,105.5
Goal 1: ELA Intervention Support	\$11,747(45%)
Goal 2: Math Intervention Support	\$11747 (45%)
Goal 3: English Learner Intervention Support	\$1306 (5%)
Goal 4: School Climate	\$1306 (5%)
Total Intervention Allocations	\$26,105

**School Goal 1:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP English language arts standard with special attention to 3<sup>rd</sup> grade students. (LCAP Goal #4)

**Identified Need:** Obtaining grade level expectations for reading by 3<sup>rd</sup> grade is a key indicator of subsequent student success in English language arts. Spring 2017 CAASPP results reveal that 46% of Madrone Elementary School 3<sup>rd</sup> grade students met or exceeded the standard for English language arts. For 6<sup>th</sup> grade, the last year in the district for most students, 62% of all students met the grade level criteria. For English learners, 23% of all students met or exceeded this standard. For socio-economically disadvantaged students, 37% of all students exceeded this standard.

# Student groups and grade levels to participate in this goal:

Grades K - 6

#### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all 3<sup>rd</sup> and 6<sup>th</sup> grade students meeting or exceeding the CAASPP standard for language arts to 50% for 3<sup>rd</sup> and 65% for 6<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP standard for language arts to 40%.
- 3. 70% of students will meet or exceed local benchmarks at each trimester.

- 1. Grade K 2 students will take the DIBELS assessment three times per year.
- 2. Grade 2 6 students will take the STAR Reading assessment four times per year.
- 3. English Learners will be assessed once annually on the ELPAC.
- 4. Grades 3-6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student reading progress in grades K-6 using formative, interim, and summative assessments (e.g. STAR Reading, SIPPS, CELDT, CAASPP interim, CAASPP and other district assessments)	September – May	District
Implement a new ELA/ELD core program (Benchmark Advance)	August – June	District
Continue a systematic reading instructional program (K-3 SIPPS).	August – June	District
Expand and utilize the MTSS for students not meeting DIBELS screening, CAASPP, and/or local benchmark assessment targets.	August – June	District
Participate in the Sonoma County READY Program to measure school readiness of all Kindergarten students.	August – October	District
Provide parent education that provides strategies for families to support reading skills, such as, decoding, fluency, and comprehension, for their children.	September – May	District

**School Goal 2:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP Math standard with special attention to  $6^{th}$  grade students. (LCAP Goal #5)

**Identified Need:** Obtaining grade level expectations for math by 6<sup>th</sup> grade is a key indicator of student success in middle school, and lead towards advanced high school math courses. Spring 2017 CAASPP results reveal that 57% of Madrone Elementary School 3<sup>rd</sup> grade students met or exceeded the standard for Math. For 6<sup>th</sup> grade, the last year in the district for most students, 59% of all students met the grade level criteria. For English learners, 30% of all students met or exceeded this standard. For socio-economically disadvantaged students, 37% of all students exceeded this standard.

# Student groups and grade levels to participate in this goal:

Grades K-6

#### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all  $3^{rd}$  and  $6^{th}$  grade students meeting or exceeding the CAASPP standard for math to 60% for  $3^{rd}$  and 64% for  $6^{th}$ .
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP math to.
- 3. Establish a baseline for local benchmark assessments to ensure students are on track to meet  $3^{rd}$  and  $6^{th}$  grade CAASPP standards.

- 1. Kindergarten students will take Math Benchmarks in the winter and spring.
- 2. Grades 1 6 take a benchmark assessment three times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student math progress in grades K-6 using formative, interim, and summative assessments (e.g. MobyMax, K-1 district assessments, CAASPP interim, and CAASPP).	August – June	District
Implement MTSS for students not meeting CAASPP and/or local benchmark targets.	August – June	District
Continue to provide support and professional development for teachers and principals towards full alignment of instruction to the new California State Math standards.	September – May	District
Provide training to teachers and principals in the implementation of a new local math benchmark assessment.	August – June	District
Provide parent education that strengthens parent understanding of the mathematical concepts and practices embedded within the new California State standards.	August – June	District

**School Goal 3:** Every English learner is on target and within timelines, as defined by State and local criteria, to become Reclassified as Fluent English Proficient (RFEP). (LCAP Goal #6)

#### **Identified Need:**

1. The percent of English learners reclassified at the October census for the 2016-17 school year was 25%. This is an increase of 17% over the prior year.

# Student groups and grade levels to participate in this goal:

#### **Expected Annual Measurable Outcomes:**

1. 10% of English learners will be reclassified as Fluent English Proficient (RFEP).

English Learners in Grades K – 6

- 1. English Learners will be assessed once annually on the ELPAC.
- 2. Grade 2-6 students will take the STAR Reading assessment four times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Utilize MTSS to monitor English learner students and provide additional support when needed to include intervention and targeted summer programs.	August – June	District
Implement new ELD materials.	August – June	District
Continue to provide support and professional development for teachers and principals toward full implementation of integrated ELD.	August – June	District
Provide parents of English learners support and resources in order for them to assist their children with homework.	September - May	District

**School Goal 4:** Every student is enrolled in a school that promotes a positive school climate that results in a safe learning environment. (LCAP Goal #3)

**Identified Need:** Rincon Valley Union School District has high attendance rates, low chronic absenteeism rates, and has no history of its charter middle school student dropping out of school. The District also benefits from an extremely low suspension and expulsion rates in recent years. The most recent Student Survey indicates for Madrone Elementary School that 82% of students often/always feel safe at school while 88% are often/always happy to be at their school.

# Student groups and grade levels to participate in this goal:

K-6

#### **Measurable Outcomes:**

- 1. Maintain Madrone Elementary School P-2 attendance rate at 95% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 2. Reduce Madrone Elementary School P-2 chronic absenteeism rate to below 5% for all students and significant subgroups to include English learner, socioeconomically disadvantaged, and special education students.
- 3. Reduce Madrone Elementary School P-2 pupil suspension rate below 3% for all students and significant subgroups to include English learner, socioeconomically disadvantaged, and special education students.
- 4. Maintain Madrone Elementary School P-2 pupil expulsion rate at 0% for all students and significant subgroups to include English learner, socioeconomically disadvantaged, and special education students.
- 5. Increase the number of students who self-identify they attend a school with a positive school climate as measured by the district-wide local student climate survey 85% of students report "often"/"always" feeling safe at school and 90% of students reported being happy at school "often/always".

- 1. Attendance and discipline reports.
- 2. Annual spring student school climate survey.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Office clerk will make phone calls home each day to verify reason for any school absence if parent has not called in.	August –June	District
School counselor will set up SART and SARB meetings as necessary for families that are in jeopardy of truancy.	August –June	District
Principal will send home letters regularly to make families aware of their truant behaviors and to resolve potential problems.	August –June	District
Incentive program for students to increase attendance awareness.	August –June	District/Donation
Implement restorative practices, Toolbox, and Kimochis to strengthen social/emotional learning across grade levels.	August –June	District
Principal will run a student leadership group to meet monthly.	August –June	District
Spirit Days		
Special Events (Walk-a-thon, Fine Arts Day, Earth Day, etc)	August -June	District/PTA

# **Summary of Site-based Budgetary Allocations to Meet Goals:**

In addition to the district funding, Madrone Elementary School will use our site allocated intervention funds in the following ways to meet our goals:

<b>Budget Details</b>	Site-Based Allocation = \$18,285
Goal 1: ELA	
Intervention Support	\$7000
Goal 2: Math	
Intervention Support	\$5000
Goal 3: English Learner	
Intervention Support	\$2000
Goal 4: School Climate	
	\$4285
Total Allocations	\$18,285

**School Goal 1\*:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP English language arts standard with special attention to 3<sup>rd</sup> grade students. (LCAP Goal #4)

**Identified Need:** Obtaining grade level expectations for reading by 3<sup>rd</sup> grade is a key indicator of subsequent student success in English language arts. Spring 2017 CAASPP results reveal that 75% of Sequoia 3<sup>rd</sup> grade students met or exceeded the standard for English language arts. For 6<sup>th</sup> grade, the last year in the district for most students, 70% of all students met the grade level criteria. For English learners, 0% of all students met or exceeded this standard. For socio-economically disadvantaged students, 45% of all students exceeded this standard.

# Student groups and grade levels to participate in this goal:

Grades K – 6

#### **Expected Annual Measurable Outcomes:**

- 1. Maintain or increase the percent of all 3<sup>rd</sup> and 6<sup>th</sup> grade students meeting or exceeding the CAASPP standard for language arts to 75% for 3<sup>rd</sup> and 70% for 6<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP standard for language arts to 47%.
- 3. 80% of students will meet or exceed local benchmarks at each trimester.

- 1. Grade K-2 students will take the DIBELS assessment three times per year.
- 2. Grade 2-6 students will take the STAR Reading assessment four times per year.
- 3. English Learners will be assessed once annually on the ELPAC.
- 4. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student reading progress in grades K-6 using formative, interim, and summative assessments (e.g. STAR Reading, SIPPS, CELDT, CAASPP interim, CAASPP and other district assessments)	September – May	District
Implement a new ELA/ELD core program (Benchmark Advance)	August – June	District
Continue a systematic reading instructional program (K-3 SIPPS).	August – June	District
Expand and utilize the MTSS for students not meeting DIBELS screening, CAASPP, and/or local benchmark assessment targets.	August – June	District
Participate in the Sonoma County READY Program to measure school readiness of all Kindergarten students.	August – October	District
Provide parent education that provides strategies for families to support reading skills, such as, decoding, fluency, and comprehension, for their children.	September – May	District

**School Goal 2\*:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP Math standard with special attention to 6<sup>th</sup> grade students. (LCAP Goal #5)

**Identified Need:** Obtaining grade level expectations for math by 6<sup>th</sup> grade is a key indicator of student success in middle school, and lead towards advanced high school math courses. Spring 2017 CAASPP results reveal that 74% of Sequoia School 3<sup>rd</sup> grade students met or exceeded the standard for Math. For 6<sup>th</sup> grade, the last year in the district for most students, 53% of all students met the grade level criteria. For English learners, 0% all students met or exceeded this standard. For socio-economically disadvantaged students, 45% of all students exceeded this standard.

# Student groups and grade levels to participate in this goal:

Grades K – 6

#### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all 3<sup>rd</sup> and 6<sup>th</sup> grade students meeting or exceeding the CAASPP standard for math to 76% for 3<sup>rd</sup> and 55% for 6<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP math to 47%.
- 3. Establish a baseline for local benchmark assessments to ensure students are on track to meet 3<sup>rd</sup> and 6<sup>th</sup> grade CAASPP standards.

- 1. Kindergarten students will take Math Benchmarks in the winter and spring.
- 2. Grades 1 6 take a benchmark assessment three times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student math progress in grades K-6 using formative, interim, and summative assessments (e.g. MobyMax, K-1 district assessments, CAASPP interim, and CAASPP).	August – June	District
Implement MTSS for students not meeting CAASPP and/or local benchmark targets.	August – June	District
Continue to provide support and professional development for teachers and principals towards full alignment of instruction to the new California State Math standards.	September – May	District
Provide training to teachers and principals in the implementation of a new local math benchmark assessment.	August – June	District
Provide parent education that strengthens parent understanding of the mathematical concepts and practices embedded within the new California State standards.	August – June	District

**School Goal 3\*:** Every English learner is on target and within timelines, as defined by State and local criteria, to become Reclassified as Fluent English Proficient (RFEP). (LCAP Goal #6)

#### **Identified Need:**

1. The percent of English learners reclassified at the October census for the 2016-17 school year was 28%. This is an increase of 4% over the prior year.

# Student groups and grade levels to participate in this goal:

### **Expected Annual Measurable Outcomes:**

1. 25% of English learners will be reclassified as Fluent English Proficient (RFEP).

English Learners in Grades K – 6

- 1. English Learners will be assessed once annually on the ELPAC.
- 2. Grade 2-6 students will take the STAR Reading assessment four times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Utilize MTSS to monitor English learner students and provide additional support when needed to include intervention and targeted summer programs.	August – June	District
Implement new ELD materials.	August – June	District
Continue to provide support and professional development for teachers and principals toward full implementation of integrated ELD.	August – June	District
Provide parents of English learners support and resources in order for them to assist their children with homework.	September - May	District

<sup>\*</sup>Due to many lost days of instruction as a result of the October firestorms, we are concerned that the percentages projected for goals 1, 2, and 3 may not be attainable this school year.

**School Goal 4:** Every student is enrolled in a school that promotes a positive school climate that results in a safe learning environment. (LCAP Goal #3)

**Identified Need:** Rincon Valley Union School District has high attendance rates, low chronic absenteeism rates, and has no history of its charter middle school student dropping out of school. The District also benefits from an extremely low suspension and expulsion rates in recent years. The most recent Student Survey indicates for Sequoia School that 90% of students often/always feel safe at school while 90% are often/always happy to be at their school.

# Student groups and grade levels to participate in this goal:

K-6

#### **Measurable Outcomes:**

- 1. Maintain Sequoia School P-2 attendance rate at 96.5% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 2. Reduce Sequoia School P-2 chronic absenteeism rate to below 5% for all students and significant subgroups to include English learner, socioeconomically disadvantaged, and special education students.
- 3. Maintain Sequoia School P-2 pupil suspension rate below 1% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 4. Maintain Sequoia School P-2 pupil expulsion rate at 0% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 5. Increase the number of students who self-identify they attend a school with a positive school climate as measured by the district-wide local student climate survey 95% of students report "often"/"always" feeling safe at school and 95% of students reported being happy at school "often/always".

- 1. Attendance and discipline reports.
- 2. Annual spring student school climate survey.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Implement Restorative Practices in 4-6, Toolbox in K-3, and Kimochis in K to strengthen our social-emotional learning programs.	August -June	District
Office clerk will make phone calls home each day to verify reason for any school absence if parent hasn't called in.	August-June	District
School counselor will set up SART and SARB meetings as necessary for families that are in jeopardy of truancy.	August-June	District
Principal will send home letters regularly to make families aware of their truant behaviors and resolve potential problems.	August-June	District
Attendance Incentives for students to increase attendance awareness (TK-3)	August-June	Site

#### **Summary of Site-based Budgetary Allocations to Meet Goals:**

In addition to the district funding, Sequoia School will use our site allocated funds in the following ways to meet our goals:

Intervention aides and staff work with small groups of students on specific skills in reading and mathematics at each grade level throughout the week.

A roving sub supports short common planning sessions for each grade level throughout the year to analyze student achievement data and determine intervention plans and student movement in and out of intervention groups.

Sensory tools are regularly purchased and provided for students who need additional learning tools to help them focus.

Counseling materials and student incentives for students with behavior support plans are regularly purchased and provided for students.

<b>Budget Details</b>	Site-Based Allocation = \$7,409.42
Goal 1: ELA	
Intervention Support	\$3,000
Goal 2: Math	
Intervention Support	\$2,000
Goal 3: English Learner	
Intervention Support	\$1,409
Goal 4: School Climate	
	\$1,000.42
Total Allocations	\$7,409.42

**School Goal 1\*:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP English language arts standard with special attention to 3<sup>rd</sup> grade students. (LCAP Goal #4)

**Identified Need:** Obtaining grade level expectations for reading by 3<sup>rd</sup> grade is a key indicator of subsequent student success in English language arts. Spring 2017 CAASPP results reveal that 53% of Spring Creek Matanzas School 3<sup>rd</sup> grade students met or exceeded the standard for English language arts. For 6<sup>th</sup> grade, the last year in the district for most students, 54% of all students met the grade level criteria. For English learners, 8% of all students met or exceeded this standard. For socio-economically disadvantaged students, 28% of all students exceeded this standard.

# Student groups and grade levels to participate in this goal:

Grades K - 6

#### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all 3<sup>rd</sup> and 6<sup>th</sup> grade students meeting or exceeding the CAASPP standard for language arts to 55% for 3<sup>rd</sup> and 56% for 6<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP standard for language arts to 30%.
- 3. 62% of students will meet or exceed local benchmarks.

- 1. Grade K-2 students will take the DIBELS assessment three times per year.
- 2. Grade 2 6 students will take the STAR Reading assessment four times per year.
- 3. English Learners will be assessed once annually on the ELPAC.
- 4. Grades 3-6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student reading progress in grades K-6 using formative, interim, and summative assessments (e.g. STAR Reading, SIPPS, CELDT, CAASPP interim, CAASPP and other district assessments)	September – May	District
Implement a new ELA/ELD core program (Benchmark Advance)	August – June	District
Continue a systematic reading instructional program (K-3 SIPPS).	August – June	District
Expand and utilize the MTSS for students not meeting DIBELS screening, CAASPP, and/or local benchmark assessment targets.	August – June	District
Participate in the Sonoma County READY Program to measure school readiness of all Kindergarten students.	August – October	District
Provide parent education that provides strategies for families to support reading skills, such as, decoding, fluency, and comprehension, for their children.	September – May	District

**School Goal 2\*:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP Math standard with special attention to 6<sup>th</sup> grade students. (LCAP Goal #5)

**Identified Need:** Obtaining grade level expectations for math by 6<sup>th</sup> grade is a key indicator of student success in middle school, and lead towards advanced high school math courses. Spring 2017 CAASPP results reveal that 50% of Spring Creek Matanzas School 3<sup>rd</sup> grade students met or exceeded the standard for Math. For 6<sup>th</sup> grade, the last year in the district for most students, 42% of all students met the grade level criteria. For English learners, 60% of 3<sup>rd</sup> met or exceeded this standard. For socio-economically disadvantaged students, 17% of students met or exceeded this standard.

# Student groups and grade levels to participate in this goal:

Grades K-6

#### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all 3<sup>rd</sup> and 6<sup>th</sup> grade students meeting or exceeding the CAASPP standard for math to 43% for 3<sup>rd</sup> and 33% for 6<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP math to 20%.
- 3. Establish a baseline for local benchmark assessments to ensure students are on track to meet 3<sup>rd</sup> and 6<sup>th</sup> grade CAASPP standards.

- 1. Kindergarten students will take Math Benchmarks in the winter and spring.
- 2. Grades 1 6 take a benchmark assessment three times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student math progress in grades K-6 using formative, interim, and summative assessments (e.g. MobyMax, K-1 district assessments, CAASPP interim, and CAASPP).	August – June	District
Implement MTSS for students not meeting CAASPP and/or local benchmark targets.	August – June	District
Continue to provide support and professional development for teachers and principals towards full alignment of instruction to the new California State Math standards.	September – May	District
Provide training to teachers and principals in the implementation of a new local math benchmark assessment.	August – June	District
Provide parent education that strengthens parent understanding of the mathematical concepts and practices embedded within the new California State standards.	August – June	District

**School Goal 3\*:** Every English learner is on target and within timelines, as defined by State and local criteria, to become Reclassified as Fluent English Proficient (RFEP). (LCAP Goal #6)

#### **Identified Need:**

1. The percent of English learners reclassified at the October census for the 2016-17 school year was 12%. This is an increase of 9% over the prior year.

# Student groups and grade levels to participate in this goal:

### **Expected Annual Measurable Outcomes:**

1. 20% of English learners will be reclassified as Fluent English Proficient (RFEP).

English Learners in Grades K – 6

- 1. English Learners will be assessed once annually on the ELPAC.
- 2. Grade 2-6 students will take the STAR Reading assessment four times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Utilize MTSS to monitor English learner students and provide additional support when needed to include intervention and targeted summer programs.	August – June	District
Implement new ELD materials.	August – June	District
Continue to provide support and professional development for teachers and principals toward full implementation of integrated ELD.	August – June	District
Provide parents of English learners support and resources in order for them to assist their children with homework.	September - May	District

<sup>\*</sup>Due to many lost days of instruction as a result of the October firestorms, we are concerned that the percentages projected for goals 1, 2, and 3 may not be attainable this school year.

**School Goal 4:** Every student is enrolled in a school that promotes a positive school climate that results in a safe learning environment. (LCAP Goal #3)

**Identified Need:** Rincon Valley Union School District has high attendance rates, low chronic absenteeism rates, and has no history of its charter middle school student dropping out of school. The District also benefits from an extremely low suspension and expulsion rates in recent years. The most recent Student Survey indicates for Spring Creek Matanzas School that 74% of students often/always feel safe at school while 86% are often/always happy to be at their school.

# Student groups and grade levels to participate in this goal:

K-6

#### **Measurable Outcomes:**

- 1. Maintain Spring Creek Matanzas School P-2 attendance rate at 95% for all students and significant subgroups to include English learner, socioeconomically disadvantaged, and special education students.
- 2. Reduce Spring Creek Matanzas School P-2 chronic absenteeism rate to below 4% for all Matanzas students and 8% for all Spring Creek students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 3. Reduce Spring Creek Matanzas School P-2 pupil suspension rate below 2.4% for all students and significant subgroups to include English learner, socioeconomically disadvantaged, and special education students.
- 4. Maintain Spring Creek Matanzas School P-2 pupil expulsion rate at 0% for all students and significant subgroups to include English learner, socioeconomically disadvantaged, and special education students.
- 5. Increase the number of students who self-identify they attend a school with a positive school climate as measured by the district-wide local student climate survey 80% of students report "often"/"always" feeling safe at school and 90% of students reported being happy at school "often/always".

- 1. Attendance and discipline reports.
- 2. Annual spring student school climate survey.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Implement Restorative Practices in 4-6, Toolbox in KB-3, and Kimochis in K to strengthen our social-emotional learning programs.	August -June	District
Office clerk will make phone calls home each day to verify reason for any school absence if parent hasn't called in.	August-June	District
School counselor will set up SART and SARB meetings as necessary for families that are in jeopardy of truancy.	August -June	District
Principal will send home letters regularly to make families aware of their truant behaviors and resolve potential problems.	August-June	District
Attendance Incentives for students to increase attendance awareness (TK-3)	September-June	Site

### Spring Creek Matanzas 2017-18 Single Plan for Student Achievement

### **Summary of Site-based Budgetary Allocations to Meet Goals:**

In addition to the district funding, the <u>Spring Creek</u> campus will use our site allocated funds in the following ways to meet our goals:

We have one staff member who supports ELA, Math, and ELD intervention. She is paid directly out of the intervention budget.

Budget Details	Site-Based Allocation =
	\$42,406.57
Goal 1: ELA	
Intervention Support	\$10,530.44
Includes all small group instruction for all curricular areas to include, ELA,	\$8,000.00
Math, ELD	
Goal 2: Math (also district funding)	\$3,000.00
Intervention Support	
Goal 3: English Learner	
Intervention Support	\$4,000.00
ELD Conference	
	\$360.00
Goal 4: School Climate	
XX	\$31,046.57
Total Allocations	\$56,937.01

### Spring Creek Matanzas 2017-18 Single Plan for Student Achievement

In addition to the district funding, the  $\underline{\text{Matanzas}}$  campus will use our site allocated funds in the following ways to meet our goals:

Budget Details	Site-Based Allocation = \$ 34,742.25 Intervention Budget = \$14,900.16	
Goal 1: ELA	Intervention Budget - \$14,900.10	
Intervention Support (Shared Expense with Math)		
Classroom aide support	1. \$10,000(Intervention)	
2. Roving Sub for MTSS Meetings	2. \$3,200 (Intervention)	
3. Support Materials	3. \$1,000 (Intervention)	
ELA Curriculum and Support Materials (Site Budget)	\$5,000 (Mitervention) \$5,000 (Site)	
Staff PD	\$3,000 (Site) \$2,000 (Site)	
Goal 2: Math	\$2,000 (Site)	
Intervention Support (Shared Expense with ELA)		
1. Classroom aide support	1. \$10,000(Intervention)	
2. Roving Sub for MTSS Meetings	2. \$3,200 (Intervention)	
3. Support Materials	3. \$1,000 (Intervention)	
Math Curriculum and Support Materials (Site Budget)	\$5,000 (Site)	
Staff PD	\$2,000 (Site)	
Goal 3: English Learner		
Intervention Support		
1. EL Assistant	1. District Funds	
2. Support Coordinator D-EL Support	2. District Funds	
3. Benchmark Advance D-EL Curriculum	3. District Funds	
ELD Conference	\$2,000 (Site)	
Goal 4: School Climate		
Intervention Support (Attendance and Behavior Incentives)	\$200 (Intervention)	
Activities and Events	\$2,500 (Site)	
<b>Total Allocations for Goals 1-4</b>		
Intervention	\$14,900	
Site	\$11,500	

**School Goal 1:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP English language arts standard with special attention to 3<sup>rd</sup> grade students. (LCAP Goal #4)

**Identified Need:** Obtaining grade level expectations for reading by 3<sup>rd</sup> grade is a key indicator of subsequent student success in English language arts. Spring 2017 CAASPP results reveal that 43% of Village School 3<sup>rd</sup> grade students met or exceeded the standard for English language arts. For 6<sup>th</sup> grade, the last year in the district for most students, 52% of all students met the grade level criteria. For English learners, 0% of 3<sup>rd</sup> and 9% of all students met or exceeded this standard. For socio-economically disadvantaged students, 35% of all students exceeded this standard.

# Student groups and grade levels to participate in this goal:

Grades K - 6

### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all  $3^{rd}$  and  $6^{th}$  grade students meeting or exceeding the CAASPP standard for language arts to 50% for  $3^{rd}$  and 60% for  $6^{th}$ .
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP standard for language arts to 40%.
- 3. 60% of students will meet or exceed local benchmarks at each trimester.

- 1. Grade K-2 students will take the DIBELS assessment three times per year.
- 2. Grade 2-6 students will take the STAR Reading assessment four times per year.
- 3. English Learners will be assessed once annually on the ELPAC.
- 4. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student reading progress in grades K-6 using formative, interim, and summative assessments (e.g. STAR Reading, SIPPS, CELDT, CAASPP interim, CAASPP and other district assessments)	September – May	District
Implement a new ELA/ELD core program (Benchmark Advance)	August – June	District
Continue a systematic reading instructional program (K-3 SIPPS).	August – June	District
Expand and utilize the MTSS for students not meeting DIBELS screening, CAASPP, and/or local benchmark assessment targets.	August – June	District
Participate in the Sonoma County READY Program to measure school readiness of all Kindergarten students.	August – October	District
Provide parent education that provides strategies for families to support reading skills, such as, decoding, fluency, and comprehension, for their children.	September – May	District

**School Goal 2:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP Math standard with special attention to 6<sup>th</sup> grade students. (LCAP Goal #5)

**Identified Need:** Obtaining grade level expectations for math by 6<sup>th</sup> grade is a key indicator of student success in middle school, and lead towards advanced high school math courses. Spring 2017 CAASPP results reveal that 39% of Village School 3<sup>rd</sup> grade students met or exceeded the standard for Math. For 6<sup>th</sup> grade, the last year in the district for most students, 41% of all students met the grade level criteria. For English learners, 0% of 3<sup>rd</sup> and 6% of all students met or exceeded this standard. For socio-economically disadvantaged students, 24% of all students exceeded this standard.

## Student groups and grade levels to participate in this goal:

Grades K - 6

### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all 3<sup>rd</sup> and 6<sup>th</sup> grade students meeting or exceeding the CAASPP standard for math to 50% for 3<sup>rd</sup> and 50% for 6<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP math to 30%
- 3. Establish a baseline for local benchmark assessments to ensure students are on track to meet 3<sup>rd</sup> and 6<sup>th</sup> grade CAASPP standards.

- 1. Kindergarten students will take Math Benchmarks in the winter and spring.
- 2. Grades 1 6 take a benchmark assessment three times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student math progress in grades K-6 using formative, interim, and summative assessments (e.g. MobyMax, K-1 district assessments, CAASPP interim, and CAASPP).	August – June	District
Implement MTSS for students not meeting CAASPP and/or local benchmark targets.	August – June	District
Continue to provide support and professional development for teachers and principals towards full alignment of instruction to the new California State Math standards.	September – May	District
Provide training to teachers and principals in the implementation of a new local math benchmark assessment.	August – June	District
Provide parent education that strengthens parent understanding of the mathematical concepts and practices embedded within the new California State standards.	August – June	District

**School Goal 3:** Every English learner is on target and within timelines, as defined by State and local criteria, to become Reclassified as Fluent English Proficient (RFEP). (LCAP Goal #6)

#### **Identified Need:**

- 1. The California Dashboard results show that the percentage of English learners, plus RFEP students, demonstrating at least one level of growth on the 2015 CELDT from the 2014 CELDT was 63%. This represents a status of Medium. These results were an increase from the previous year from 26% to 63% (+37%) of English learners demonstrated at least one level of growth on the CELDT.
- 2. The percent of English learners reclassified at the October census for the 2016-17 school year was 18 % This is an increase of 10% over the prior year.

Student groups and
grade levels to
participate in this
goal:
English I same in

### English Learners in Grades K – 6

### **Expected Annual Measurable Outcomes:**

- 1. The California School Dashboard will show a Status of High, with 65% or more of English learners demonstrating at least one level of growth on the CELDT, representing an Increase towards Change.
- **2.** 20% of English learners will be reclassified as Fluent English Proficient (RFEP).

- 1. English Learners will be assessed once annually on the ELPAC.
- 2. Grade 2-6 students will take the STAR Reading assessment four times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Utilize MTSS to monitor English learner students and provide additional support when needed to include intervention and targeted summer programs.	August – June	District
Implement new ELD materials.	August – June	District
Continue to provide support and professional development for teachers and principals toward full implementation of integrated ELD.	August – June	District
Provide parents of English learners support and resources in order for them to assist their children with homework.	September - May	District

**School Goal 4:** Every student is enrolled in a school that promotes a positive school climate that results in a safe learning environment. (LCAP Goal #3)

**Identified Need:** Rincon Valley Union School District has high attendance rates, low chronic absenteeism rates, and has no history of its charter middle school student dropping out of school. The District also benefits from an extremely low suspension and expulsion rates in recent years. The most recent Student Survey indicates for Village School that 80% of students often/always feel safe at school while 80% are often/always happy to be at their school.

### Student groups and grade levels to participate in this goal:

K-6

### **Measurable Outcomes:**

- 1. Maintain Village School P-2 attendance rate at 95% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 2. Reduce Village School P-2 chronic absenteeism rate to below 5% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 3. Reduce Village School P-2 pupil suspension rate below 1% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 4. Maintain Village School P-2 pupil expulsion rate at 0% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 5. Increase the number of students who self-identify they attend a school with a positive school climate as measured by the district-wide local student climate survey 85% of students report "often"/"always" feeling safe at school and 85% of students reported being happy at school "often/always".

- 1. Attendance and discipline reports.
- 2. Annual spring student school climate survey.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Monitoring Attendance Monthly	August -June	District
Parent Meetings to discuss attendance at Parent Conferences, Principal and Counselor Meetings		
Celebration of Student Attendance and Improved Attendance		
Continue with Restorative Practices Training		

### **Summary of Site-based Budgetary Allocations to Meet Goals:**

In addition to the district funding, Village School will use our site allocated funds in the following ways to meet our goals:

Budget Details	Site-Based Allocation = \$55,386
Goal 1: ELA	
Intervention Support	\$7,000
XX	\$26,836
Goal 2: Math	
Intervention Support	\$7,000
XX	5,000
Goal 3: English Learner	
Intervention Support	\$7,000
ELD Conference	\$1,000
Goal 4: School Climate	
XX	\$1,550
Goal 5: (site-based if applicable; requires the development of	
above table as well)	
Total Allocations	\$55,386

**School Goal 1:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP English language arts standard with special attention to 3<sup>rd</sup> grade students. (LCAP Goal #4)

**Identified Need:** Obtaining grade level expectations for reading by 3<sup>rd</sup> grade is a key indicator of subsequent student success in English language arts. Spring 2017 CAASPP results reveal that 68% of Whited School 3<sup>rd</sup> grade students met or exceeded the standard for English language arts. For 6<sup>th</sup> grade, the last year in the district for most students, 43% of all students met the grade level criteria. For English learners, 13% of all students met or exceeded this standard. For socio-economically disadvantaged students, 41% of all students exceeded this standard.

# Student groups and grade levels to participate in this goal:

Grades K – 6

### **Expected Annual Measurable Outcomes:**

- 1. Maintain the percent of all  $3^{rd}$  and increase the percent of  $6^{th}$  grade students meeting or exceeding the CAASPP standard for language arts to 68% for  $3^{rd}$  and 50% for  $6^{th}$ .
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP standard for language arts to 45%.
- 3. 60% of students will meet or exceed local benchmarks (STAR).

- 1. Grade K 2 students will take the DIBELS assessment three times per year.
- 2. Grade 2-6 students will take the STAR Reading assessment four times per year.
- 3. English Learners will be assessed once annually on the ELPAC.
- 4. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student reading progress in grades K-6 using formative, interim, and summative assessments (e.g. STAR Reading, SIPPS, CELDT, CAASPP interim, CAASPP and other district assessments)	September – May	District
Implement a new ELA/ELD core program (Benchmark Advance)	August – June	District
Continue a systematic reading instructional program (K-3 SIPPS).	August – June	District
Expand and utilize the MTSS for students not meeting DIBELS screening, CAASPP, and/or local benchmark assessment targets.	August – June	District
Participate in the Sonoma County READY Program to measure school readiness of all Kindergarten students.	August – October	District
Provide parent education that provides strategies for families to support reading skills, such as, decoding, fluency, and comprehension, for their children.	September – May	District

**School Goal 2:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP Math standard with special attention to  $6^{th}$  grade students. (LCAP Goal #5)

**Identified Need:** Obtaining grade level expectations for math by 6<sup>th</sup> grade is a key indicator of student success in middle school, and lead towards advanced high school math courses. Spring 2017 CAASPP results reveal that 63% of Whited School 3<sup>rd</sup> grade students met or exceeded the standard for Math. For 6<sup>th</sup> grade, the last year in the district for most students, 24% of all students met the grade level criteria. For English learners, 7% of all students met or exceeded this standard. For socio-economically disadvantaged students, 28% of all students exceeded this standard.

## Student groups and grade levels to participate in this goal:

Grades K – 6

### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all 3<sup>rd</sup> and 6<sup>th</sup> grade students meeting or exceeding the CAASPP standard for math to 60% for 3<sup>rd</sup> and 35% for 6<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP math to 35%.
- 3. Establish a baseline for local benchmark assessments to ensure students are on track to meet 3<sup>rd</sup> and 6<sup>th</sup> grade CAASPP standards.

- 1. Kindergarten students will take Math Benchmarks in the winter and spring.
- 2. Grades 1 6 take a benchmark assessment three times per year.
- 3. Grades 3-6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student math progress in grades K-6 using formative, interim, and summative assessments (e.g. MobyMax, K-1 district assessments, CAASPP interim, and CAASPP).	August – June	District
Implement MTSS for students not meeting CAASPP and/or local benchmark targets.	August – June	District
Continue to provide support and professional development for teachers and principals towards full alignment of instruction to the new California State Math standards.	September – May	District
Provide training to teachers and principals in the implementation of a new local math benchmark assessment.	August – June	District
Provide parent education that strengthens parent understanding of the mathematical concepts and practices embedded within the new California State standards.	August – June	District

**School Goal 3:** Every English learner is on target and within timelines, as defined by State and local criteria, to become Reclassified as Fluent English Proficient (RFEP). (LCAP Goal #6)

### **Identified Need:**

1. The percent of English learners reclassified at the October census for the 2016-17 school year was 14%. This is a decrease of 21% over the prior year.

Student groups and
grade levels to
participate in this
goal:

### **Expected Annual Measurable Outcomes:**

1. 20% of English learners will be reclassified as Fluent English Proficient (RFEP).

English Learners in Grades K – 6

- 1. English Learners will be assessed once annually on the ELPAC.
- 2. Grade 2-6 students will take the STAR Reading assessment four times per year.
- 3. Grades 3 6 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Utilize MTSS to monitor English learner students and provide additional support when needed to include intervention and targeted summer programs.	August – June	District
Implement new ELD materials.	August – June	District
Continue to provide support and professional development for teachers and principals toward full implementation of integrated ELD.	August – June	District
Provide parents of English learners support and resources in order for them to assist their children with homework.	September - May	District

**School Goal 4:** Every student is enrolled in a school that promotes a positive school climate that results in a safe learning environment. (LCAP Goal #3)

**Identified Need:** Rincon Valley Union School District has high attendance rates, low chronic absenteeism rates, and has no history of its charter middle school student dropping out of school. The District also benefits from an extremely low suspension and expulsion rates in recent years. The most recent Student Survey indicates for Whited School that 75% of students often/always feel safe at school while 78% are often/always happy to be at their school.

### Student groups and grade levels to participate in this goal:

K-6

### Measurable Outcomes:

- 1. Maintain Whited School P-2 attendance rate at 96% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 2. Reduce Whited School P-2 chronic absenteeism rate to below % for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 3. Reduce Whited School P-2 pupil suspension rate below 1.7% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 4. Maintain Whited School P-2 pupil expulsion rate at 0% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 5. Increase the number of students who self-identify they attend a school with a positive school climate as measured by the district-wide local student climate survey 80% of students report "often"/"always" feeling safe at school and 82% of students reported being happy at school "often/always".

- 1. Attendance and discipline reports.
- 2. Annual spring student school climate survey.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Kimochi Lessons in Grades K-3	August –June	District
Restorative Practices in Grades 4-6	August-June	District
Playworks Games at Lunch Recesses	August-June	District
Celebrations for perfect or improved attendance	August-June	District
Counselor and Principal to support SART meetings with families	August-June	District
District team to look at alternatives to suspension	August-June	District

### **Summary of Site-based Budgetary Allocations to Meet Goals:**

In addition to the district funding, Whited School will use our site allocated funds in the following ways to meet our goals:

<b>Budget Details</b>	Site-Based Allocation = \$28,000
Goal 1: ELA	
Intervention Support	\$15,000
Tutoring	
Goal 2: Math	
Intervention Support	\$7,000
Tutoring/Homework Club	
Goal 3: English Learner	
Intervention Support	\$1,000
Latino Family Literacy	\$3,000
Goal 4: School Climate	
	\$2,000
Goal 5: (site-based if applicable; requires the development of	
above table as well)	
·	
Total Allocations	\$28,000

**School Goal 1:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP English language arts standard with special attention to 3<sup>rd</sup> grade students. (LCAP Goal #4)

**Identified Need:** Spring 2017 CAASPP results reveal that 79% of RVCS 7<sup>th</sup> grade students met or exceeded the standard for English language arts. For 8<sup>th</sup> grade, 68% of all students met the grade level criteria. For English learners, 29% met or exceeded this standard. For socio-economically disadvantaged students, 60% of all students exceeded this standard.

## Student groups and grade levels to participate in this goal:

Grades 7 - 8

### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all 7<sup>th</sup> and 8<sup>th</sup> grade students meeting or exceeding the CAASPP standard for language arts to 80% for 7<sup>th</sup> grade and 70% for 8<sup>th</sup>.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP standard for language arts to 65%.
- 3. 68% of students will meet or exceed local benchmarks at each trimester.

- 1. Grade 7 8 students will take the STAR Reading assessment four times per year.
- 2. Grades 7 8 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student reading progress using formative, interim, and summative assessments (e.g. STAR Reading, CAASPP interim, CAASPP and other district assessments)	September – May	District
Expand and utilize the MTSS for students not meeting CAASPP and/or local benchmark assessment targets.	August – June	District
Training and implementation of designated ELD curriculum	August – June	District
Increase use of auxiliary technology-based support programs for vocabulary, sentence structure, grammar and writing conventions	September – May	Site

**School Goal 2:** Increase the percent of all students, including significant subgroups, meeting or exceeding the CAASPP Math standard with special attention to  $6^{th}$  grade students. (LCAP Goal #5)

**Identified Need:** Obtaining grade level expectations for math by 6<sup>th</sup> grade is a key indicator of student success in middle school, and lead towards advanced high school math courses. Spring 2017 CAASPP results reveal that 56% of RVCS 7<sup>th</sup> grade students met or exceeded the standard for Math. For 8<sup>th</sup> grade, 40% of all students met the grade level criteria. For English learners, 6% of all students met or exceeded this standard. For socio-economically disadvantaged students, 32% of all students exceeded this standard.

## Student groups and grade levels to participate in this goal:

Grades 7 - 8

### **Expected Annual Measurable Outcomes:**

- 1. Increase the percent of all 7<sup>th</sup> and 8<sup>th</sup> grade students meeting or exceeding the CAASPP standard for math to 58% for 7<sup>th</sup> grade and 45% for 8<sup>th</sup> grade.
- 2. Increase the percent of socio-economically disadvantaged students meeting or exceeding the CAASPP math to 36%.
- 3. Establish a baseline and monitor student progress to measure growth on local benchmark.

- 1. Grades 7 8 take a benchmark assessment three times per year.
- 2. Grades 7 8 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Assess student math progress using formative, interim, and summative assessments (MobyMax, CAASPP interim, and CAASPP).	August – June	District
Implement MTSS for students not meeting CAASPP and/or local benchmark targets.	August – June	District
Continue to provide support and professional development for teachers and principals towards full alignment of instruction to the new California State Math standards.	September – May	District
Provide training to teachers and principals in the implementation of a new local math benchmark assessment.	August – June	District
Provide parent education that strengthens parent understanding of the mathematical concepts and practices embedded within the new California State standards.	August – June	District

**School Goal 3:** Every English learner is on target and within timelines, as defined by State and local criteria, to become Reclassified as Fluent English Proficient (RFEP). (LCAP Goal #6)

### **Identified Need:**

1. The percent of English learners reclassified at the October census for the 2016-17 school year was 6%. This is a decrease of 7% over the prior year. EL population at RVCS does not constitute a significant subgroup. Year to year variation of this number can be based on a small number of students.

Student groups and
grade levels to
participate in this
goal:

### **Expected Annual Measurable Outcomes:**

1. 10% of English learners will be reclassified as Fluent English Proficient (RFEP).

English Learners in Grades 7 – 8

- 1. English Learners will be assessed once annually on the ELPAC.
- 2. Grade 7 8 students will take the STAR Reading assessment four times per year.
- 3. Grades 7 8 take the Smarter Balanced Summative Assessment (SBAC) in the spring.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Utilize MTSS to monitor English learner students and provide additional support when needed to include intervention and targeted summer programs.	August – June	District
Implement new ELD materials.	August – June	District
Continue to provide support and professional development for teachers and principals toward full implementation of integrated ELD.	August – June	District
Provide parents of English learners support and resources in order for them to assist their children with homework.	September - May	District

**School Goal 4:** Every student is enrolled in a school that promotes a positive school climate that results in a safe learning environment. (LCAP Goal #3)

**Identified Need:** Rincon Valley Union School District has high attendance rates, low chronic absenteeism rates, and has no history of its charter middle school student dropping out of school. The District also benefits from an extremely low suspension and expulsion rates in recent years. The most recent Student Survey indicates for RVCS that 83% of students often/always feel safe at school while 76% are often/always happy to be at their school.

### Student groups and grade levels to participate in this goal:

Grades 7 - 8

### Measurable Outcomes:

- 1. Maintain RVCS P-2 attendance rate at 96% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 2. Reduce RVCS P-2 chronic absenteeism rate to below 4.5% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 3. Reduce RVCS P-2 pupil suspension rate below 6.7% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 4. Maintain RVCS P-2 pupil expulsion rate at 0% for all students and significant subgroups to include English learner, socio-economically disadvantaged, and special education students.
- 5. Increase the number of students who self-identify they attend a school with a positive school climate as measured by the district-wide local student climate survey 85% of students report "often"/"always" feeling safe at school and 78% of students reported being happy at school "often/always".

- 1. Attendance and discipline reports.
- 2. Annual spring student school climate survey.

Actions to be Taken to Reach This Goal	Start Date Completion Date	Funding Source
Continuous development of campus supervisor role to include teambuilding and student support	August –June	District
Continued development of student leadership/spirit activities at school	September – May	Site
Maintain counseling support, including lunch groups and individual check-ins	August – June	District
Continued development of Restorative Practices	August-June	<b>7</b>
Continue counselor support model for chronic absenteeism and provide counselor support for students at risk of SART/SARB	August-June	District District
Incorporate cyber safety training into year-round technology classes for all 7 <sup>th</sup> graders; encourage attendance at district parent nights geared towards cyber safety	August-June	District

### **Summary of Site-based Budgetary Allocations to Meet Goals:**

In addition to the district funding, <u>RVCS Matanzas School</u> will use our site allocated funds in the following ways to meet our goals:

Tutoring assistance and homework help

After school enrichment for core subjects

Development of student leadership and spirit activities

Budget Details	Site-Based Allocation = \$5,000
Goal 1: ELA	
Intervention Support	\$1,000
Goal 2: Math	
Intervention Support	\$1,000
Goal 3: English Learner	
Intervention Support	\$2,000
Goal 4: School Climate	
Additional Restorative Practices/Counseling support	\$500
Student leadership/spirit activities	\$500
Total Allocations	\$5,000

### **Summary of Site-based Budgetary Allocations to Meet Goals:**

In addition to the district funding, <u>RVCS Sequoia School</u> will use our site allocated funds in the following ways to meet our goals:

Tutoring assistance and homework help

After school enrichment for core subjects

Development of student leadership and spirit activities

<b>Budget Details</b>	Site-Based Allocation = \$5,000
Goal 1: ELA	
Intervention Support	\$1,000
Goal 2: Math	
Intervention Support	\$1,000
intervention Support	\$1,000
Goal 3: English Learner	
Intervention Support	\$2,000
Goal 4: School Climate	
Additional Restorative Practices/Counseling support	\$500
Student leadership/spirit activities	\$500
Total Allocations	\$5,000

### Rincon Valley Union School District Board of Trustees Agenda Item Summary

**Meeting Date:** December 12, 2017

**Agenda Item:** Action Item 14.2

**Subject:** First Interim Financial Report 2017-18

**Submitter:** Dr. Joe Pandolfo, Deputy Superintendent

**Background:** Please see attached narrative

**Highlights:** The District budget is stable

**Challenges:** Increased pension obligations are continuing to pressure the District's finances

**Analysis:** The multi-year project shows the general fund deficit spending this and the next

two fiscal years without any increase to the salary schedules

**Next Steps:** Research ways in which to deal with the impact of the pension obligations on the

District's budget.

**Attachments:** First Interim Budget Documents

**Fiscal Impact:** Total Budget in excess of \$54M

**Recommendation:** Approve

## RINCON VALLEY UNION SCHOOL DISTRICT MEMORANDUM

TO: Dr. Tony Roehrick, Superintendent

**Board of Trustees** 

FROM: Joseph Pandolfo, Deputy Superintendent, Business Services

SUBJECT: First Interim Budget Report

DATE: December 1, 2017

### Introduction

The 2017-18 first interim budget report is submitted for your approval. Assembly Bill (AB) 1200 requires local educational agencies to submit interim reports with specific documentation. This report is due to the Sonoma County Office of Education by December 15<sup>th</sup>. The 2017-18 first interim budget has been prepared with the information available as of October 31<sup>st</sup>, 2017.

California school districts utilize governmental accounting and financial reporting, which divides the district into specific major activities known as funds. The largest of these funds is the general fund which includes revenues and expenses for three traditional schools, five conversion charter elementary schools as well as the Rincon Valley Partnership (RVP), which is a special education cooperative comprised of eight Santa Rosa elementary districts. The general fund is divided into restricted (largely state and federal sources) and unrestricted portions.

The first interim budget typically contains significant changes from the original budget which was presented in June; this budget is no exception.

### Impact of Wildfires on the District

Santa Rosa experienced one of the worst natural disasters in state history in October of 2017. Fortunately, no schools received fire damage and staff was able to make the school ready for occupancy so that only 11 instructional days were lost. The fire had no material impact on this budget. The District's enrollment appears to be stable and average daily attendance (ADA) has increased slightly when school was reopened; thus, there should be no decrease in revenue due to the wildfires. The District is applying to the state to waive the requirements for lost instructional minutes, so there should be no penalty from not providing the state required annual instructional minutes. Expenses for the fire were one time in nature, and most should be covered by an insurance claim with RESIG. The total claim for the District will be approximately \$200,000, with \$135,000 of that amount being claimed for the air purifiers purchased for classrooms. If this claim is denied the amount will remain charged to basic aid supplemental funding.

### General Fund

### Revenues

Total General Fund Revenues were basically unchanged from the original budget which total \$39.5M in revenue. The largest amount of revenue is generated through the Local Control Funding Formula (LCFF) revenues, which decreased \$45,000 from \$29.090 million to \$29.055 million. This decrease is due to a decrease in projected average daily attendance (ADA) which is the main variable used to generate this income. LCFF revenue is what is used to pay for most of our compensation increases.

Other state revenue increased \$464,360. This change was due to updating the budget for one-time money which was not part of the state's budget proposal; and, therefore, not available to the District in the spring when the original budget was developed.

Local revenue decreased due to some other Districts pulling back some of their students from RVP. Federal revenue remained stable at just over \$1M.

### **Expenditures**

Expenses for salary and benefits were updated and changed less than one third of one percent from the original budget. Books and supplies increased approximately \$266K mostly due to the booking of site carry-over from the previous year. Services and capital outlay increased \$1.6 dollars, which is mostly due to the Proposition 39 carryover that was not spent last year and will be paid out over the next few weeks.

### Multi-year Projections

Based on reasonable assumptions, the multi-year projection (page 22) demonstrates the District's fund balance will decrease over the next two years. These projections do not include a salary schedule increase for this year or future years. The primary reason the projection indicated deficit spending is due to the rate increases for both retirement systems (STRS & PERS).

**Annual STRS Estimated Cumulative Increase to District Budget** 

2015	2016	2017	2018	2019	2020
.63%	2.48%	4.33%	6.18%	8.03%	9.88%
\$ 96,932	\$408,177	\$726,917	\$1,054,536	\$1,397,618	\$1,753,328

The above table does not include the increase in the classified pension system, CalPERS. A one percent increase in CalPERS costs the District approximately \$65,000.

The major concern with these projects is that the increased required STRS and CalPERS contributions are absorbing projected LCFF increases even when no increase to salary is included. In other words, the increase in LCFF funding is projected to be approximately \$355K from FY18 to FY 19, but increases to STRS and PERS costs are expected to be \$473,083. This dynamic is essentially a cut to District resources available from the state.

Class size is projected to remain under a 24 to 1 student-to-teacher ratio in primary grades in the current year and all out years of the projection. Assumptions for these projections are reasonable and are listed on the page following the projections.

This increase assumes that the three consulting teachers are eliminated from the budget as well as a section of kindergarten.

### Reserves

General Fund Reserves are \$9.4M which is approximately 20%. **Reserves cannot be spent on ongoing expenses.** Appropriate uses for reserves are to help the District through downturns in the economy, for meeting cash flow needs, and when they are expended for items such as textbook adoptions, technology or other one-time purposes. To continue the same reserve percentage, reserves must be replenished after being spent. The Reserves designations are as follows:

Economic Uncertainty (15%)	\$6,971,679
COP	\$1,453,201
Textbook Adoption	\$500,000
One-Time 17-18 Bonus (1%)	\$280,000
Phone System	\$249,000

### Cash Flow

According to the cash flow projection the District will have sufficient cash on hand to meet its obligation. The low point for cash is projected to be November where cash dwindled to \$3.7 million, although \$1.4 of this cash is restricted Proposition 39 funds which will be spent next year.

### Other Funds

### Fund 9 (RVCS)

With this year's decreased enrollment, Rincon Valley Charter School's (RVCS) budget (Fund 09) is significantly deficit spending. The challenge with the RVCS budget is that their enrollment is down from the original budget projection. This year's deficit is over \$260,000 on less than a \$3M budget, which is substantial. There are only 139 students enrolled in 7<sup>th</sup> grade, so even with full enrollment in 8<sup>th</sup> grade there will be challenges with a small school that lacks economy of scale. Although enrollment for 2018-19 looks promising, the RVCS budget will continue to be challenged due to the overhead needed to operate two small campuses. Further study is needed to determine next steps; however, even with higher enrollment it is highly likely that reductions will need to be made if there is not a change to the size of the campuses.

### Fund 12

The *Child Development Fund (Fund 12)* is projected to close the year with an operating deficit of \$154,333. Of this amount. \$90,000 was lost revenue caused by fire, and there are also one-time startup expenses associated with opening a new program at Binkley. There is also \$7,000 dedicated in the budget to vacancies, which if they are filled would also allow the program to increase revenue by accepting more students. This situation will be monitored between now and second interim to determine if further recommendations are warranted. The fund began the year with a fund balance of \$287,000 and will absorb the deficit this year if it cannot be reduced.

### Fund 13

The Cafeteria Special Revenue Fund (Fund 13) is budgeted at a \$73,881 deficit. This fund was also impacted by lost sales revenue due to the wildfires. The District has applied to the state for reimbursement of lost meal sales caused by the disaster. One of the focuses of the strategic plan is to increase sales so that the fund is more financially stable. This fund will also be monitored to determine if more action is needed to balance future budgets. With this deficit the fund is projected to end the year with a balance of \$117,283.

### Fund 21

The Building Fund (Fund 21) is funded through the sale of Measure F bonds which were approved by voters in 2014. The fund is scheduled to be replenished with \$17M in cash (minus cost of issuance) this January, and has also received a payment of \$1.4M from a reimbursement from the Office of Public School Construction (OPSC) for the construction project at Whited from about 10 years ago. A more precise budget will be developed once the prices for summer work are available.

### Fund 25

The Capital Facilities Fund (Fund 25, developer fees) has posted over \$87,000 in revenue as of October 31<sup>st</sup>. Last year this fund earned enough in fees to make the full payment on the general fund construction loan (COP) and have a balance of \$109,299. The District anticipates that the fund should also be able to collect enough revenue to make this \$231,000 payment. When fees and fund balance are insufficient to cover the expense of the loan payment, the general fund makes up the difference.

### Fund 40

The Capital Outlay (Fund 40) funds the amount of the District's facility program that is not funded with bond proceeds. This fund combined with the building fund accounts for the District's \$57M facility improvement program and is funded with a transfer from the general fund. After paying for construction and modernization, this fund is projected to have a balance of approximately \$2.8M at year-end this fiscal year. This fund also paid for the air purifiers that were installed in each classroom.

### Criteria and Standards

The purpose of the *Criteria and Standards* section of the First interim budget Report is to compare the district data to norms and standards in order to determine if the District is showing signs of financial distress or is engaging in unorthodox practices. The District, as required, has provided reasonable explanations for anomalies where needed, and the District has no indicators of financial distress.

## RINCON VALLEY UNION SCHOOL DISTRICT 2017/18 FIRST INTERIM REPORT

### **Table of Contents**

### District Certification of Interim Report (Form CI, pages 1-3)

These pages are submitted to the Department of Education certifying that the District's financial condition is positive, qualified, or negative. Rincon Valley's financial condition is positive.

### **General Fund Summary (Form 01, pages 4-9)**

These pages compare the General Fund's Original Budget (Column A) to the 1st Interim Budget Projected Year Totals (Column D).

### Other Funds (Form 09, 12, 13, 21, 25, 35, 40, pages 10-21)

These pages compare all other funds' Original Budget (Column A) to the ist Interim Budget Projected Year Totals (Column D).

### Multi Year Projections, General Fund (pages 22-24)

Projections indicate the district will meet its financial obligations for the current year and the next two fiscal years.

### Average Daily Attendance (Form AI, pages 25-27)

This form contains the estimated Average Daily Attendance as of April (P2). It also shows the Estimated Funded ADA that is used in the budget projections.

### Actual and Projected Monthly Cash Flow (Form CASH, pages 28-29)

These pages display the actual cash flow through October 31, 2017 and the projected cash flow through June 30, 2018. The monthly cash flow is projected to be sufficient to cover the anticipated monthly expenses.

### School District Criteria and Standards (pages 30-55)

These are standards mandated by the California Department of Education. All school district budgets are to conform to these standards. Explanations have been provided where needed.

### **Local control Funding Formula (pages 56-61)**

These pages show the summary of the LCFF Calculation.

### **Components of Ending Fund Balance (page 62)**

This section summarizes the District's reserves for the General Fund.

### **Technical Review Checklist (page 63)**

This section is for County use.

	adopted Criteria and Standards. (Pursuant to	
	Signed:	
	CE OF INTERIM REVIEW. All action shall be ng of the governing board.	taken on this report during a regular or authorized special
Th	County Superintendent of Schools: his interim report and certification of financial the school district. (Pursuant to EC Section	condition are hereby filed by the governing board 42131)
	Meeting Date: December 12, 2017	Signed:
CERTI	IFICATION OF FINANCIAL CONDITION	President of the Governing Board
X		school district, I certify that based upon current projections this the current fiscal year and subsequent two fiscal years.
		school district, I certify that based upon current projections this s for the current fiscal year or two subsequent fiscal years.
		school district, I certify that based upon current projections this oligations for the remainder of the current fiscal year or for the
Co	ontact person for additional information on th	e interim report:
	Name: Joseph Pandolfo, Ed.D.	Telephone: <u>(707)</u> 542-7375
	Title: Deputy Superintendent	E-mail: jpandolfo@rvusd.org

### Criteria and Standards Review Summary

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

CRITE	ERIA AND STANDARDS		Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	

CRITE	RIA AND STANDARDS (contir	nued)	Met	Not Met
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	х	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.	х	
4	Local Control Funding Formula (LCFF) Revenue	Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.		х
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		x
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.	х	
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		x
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since budget adoption meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	х	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	х	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	х	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	Х	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	х	

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

	EMENTAL INFORMATION (co		No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		<ul> <li>If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2016-17) annual payment?</li> </ul>	х	
		<ul> <li>If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?</li> </ul>		х
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		х
		<ul> <li>If yes, have there been changes since budget adoption in OPEB liabilities?</li> </ul>	Х	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	Х	
		<ul> <li>If yes, have there been changes since budget adoption in self- insurance liabilities?</li> </ul>	n/a	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		<ul><li>Certificated? (Section S8A, Line 1b)</li><li>Classified? (Section S8B, Line 1b)</li></ul>	X	
		<ul> <li>Management/supervisor/confidential? (Section S8C, Line 1b)</li> </ul>	X	
S8	Labor Agreement Budget Revisions	For negotiations settled since budget adoption, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		Certificated? (Section S8A, Line 3)	n/a	
		Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	х	

ADDIT	IONAL FISCAL INDICATORS		No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	Х	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	Х	
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?		х
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	х	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	х	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	Х	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	Х	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	Х	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	Х	

#### 2017-18 First Interim General Fund Summary - Unrestricted/Restricted Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES			. ,					
1) LCFF Sources		8010-8099	29,090,255.00	29,055,903.00	3,537,365.45	29,055,903.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,088,666.50	1,086,810.00	(425,665.05)	1,086,810.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,069,164.41	2,533,524.76	37,507.36	2,533,524.76	0.00	0.0%
4) Other Local Revenue		8600-8799	7,321,182.27	6,849,422.58	563,701.59	6,849,422.58	0.00	0.0%
5) TOTAL, REVENUES			39,569,268.18	39,525,660.34	3,712,909.35	39,525,660.34		
B. EXPENDITURES								
Certificated Salaries		1000-1999	16,628,174.64	16,537,416.19	4,908,357.83	16,537,416.19	0.00	0.0%
2) Classified Salaries		2000-2999	6,527,574.74	6,532,338.38	1,935,137.91	6,532,338.38	0.00	0.0%
3) Employee Benefits		3000-3999	8,710,443.40	8,705,480.45	2,221,558.01	8,705,480.45	0.00	0.0%
4) Books and Supplies		4000-4999	1,415,296.66	1,681,606.86	580,793.34	1,681,270.77	336.09	0.0%
5) Services and Other Operating Expenditures		5000-5999	3,296,109.33	4,864,010.77	1,230,817.11	4,869,346.86	(5,336.09)	-0.1%
6) Capital Outlay		6000-6999	509,118.05	345,711.74	198,212.00	345,711.74	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	13,820.00	13,820.00	0.00	13,820.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(20,756.00)	(20,756.00)	0.00	(20,756.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			37,079,780.82	38,659,628.39	11,074,876.20	38,664,628.39		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9	)		2,489,487.36	866,031.95	(7,361,966.85)	861,031.95		
D. OTHER FINANCING SOURCES/USES								
Interfund Transfers     a) Transfers In		8900-8929	4,297,935.45	4,888,874.16	0.00	4,888,874.16	0.00	0.0%
b) Transfers Out		7600-7629	7,213,285.45	7,818,229.26	0.00	7,818,229.26	0.00	0.0%
Other Sources/Uses     a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/U	SES		(2,915,350.00)	(2,929,355.10)	0.00	(2,929,355.10)		

#### 2017-18 First Interim General Fund Summary - Unrestricted/Restricted Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND			\$ 7	\-'\	\*/	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	V -7	ν.,
BALANCE (C + D4)			(425,862.64)	(2,063,323.15)	(7,361,966.85)	(2,068,323.15)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	11,527,746.67	11,527,746.67		11,527,746.67	0.00	0.0
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0
c) As of July 1 - Audited (F1a + F1b)			11,527,746.67	11,527,746.67		11,527,746.67		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0
e) Adjusted Beginning Balance (F1c + F1d)			11,527,746.67	11,527,746.67		11,527,746.67		
2) Ending Balance, June 30 (E + F1e)			11,101,884.03	9,464,423.52		9,459,423.52		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	7,250.00	7,250.00		7,250.00		
Stores		9712	5,669.57	3,293.00		3,293.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	1,648,576.18	0.00		0.00		
c) Committed Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	2,796,428.28	2,482,201.52		2,482,201.52		
COP	0000	9780	1,795,428.28					
Textbook Adoption	0000	9780	500,000.00					
One-Time 17/18 Bonus 1%	0000	9780	252,000.00					
Phone System	0000	9780	249,000.00					
COP	0000	9780		1,453,201.52				
Textbook Adoption	0000	9780		500,000.00				
One-Time 17/18 Bonus 1%	0000	9780		280,000.00				
Phone System	0000	9780		249,000.00				
COP	0000	9780				1,453,201.52		
Textbook Adoption	0000	9780				500,000.00		
One-Time 17/18 Bonus 1%	0000	9780				280,000.00		
Phone System	0000	9780				249,000.00		
e) Unassigned/Unappropriated						7		
Reserve for Economic Uncertainties		9789	6,643,960.00	6,971,679.00		6,966,679.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

#### 2017-18 First Interim General Fund Unrestricted (Resources 0000-1999) Revenues, Expenditures, and Changes in Fund Balance

Description	Obje Resource Codes Code		Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES							
1) LCFF Sources	8010-8	099 28,794,714.00	28,760,362.00	3,537,365.45	28,760,362.00	0.00	0.0%
2) Federal Revenue	8100-8	299 71,876.00	0.00	27,665.00	0.00	0.00	0.0%
3) Other State Revenue	8300-8	599 533,851.41	992,006.76	21,551.74	992,006.76	0.00	0.0%
4) Other Local Revenue	8600-8	799 1,954,225.16	1,975,927.16	196,795.59	1,975,927.16	0.00	0.0%
5) TOTAL, REVENUES		31,354,666.57	31,728,295.92	3,783,377.78	31,728,295.92		
B. EXPENDITURES							
1) Certificated Salaries	1000-1	999 12,105,684.20	12,015,217.58	3,611,286.81	12,015,217.58	0.00	0.0%
2) Classified Salaries	2000-2	999 3,949,849.77	3,977,698.07	1,196,260.01	3,977,698.07	0.00	0.0%
3) Employee Benefits	3000-3	999 5,236,608.89	5,149,089.67	1,556,785.30	5,149,089.67	0.00	0.0%
4) Books and Supplies	4000-4	999 912,088.53	1,047,090.33	325,015.47	1,044,090.33	3,000.00	0.3%
5) Services and Other Operating Expenditures	5000-5	999 1,482,892.11	1,762,320.91	677,040.18	1,770,320.91	(8,000.00)	-0.5%
6) Capital Outlay	6000-6	999 324,981.42	100,823.40	86,416.65	100,823.40	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)	7100-7 7400-7		13,820.00	0.00	13,820.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-7	399 (371,188.84	(419,016.56)	0.00	(419,016.56)	0.00	0.0%
9) TOTAL, EXPENDITURES		23,654,736.08	23,647,043.40	7,452,804.42	23,652,043.40		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER							
FINANCING SOURCES AND USES (A5 - B9)		7,699,930.49	8,081,252.52	(3,669,426.64)	8,076,252.52		
D. OTHER FINANCING SOURCES/USES							
Interfund Transfers     a) Transfers In	8900-8	929 4,297,935.45	4,888,874.16	0.00	4,888,874.16	0.00	0.0%
b) Transfers Out	7600-7	629 7,213,285.45	7,818,229.26	0.00	7,818,229.26	0.00	0.0%
Other Sources/Uses    a) Sources	8930-8	979 0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	7630-7	699 0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions	8980-8	999 (5,210,443.13	(5,566,644.39)	0.00	(5,566,644.39)	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/US	ES	(8,125,793.13	(8,495,999.49)	0.00	(8,495,999.49)		

#### 2017-18 First Interim General Fund Unrestricted (Resources 0000-1999) Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND				. ,	, ,	, ,	. ,	, ,
BALANCE (C + D4)			(425,862.64)	(414,746.97)	(3,669,426.64)	(419,746.97)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	9,879,170.49	9,879,170.49		9,879,170.49	0.00	0.0
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0
c) As of July 1 - Audited (F1a + F1b)			9,879,170.49	9,879,170.49		9,879,170.49		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0
e) Adjusted Beginning Balance (F1c + F1d	1)		9,879,170.49	9,879,170.49		9,879,170.49		
2) Ending Balance, June 30 (E + F1e)			9,453,307.85	9,464,423.52		9,459,423.52		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	7,250.00	7,250.00		7,250.00		
Stores		9712	5,669.57	3,293.00		3,293.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	2,796,428.28	2,482,201.52		2,482,201.52		
COP	0000	9780	1,795,428.28					
Textbook Adoption	0000	9780	500,000.00					
One-Time 17/18 Bonus 1%	0000	9780	252,000.00					
Phone System	0000	9780	249,000.00					
COP	0000	9780		1,453,201.52				
Textbook Adoption	0000	9780		500,000.00				
One-Time 17/18 Bonus 1%	0000	9780		280,000.00				
Phone System	0000	9780		249,000.00				
COP	0000	9780				1,453,201.52		
Textbook Adoption	0000	9780				500,000.00		
One-Time 17/18 Bonus 1%	0000	9780				280,000.00		
Phone System	0000	9780				249,000.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	6,643,960.00	6,971,679.00		6,966,679.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

### 2017-18 First Interim General Fund Restricted (Resources 2000-9999) Revenue, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	295,541.00	295,541.00	0.00	295,541.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,016,790.50	1,086,810.00	(453,330.05)	1,086,810.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,535,313.00	1,541,518.00	15,955.62	1,541,518.00	0.00	0.0%
4) Other Local Revenue		8600-8799	5,366,957.11	4,873,495.42	366,906.00	4,873,495.42	0.00	0.0%
5) TOTAL, REVENUES			8,214,601.61	7,797,364.42	(70,468.43)	7,797,364.42		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	4,522,490.44	4,522,198.61	1,297,071.02	4,522,198.61	0.00	0.0%
2) Classified Salaries		2000-2999	2,577,724.97	2,554,640.31	738,877.90	2,554,640.31	0.00	0.0%
3) Employee Benefits		3000-3999	3,473,834.51	3,556,390.78	664,772.71	3,556,390.78	0.00	0.0%
4) Books and Supplies		4000-4999	503,208.13	634,516.53	255,777.87	637,180.44	(2,663.91)	-0.4%
5) Services and Other Operating Expenditures		5000-5999	1,813,217.22	3,101,689.86	553,776.93	3,099,025.95	2,663.91	0.1%
6) Capital Outlay		6000-6999	184,136.63	244,888.34	111,795.35	244,888.34	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	350,432.84	398,260.56	0.00	398,260.56	0.00	0.0%
9) TOTAL, EXPENDITURES			13,425,044.74	15,012,584.99	3,622,071.78	15,012,584.99		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(5,210,443.13)	(7,215,220.57)	(3,692,540.21)	(7,215,220.57)		
D. OTHER FINANCING SOURCES/USES								
Interfund Transfers     a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses     a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	5,210,443.13	5,566,644.39	0.00	5,566,644.39	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/US	ES		5,210,443.13	5,566,644.39	0.00	5,566,644.39		

### 2017-18 First Interim General Fund

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Restricted (Resources 2000-9999)	
Revenue, Expenditures, and Changes in Fund Balanc	е

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	(1,648,576.18)	(3,692,540.21)	(1,648,576.18)		
F. FUND BALANCE, RESERVES								
Beginning Fund Balance     a) As of July 1 - Unaudited		9791	1,648,576.18	1,648,576.18		1,648,576.18	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,648,576.18	1,648,576.18		1,648,576.18		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,648,576.18	1,648,576.18		1,648,576.18		
2) Ending Balance, June 30 (E + F1e)			1,648,576.18	0.00		0.00		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	1,648,576.18	0.00		0.00		
c) Committed Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
1) LCFF Sources	8010-8099	2,756,347.00	2,481,966.00	725,048.00	2,481,966.00	0.00	0.0%
2) Federal Revenue	8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue	8300-8599	168,804.00	216,485.00	2,389.59	216,485.00	0.00	0.0%
4) Other Local Revenue	8600-8799	1,000.00	2,000.00	1,280.00	2,000.00	0.00	0.0%
5) TOTAL, REVENUES		2,926,151.00	2,700,451.00	728,717.59	2,700,451.00		
B. EXPENDITURES							
1) Certificated Salaries	1000-1999	1,326,365.26	1,298,864.76	388,804.73	1,298,864.76	0.00	0.0%
2) Classified Salaries	2000-2999	287,308.08	266,071.76	76,614.10	266,071.76	0.00	0.0%
3) Employee Benefits	3000-3999	593,133.46	571,366.86	142,573.11	571,366.86	0.00	0.0%
4) Books and Supplies	4000-4999	149,185.99	149,643.53	28,491.62	149,643.53	0.00	0.0%
5) Services and Other Operating Expenditures	5000-5999	485,454.02	603,536.05	8,238.10	603,536.05	0.00	0.0%
6) Capital Outlay	6000-6999	4,376.72	4,376.72	0.00	4,376.72	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES		2,845,823.53	2,893,859.68	644,721.66	2,893,859.68		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		80,327.47	(193,408.68)	83,995.93	(193,408.68)		
D. OTHER FINANCING SOURCES/USES							
Interfund Transfers     a) Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	7600-7629	84,650.00	70,644.90	0.00	70,644.90	0.00	0.0%
Other Sources/Uses     a) Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions	8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES		(84,650.00)	(70,644.90)	0.00	(70,644.90)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(4,322.53)	(264,053.58)	83,995.93	(264,053.58)		
F. FUND BALANCE, RESERVES								
Beginning Fund Balance     As of July 1 - Unaudited		9791	274,410.85	274,410.85		274,410.85	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			274,410.85	274,410.85		274,410.85		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			274,410.85	274,410.85		274,410.85		
2) Ending Balance, June 30 (E + F1e)			270,088.32	10,357.27		10,357.27		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted c) Committed		9740	206,045.12	0.00		0.00		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Committments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	64,043.20	10,357.27		10,357.27		
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	170.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,028,015.00	938,015.00	296,598.39	938,015.00	0.00	0.0%
5) TOTAL, REVENUES			1,028,185.00	938,015.00	296,598.39	938,015.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	653,016.29	656,024.45	208,000.24	656,024.45	0.00	0.0%
3) Employee Benefits		3000-3999	221,483.50	238,194.28	73,303.86	238,194.28	0.00	0.0%
4) Books and Supplies		4000-4999	114,302.27	114,302.27	32,326.32	114,302.27	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	83,927.28	83,927.28	5,337.06	83,927.28	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,072,729.34	1,092,448.28	318,967.48	1,092,448.28		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (AS - B9)			(44,544.34)	(154,433.28)	(22,369.09)	(154,433.28)		
D. OTHER FINANCING SOURCES/USES			(11,011,01)	(101,100.20)	(22,000.00)	(101,100,20)		
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses    a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
		8980-8999	0.00		0.00	0.00		0.0%
Contributions     TOTAL, OTHER FINANCING SOURCES/USES		0900-0999	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(44,544.34)	(154,433.28)	(22,369.09)	(154,433.28)		
F. FUND BALANCE, RESERVES								
Beginning Fund Balance     As of July 1 - Unaudited		9791	287,033.20	287,033.20		287,033.20	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			287,033.20	287,033.20		287,033.20		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			287,033.20	287,033.20		287,033.20		
2) Ending Balance, June 30 (E + F1e)			242,488.86	132,599.92		132,599.92		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted c) Committed		9740	0.00	0.00		0.00		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Committments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	242,488.86	132,599.92		132,599.92		
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
1) LCFF Sources	8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue	8100-8299	708,316.49	708,316.49	12,417.76	708,316.49	0.00	0.0%
3) Other State Revenue	8300-8599	45,000.00	45,000.00	632.30	45,000.00	0.00	0.0%
4) Other Local Revenue	8600-8799	395,800.00	396,300.00	84,300.09	396,300.00	0.00	0.0%
5) TOTAL, REVENUES		1,149,116.49	1,149,616.49	97,350.15	1,149,616.49		
B. EXPENDITURES							
Certificated Salaries	1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Salaries     Classified Salaries	2000-2999	338,854.95	323,714.68	92,889.92	323,714.68	0.00	0.0%
, i	3000-3999	122,115.41	125,520.41	36,187.56	125,520.41	0.00	0.0%
Employee Benefits  A) Basks and Symplication			•	•	•		
4) Books and Supplies	4000-4999	16,300.00	16,300.00	994.00	16,300.00	0.00	0.0%
5) Services and Other Operating Expenditures	5000-5999	660,390.00	720,206.49	132,675.36	720,206.49	0.00	0.0%
6) Capital Outlay	6000-6999	17,000.00	17,000.00	0.00	17,000.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-7399	20,756.00	20,756.00	0.00	20,756.00	0.00	0.0%
9) TOTAL, EXPENDITURES		1,175,416.36	1,223,497.58	262,746.84	1,223,497.58		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER							
FINANCING SOURCES AND USES (A5 - B9)		(26,299.87)	(73,881.09)	(165,396.69)	(73,881.09)		
D. OTHER FINANCING SOURCES/USES							
Interfund Transfers     a) Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses	0000 0070		2.22	2.22	200	2.22	0.00/
a) Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions	8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES		0.00	0.00	0.00	0.00		

Description	Resource Codes Object Cod	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(26,299.87)	(73,881.09)	(165,396.69)	(73,881.09)		
F. FUND BALANCE, RESERVES							
Beginning Fund Balance     a) As of July 1 - Unaudited	9791	191,164.90	191,164.90		191,164.90	0.00	0.0%
b) Audit Adjustments	9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)		191,164.90	191,164.90		191,164.90		
d) Other Restatements	9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)		191,164.90	191,164.90		191,164.90		
2) Ending Balance, June 30 (E + F1e)		164,865.03	117,283.81		117,283.81		
Components of Ending Fund Balance a) Nonspendable							
Revolving Cash	9711	0.00	0.00		0.00		
Stores	9712	0.00	0.00		0.00		
Prepaid Expenditures	9713	0.00	0.00		0.00		
All Others	9719	0.00	0.00		0.00		
b) Restricted c) Committed	9740	164,865.03	117,283.81		117,283.81		
Stabilization Arrangements	9750	0.00	0.00		0.00		
Other Committments d) Assigned	9760	0.00	0.00		0.00		
Other Assignments	9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated Reserve for Economic Uncertainties	9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount	9790	0.00	0.00		0.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
1) LCFF Sources	8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue	8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue	8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
Other State Revenue     Other Local Revenue	8600-8799	0.00	1,538,000.00	8,879.76	1,538,000.00	0.00	0.0%
5) TOTAL, REVENUES	8000-8799	0.00	1,538,000.00	8,879.76	1,538,000.00	0.00	0.078
B. EXPENDITURES		0.00	1,538,000.00	8,879.76	1,538,000.00		
B. EXPENDITURES							
1) Certificated Salaries	1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries	2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits	3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies	4000-4999	0.00	8,500.00	4,250.00	8,500.00	0.00	0.0%
5) Services and Other Operating Expenditures	5000-5999	0.00	48,008.00	43,508.00	48,008.00	0.00	0.0%
6) Capital Outlay	6000-6999	7,000,000.00	14,118,877.48	1,774,900.12	14,118,877.48	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect	7100-7299,						
Costs)	7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES		7,000,000.00	14,175,385.48	1,822,658.12	14,175,385.48		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER							
FINANCING SOURCES AND USES (A5 - B9)		(7,000,000.00)	(12,637,385.48)	(1,813,778.36)	(12,637,385.48)		
D. OTHER FINANCING SOURCES/USES							
1) Interfund Transfers							
a) Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses     a) Sources	8930-8979	16,000,000.00	16,000,000.00	0.00	16,000,000.00	0.00	0.0%
b) Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions	8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES		16,000,000.00	16,000,000.00	0.00	16,000,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			9,000,000.00	3,362,614.52	(1,813,778.36)	3,362,614.52		
F. FUND BALANCE, RESERVES								
Beginning Fund Balance     a) As of July 1 - Unaudited		9791	3,061,337.27	3,061,337.27		3,061,337.27	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,061,337.27	3,061,337.27		3,061,337.27		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,061,337.27	3,061,337.27		3,061,337.27		
2) Ending Balance, June 30 (E + F1e)			12,061,337.27	6,423,951.79		6,423,951.79		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance c) Committed		9740	0.00	0.00		0.00		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments e) Unassigned/Unappropriated		9780	12,061,337.27	6,423,951.79		6,423,951.79		
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
1) LCFF Sources	8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue	8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue	8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue	8600-8799	231,345.64	231,345.64	87,682.00	231,345.64	0.00	0.0%
5) TOTAL, REVENUES		231,345.64	231,345.64	87,682.00	231,345.64		
B. EXPENDITURES							
1) Certificated Salaries	1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries	2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits	3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies	4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures	5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay	6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect	7100-7299,						
Costs)	7400-7499	231,264.78	231,264.77	0.00	231,264.77	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES		231,264.78	231,264.77	0.00	231,264.77		
C. EXCESS (DEFICIENCY) OF REVENUES							
OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		80.86	80.87	87,682.00	80.87		
D. OTHER FINANCING SOURCES/USES							
1) Interfund Transfers							
a) Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses     a) Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions	8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES		0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			80.86	80.87	87,682.00	80.87		
F. FUND BALANCE, RESERVES								
Beginning Fund Balance     a) As of July 1 - Unaudited		9791	109,299.86	109,299.86		109,299.86	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			109,299.86	109,299.86		109,299.86		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			109,299.86	109,299.86		109,299.86		
2) Ending Balance, June 30 (E + F1e)			109,380.72	109,380.73		109,380.73		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance c) Committed		9740	0.00	0.00		0.00		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments e) Unassigned/Unappropriated		9780	109,380.72	109,380.73		109,380.73		
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

8010-8099 8100-8299 8300-8599 8600-8799	0.00 0.00 0.00	0.00	0.00	0.00	0.00	
8100-8299 8300-8599	0.00	0.00		0.00	0.00	
8100-8299 8300-8599	0.00	0.00		0.00		0.0%
8300-8599	0.00			0.00		
				0.00	0.00	0.0%
8600-8799	117 255 00	0.00	0.00	0.00	0.00	0.0%
		117,355.00	15,144.22	117,355.00	0.00	0.0%
	117,355.00	117,355.00	15,144.22	117,355.00		
1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4000-4999	0.00	173.107.55	173.107.55	173.107.55	0.00	0.0%
			·			0.0%
						0.0%
	5,1 55,555	1,0 10,000111		1,010,000111	5.55	
7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
	4,900,000.00	6,340,143.95	1,214,940.97	6,340,143.95		
	(4,782,645.00)	(6,222,788.95)	(1,199,796.75)	(6,222,788.95)		I
8900-8929	3,000,000.00	3,000,000.00	0.00	3,000,000.00	0.00	0.0%
7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
0000 0070	0.00	0.00	0.00	0.00	0.00	0.0%
						0.0%
8980-8999			0.00	3,000,000.00	0.00	0.0%
	2000-2999 3000-3999 4000-4999 5000-5999 6000-6999 7100-7299, 7400-7499 7300-7399	2000-2999	2000-2999	2000-2999         0.00         0.00         0.00           3000-3999         0.00         0.00         0.00           4000-4999         0.00         173,107.55         173,107.55           5000-5999         1,200,000.00         1,622,003.26         96,786.91           6000-6999         3,700,000.00         4,545,033.14         945,046.51           7100-7299,         0.00         0.00         0.00           7300-7399         0.00         0.00         0.00           4,900,000.00         6,340,143.95         1,214,940.97           (4,782,645.00)         (6,222,788.95)         (1,199,796.75)           8900-8929         3,000,000.00         3,000,000.00         0.00           7600-7629         0.00         0.00         0.00           8930-8979         0.00         0.00         0.00           8980-8999         0.00         0.00         0.00           8980-8999         0.00         0.00         0.00	2000-2999	2000-2999

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,782,645.00)	(3,222,788.95)	(1,199,796.75)	(3,222,788.95)		
F. FUND BALANCE, RESERVES								
Beginning Fund Balance     As of July 1 - Unaudited		9791	6,070,816.23	6,070,816.23		6,070,816.23	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			6,070,816.23	6,070,816.23		6,070,816.23		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,070,816.23	6,070,816.23		6,070,816.23		
2) Ending Balance, June 30 (E + F1e)			4,288,171.23	2,848,027.28		2,848,027.28		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance c) Committed		9740	0.00	0.00		0.00		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments e) Unassigned/Unappropriated		9780	4,288,171.23	2,848,027.28		2,848,027.28		
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

		Dass	Year Actua	le.	Voor	1 Budget Ye	00.0	Voc	r 2 Projection		Vac	r 3 Projection	
			er vear: 2016/			er vear: 2017/			ter vear: 2018/			er vear: 2019/2	
	Object Codes	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
COLA (enter percentage		enter in "Total" co		> 0.00%	enter in "Total" c		> 1.56%	enter in "Total" o		> 2.15%	enter in "Total" c		2.35%
Gap Funding Rate (enter percentage	e)	enter in "Total" co	olumn	56.08%	enter in "Total" co	olumn	43.19%	enter in "Total" c	olumn	66.12%	enter in "Total" co	olumn	64.92%
Revenue		11.511.50	***	10000000	44.505.50	****	10.000.001	44.047.004	207.744		4	207.744	10.506.100
LCFF Fund 01	8010-8099	11,764,150	303,390	12,067,540	11,735,260	295,541	12,030,801	11,915,204	295,541	12,210,745	12,290,939	295,541	12,586,480 3,000,000
Basic Aid Suppl		3,176,202		3,176,202 3,011,618	3,000,000		3,000,000 3,021,865	3,000,000 3,249,817		3,000,000	3,000,000		3,336,089
Fund 02 Fund 03		3,011,618 4,459,514		4,459,514	3,021,865 4,536,868		4,536,868	3,249,817 4,603,322		4,603,322	4,726,934		4,726,934
Fund 04		3,119,238		3,119,238	3,111,014		3,111,014	3,031,218		3,031,218	3.117.051		3.117.051
Fund 05		3,407,197		3,407,197	3,355,355		3,355,355	3,307,239		3,307,239	3,397,372		3,397,372
rund 03	LCFF Subtotal	28,937,919	303,390	29,241,309	28,760,362	295,541	29,055,903	29,106,800	295,541	29,402,341	29,868,385	295,541	30,163,926
-	LCFF Subtotal	20,937,919	303,390	29,241,309	28,700,302	293,341	29,033,903	29,100,800	293,341	29,402,341	29,000,303	293,341	30,103,920
Federal Revenues	8100-8299	83,430	1,157,355	1,240,786	_	1,086,810	1,086,810	70,000	1,086,810	1,156,810	70,000	1,086,810	1,156,810
State Revenues (includes STRS on Behalf offset)	8300-8599	1,237,597	2,094,715	3,332,311	992,007	1,541,518	2,533,525	538,826	1,541,518	2,080,344	538,826	1,541,518	2,080,344
Local Revenues	8600-8799	3,047,290	4,151,041	7,198,331	1,975,927	4,873,495	6,849,423	2,015,446	5,243,495	7,258,941	2,055,755	5,243,495	7,299,250
		33,306,236	7,706,501	41,012,737	31,728,296	7,797,364	39,525,660	31,731,071	8,167,364	39,898,436	32,532,965	8,167,364	40,700,330
Expenditures													
Certificated Salaries	1000-1999	12,448,837	4,557,917	17,006,754	12,015,218	4,522,199	16,537,416	11,931,828	4,590,032	16,521,860	12,130,805	4,658,882	16,789,687
Classified Salaries	2000-2999	3,766,521	2,600,674	6,367,195	3,977,698	2,554,640	6,532,338	3,927,084	2,592,960	6,520,044	3,994,353	2,631,854	6,626,207
Employee Benefits													
STRS	3100-3102	1,518,803	554,010	2,072,812	1,683,712	650,906	2,334,617	1,942,502	747,257	2,689,759	2,199,315	844,655	3,043,970
STRS on Behalf	3101	-	1,282,093	1,282,093	-	1,279,992	1,279,992	-	1,279,992	1,279,992	-	1,279,992	1,279,992
PERS	3200-3202	489,624	347,482	837,106	606,171	392,571	998,741	710,802	469,326	1,180,128	830,825	547,426	1,378,251
Health & Welfare	3400-3499	1,928,741	797,861	2,726,602	1,930,725	812,240	2,742,965	1,992,472	852,852	2,845,324	2,092,096	895,495	2,987,590
Other Statutory Benefits	3300-3399,3501-3699	911,953	454,519	1,366,472	831,562	412,152	1,243,715	834,982	418,335	1,253,316	849,244	424,610	1,273,853
Other Employee & Retiree Benefits	3700-3799;3900-3998	93,932	8,714	102,646	96,920	8,530	105,450	96,920	8,530	105,450	96,920	8,530	105,450
Books and Supplies	4000-4999	1,763,358	630,074	2,393,432	1,047,090	634,517	1,681,607	993,432	634,517	1,627,948	1,014,100	634,517	1,648,617
Services, Other Operating Expenses	5000-5999	2,514,734	1,063,882	3,578,616	1,762,321	3,101,690	4,864,011	1,507,140	1,678,604	3,185,744	1,508,223	1,678,604	3,186,827
Capital Outlay Other Outgo	6000-6999 7100-7499	319,384 (276,527)	442,522 290,347	761,906 13,820	100,823 (405,197)	244,888 398,261	345,712 (6,936)	30,000 (405,197)	88,081 398,261	118,081 (6,936)	30,000 (405,197)	88,081 398,261	118,081 (6,936)
Total Expenditures	/100-/499	25,479,361	13,030,094	38,509,455	23,647,043	15,012,585	38,659,628	23,561,965	13,758,745	37,320,711	24,340,685	14,090,905	38,431,589
Total Expenditures													
Excess (Deficiency)		7,826,875	(5,323,593)	2,503,282	8,081,253	(7,215,221)	866,032	8,169,106	(5,591,381)	2,577,725	8,192,281	(5,923,540)	2,268,741
* Transfers In	8910-8929	4,922,286		4,922,286	4,888,874		4,888,874	4,630,838		4,630,838	4,630,838		4,630,838
* Transfers Out (enter as negative)	7610-7629	(8,019,034)		(8,019,034)	(7,818,229)		(7,818,229)	(7,560,193)		(7,560,193)	(7,560,193)		(7,560,193)
Other Sources	8930-8979			-			ı			-			-
Other Uses (enter as negative)	7630-7699			-			-			-			-
Contribution to Restricted Program	8980-8999	(5,443,157)	5,443,157	-	(5,566,644)	5,566,644	-	(5,591,381)	5,591,381	-	(5,923,540)	5,923,540	-
Total Transfers/Other Uses		(8,539,905)	5,443,157	(3,096,748)	(8,495,999)	5,566,644	(2,929,355)	(8,520,736)	5,591,381	(2,929,355)	(8,852,895)	5,923,540	(2,929,355)
Net Increase (Decrease)		(713,030)	119,564	(593,466)	(414,747)	(1,648,576)	(2,063,323)	(351,630)	-	(351,630)	(660,615)	-	(660,615)
Fund Balance													
Beginning Balance		10,592,200	1,529,013	12,121,213	9,879,170	1,648,576	11,527,746	9,464,423	0	9,464,423	9,112,794	0	9,112,794
Audit Adjustment(s)				-			,			-			-
Net Ending Balance		9,879,170	1,648,576	11,527,746	9,464,423	0	9,464,423	9,112,794	0	9,112,794	8,452,179	0	8,452,179
Components of Ending Balance:													
Revolving Cash (nonspendable)	9711	7,250		7,250	7,250		7,250	7,250		7,250	7,250		7,250
Stores (nonspendable)	9712	3,293		3,293	3,293		3,293	5,850		5,850	5,850		5,850
Prepaid Expenses	9713	19,200	-	19,200									
Restricted	9740		1,648,576	1,648,576						-			-
Assigned	9780	2,870,154		2,870,154	2,482,202		2,482,202	2,367,558		2,367,558	1,540,312		1,540,312
Reserve for Econ.Uncert. (unassigned)	9789	6,979,273		6,979,273	6,971,679	_	6,971,679	6,732,136	_	6,732,136	6,898,767		6,898,767
Unassigned/Unappropriated Amount	9790	0.970.170	1 (49 57)	11 527 746	0.464.422	0	0.464.422	0.112.704	0	0.112.704	9 452 170	0	9 452 170
Net Ending Balance		9,879,170	1,648,576	11,527,746	9,464,423	0	9,464,423	9,112,794	0	9,112,794	8,452,179	0	8,452,179
		enter EUR			enter EUR			enter EUR			enter EUR		

enter EUR percentage in the box below 15% 6,979,273 enter EUR percentage in the box below 15% 6,971,679 enter EUR percentage in the box below 15% 6,732,136 enter EUR percentage in the box below 15% 6,898,767

# Assumptions: Multi-Year Budget Projection

#### Funds 01-05

Revenue
Revenue Sources
COLAs used
Gap Funding rates used
District Funded ADA
Charter Funded ADA (funds 02-05)
Unduplicated Count %
Property Taxes % inc/dec
Basic Aid Supplemental Funding
District of Choice Funding
Federal
Other State - Unrestricted
Other State - Restricted
Local
Expenditures
Certificated Salaries
Staffing (FTEs) (funds 01-05) CTA
Staffing (FTEs) (funds 01-05) Certificated Management
Step & Column Costs
Other Adjustments- Raises
Classified Salaries
Staffing (FTEs) (funds 01-05) CSEA
Staffing (FTEs) (funds 01-05) Classified Management/ Confidential
Step & Column Costs
Step & Column Costs
Other Adjustments- Raises
Employee Benefits
Statutory Benefits (Fixed)
Health & Welfare Benefits
Books and Supplies
Services, Other Oper Exp
Special Education (expenditures included in services above):
Unrestricted Contribution - 8984
Non-Public School - 58112390
Non-Public Agency - 58112370 SCOE K-22 Placement - 5809
Transportation (included in various expenditures above)
Transportation (included in various expenditures above)

2016-17	2017-18	2018-19	2019-20
Base Year - Current Year Actuals	Year 1 - Budget Year	Year 2 - Projection	Year 3 - Projection
0.00%	1.56%	2.15%	2.35%
56.08%	43.19%	66.12%	64.92%
1,370.14	1,323.55	1,296.08	1,296.08
1,755.35	1,718.86	1,682.50	1,682.50
% for district schools / 47.04% average all	24.04% for district schools / 48.03% average all	24.02% for district schools / 49.14% average all	24.02% for district schools / 49.14% average all
charter schools combined	charter schools combined	charter schools combined	charter schools combined
Actual Pannual	-3.0%	1.0%	1.0%
3,176,202	3 Mil	3 Mil	3 Mil
None	None	None	None
\$1,240,786	\$1,086,810	\$1,156,810	\$1,156,810
\$1,237,597	\$992,007	\$538,826	\$538,826
\$2,094,715	\$1,541,518	\$1,541,518	\$1,541,518
\$7,198,331	\$6,849,423	\$7,258,941	\$7,299,250
204.1	196.60	193.15	193.15
23.4	20.2	20.2	20.2
included	included	1.50%	1.50%
	1% on-going included and 1% one-time in		
0.00%	Reserves not in Sals/Bens	0.00%	0.00%
147.85	148.15	148.15	148.15
14.4	14.6	14.6	14.6
included	included	1.50%	1.50%
	1% on-going included and 1% one-time in		
included	Reserves not in Sals/Bens	0.00%	0.00%
RS Rate 12.58% / PERS Rate 13.888%	STRS Rate 14.43% / PERS Rate 15.531%	STRS Rate 16.28% / PERS Rate 18.1%	STRS Rate 18.13% / PERS Rate 20.8%
Current	Current	51K5 Rate 10.28% / PERS Rate 18.1%	5%
\$2,393,432	\$1,681,607	\$1,627,948	\$1,648,617
\$3,578,616	\$4,864,011	\$3,185,744	\$3,186,827
φ3,376,010	φτ,ουτ,υΠ	ψ5,165,744	ψ5,100,027
\$3,436,788	\$3.048.536	\$3,139,992	\$3,234,192
\$3,578,616 \$3,436,788 \$327,234 \$529,457 \$553,838 \$843,110	\$4,864,011 \$3,048,536 \$302,268 \$400,435 \$483,000 \$748,211	\$3,185,744 \$3,139,992 \$311,336 \$412,448 \$497,490 \$770,657	\$3,186,827 \$3,234,192 \$320,677 \$424,822 \$512,415 \$793,777

FUND:	09	Base Year	Budget Year	Projection	Projection
	<b>Object Codes</b>	2016/17	2017/18	2018/19	2019/20
Revenue	•				
Description:	8XXX				
LCFF	8010-8099	2,676,380	2,481,966	2,370,147	2,437,921
Federal Revenues	8100-8299				
State Revenues	8300-8599	280,406	216,485	164,685	164,685
Local Revenues	8600-8799	2,673	2,000	2,000	2,000
Total Revenue		2,959,459	2,700,451	2,536,832	2,604,606
Expenditures					
Certificated Salaries	1000-1999	1,259,858	1,298,865	1,318,348	1,338,123
Classified Salaries	2000-2999	310,543	266,072	270,063	274,114
Employee Benefits					
STRS	3100-3102	155,481	184,778	214,627	242,602
STRS on Behalf	3101	96,169	94,236	94,236	94,236
PERS	3200-3202	24,133	32,623	48,881	57,016
Health & Welfare	3400-3499	177,101	186,273	195,587	205,366
Other Statutory Benefits	3300-3399,3501-3699	84,188	73,456	74,558	74,920
Other Employee & Retiree Benefits	3700-3799;3900-3998	-	-	-	-
Books and Supplies	4000-4999	204,851	149,644	143,444	146,313
Services, Other Operating Expenses	5000-5999	532,063	603,536	340,653	340,653
Capital Outlay	6000-6999	-	4,377	(223,852)	(239,381)
Other Outgo	7100-7499	-	_	-	-
Total Expenditures		2,844,388	2,893,860	2,476,545	2,533,961
Excess (Deficiency)	_	115,072	(193,409)	60,287	70,645
Transfers In	8910-8929	_	_	_	_
Transfers Out (enter as negative)	7610-7629	(79,454)	(70,645)	(70,645)	(70,645)
Other Sources	8930-8979	-	-	-	-
Other Uses (enter as negative)	7630-7699	-	-	-	-
<b>Total Transfers/Other Uses</b>		(79,454)	(70,645)	(70,645)	(70,645)
Net Increase (Decrease)		35,617	(264,054)	(10,358)	0
Fund Balance					
Beginning Balance		238,793	274,411	10,357	(0)
Audit Adjustment(s)					37
Net Ending Balance		274,411	10,357	(0)	(0)

# Includes projected enrollment for RVCS/Home LCFF Calc

	2016/17	2017/18	2018/19	2019/20
7th grade	171	139	139	139
8th grade_	152	164	139	139
	323	303	278	278
Home Study	47	27	27	27
	370	330	305	305

					Form
ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
1,314.33	1,314.03	1,285.58	1,314.03	0.00	0%
0.00	0.00	0.00	0.00	0.00	0%
0.00	0.00	0.00	0.00	0.00	0%
1,314.33	1,314.03	1,285.58	1,314.03	0.00	0%
0.00	0.00	0.00	0.00	0.00	1 00/
					0% 0%
					0%
					0%
5.30	5.30	5.30	5.50	5.50	370
0.00	0.00	0.00	0.00	0.00	0%
0.00	0.00	0.00	0.00	0.00	0%
11.99	9.52	9.52	9.52	0.00	0%
1.326.32	1.323.55	1,295.10	1.323.55	0.00	0%
0.00	0.00	0.00	0.00	0.00	0%
	1,314.33  1,314.33  0.00  1,314.33  0.00  11.99  0.00  11.99  1,326.32	ESTIMATED FUNDED ADA Board Approved Operating Budget (A)  1,314.33  1,314.03  1,314.33  1,314.03  0.00  0.00  1,314.33  1,314.03  0.00  11.99  9.52  0.00  0.00  0.00  11.99  9.52  1,326.32  1,323.55	ESTIMATED FUNDED ADA Board Approved Operating Budget (A)  1,314.33  1,314.03  1,314.03  1,285.58  0.00  0.00  0.00  1,314.33  1,314.03  1,285.58  0.00  0.00  0.00  0.00  11.99  9.52  0.00	Columbia   Columbia	ESTIMATED FUNDED ADA Board Pyroyed Operating Budget (A)

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					T	
Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
B. COUNTY OFFICE OF EDUCATION						
County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole,	2.00	2.00	2.00	2.00	2.00	970
Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, County Program Alternative Education						
ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0%
2. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs:						
Opportunity Schools and Full Day						
Opportunity Classes, Specialized Secondary						
Schools, Technical, Agricultural, and Natural						
Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund						
(Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
g. Total, District Funded County Program ADA						
(Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0%
3. TOTAL COUNTY OFFICE ADA						
(Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0%
4. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
5. County Operations Grant ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School ADA						
(Enter Charter School ADA using						
Tab C. Charter School ADA)						

Sonoma County						Form /
Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
C. CHARTER SCHOOL ADA Authorizing LEAs reporting charter school SACS financia	al data in the fire Too	ad 01 00 av 00:	this weatest	at to rope at ADA	for those shout	achaela
Charter schools reporting SACS financial data separate	y from their autho	rizing LEAS in Fl	ina 01 or Funa 62	2 use this worksr	leet to report thei	r ADA.
FUND 01: Charter School ADA corresponding to S	ACS financial da	ta reported in F	und 01.			ı
Total Charter School Regular ADA	1,721.78	1,718.86	1,718.86	1,718.86	0.00	0%
2. Charter School County Program Alternative						
Education ADA		T			1	1
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole,	0.00	0.00	0.00	0.00	0.00	00/
Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA						
(Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0%
3. Charter School Funded County Program ADA	0.00	0.00	0.00	0.00	0.00	0 /8
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs:						
Opportunity Schools and Full Day						
Opportunity Classes, Specialized Secondary						
Schools, Technical, Agricultural, and Natural						
Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County						
Program ADA						
(Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0%
4. TOTAL CHARTER SCHOOL ADA						
(Sum of Lines C1, C2d, and C3f)	1,721.78	1,718.86	1,718.86	1,718.86	0.00	0%
FUND 09 or 62: Charter School ADA corresponding	to SACS finance	ial data reporte	d in Fund 09 or	Fund 62.	T.	1
5. Total Charter School Regular ADA	355.92	320.03	320.03	320.03	0.00	0%
6. Charter School County Program Alternative						
Education ADA						
<ul> <li>County Group Home and Institution Pupils</li> </ul>	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole,						
Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program						
Alternative Education ADA						
(Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0%
7. Charter School Funded County Program ADA	2.00	2.22	2.22	2.22		
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class     c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0% 0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs:	0.00	0.00	0.00	0.00	0.00	0%
Opportunity Schools and Full Day						
Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary						
Schools, Technical, Agricultural, and Natural						
Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County	0.00	0.00	0.00	0.00	0.00	37
Program ADA						
(Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0%
8. TOTAL CHARTER SCHOOL ADA	5.30		2.30	2.30	5.50	9,7
(Sum of Lines C5, C6d, and C7f)	355.92	320.03	320.03	320.03	0.00	0%
9. TOTAL CHARTER SCHOOL ADA						
Reported in Fund 01, 09, or 62						
(Sum of Lines C4 and C8)	2,077.70	2,038.89	2,038.89	2,038.89	0.00	0%

# First Interim 2017-18 INTERIM REPORT Cashflow Worksheet - Budget Year (1)

onoma County				Jasiiiow workshe	et-Budget Year (1)					Form CA
	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF										
(Enter Month Name) A. BEGINNING CASH	:		45 777 040 00	45 000 007 50	0.040.040.54	7 005 500 00	5 044 007 50	0.770.000.00	11 070 000 10	10, 100, 70,1,00
B. RECEIPTS			15,777,643.99	15,023,387.58	8,840,849.51	7,205,533.99	5,611,667.52	3,773,038.62	11,270,233.10	10,482,784.66
LCFF/Revenue Limit Sources	0010 0010	•	044 404 00	55404000	4 40 4 000 00	1 017 151 00	1 100 001 05	4 740 004 50	4 074 004 47	1 000 070 05
Principal Apportionment	8010-8019	-	644,431.00	554,942.00	1,494,392.00	1,217,151.00	1,182,061.65	1,743,891.59	1,071,984.47	1,303,376.35
Property Taxes	8020-8079	-	04 700 00	(100,100,00)	30,027.45	(100.051.00)	(05.470.44)	8,496,084.88	104,607.07	27,158.79
Miscellaneous Funds	8080-8099	-	31,763.00	(100,463.00)	(200,927.00)	(133,951.00)	(85,178.44)	(85,178.44)	3,874.29	40,151.67
Federal Revenue	8100-8299	-	(568,405.97)	32,619.16	17,320.55	92,801.21	15,605.36	85,815.57	54,991.64	3,880.43
Other State Revenue	8300-8599	-	(180,494.20)	2,510.00	42,380.00	173,111.56	49,034.48	250,513.70	305,344.01	12,832.11
Other Local Revenue	8600-8799	-	81,425.62	24,685.22	196,157.15	261,433.60	205,287.71	768,835.94	1,704,794.52	1,809,390.35
Interfund Transfers In	8910-8929	-								
All Other Financing Sources	8930-8979	_								
TOTAL RECEIPTS			8,719.45	514,293.38	1,579,350.15	1,610,546.37	1,366,810.76	11,259,963.24	3,245,596.00	3,196,789.70
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		123,477.32	1,598,672.72	1,603,107.36	1,583,100.43	1,524,777.24	1,773,505.84	1,598,500.86	1,597,222.95
Classified Salaries	2000-2999		197,610.42	572,119.16	582,667.53	582,740.80	578,632.56	652,073.86	594,751.97	591,071.97
Employee Benefits	3000-3999		120,992.97	696,641.98	704,575.61	699,347.45	687,538.45	751,317.47	703,722.40	703,421.77
Books and Supplies	4000-4999		14,861.37	395,315.75	127,161.80	43,454.42	60,694.15	43,034.55	110,239.17	39,765.21
Services	5000-5999		105,457.02	670,893.32	198,968.08	255,498.69	522,711.44	543,937.07	670,915.02	239,709.56
Capital Outlay	6000-6599		17,705.85	149,639.89	103,982.06	(73,115.80)		58,927.71	22,620.34	
Other Outgo	7000-7499						(12,347.93)			12,347.93
Interfund Transfers Out	7600-7629								213,191.10	
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			580,104.95	4,083,282.82	3,320,462.44	3,091,025.99	3,362,005.91	3,822,796.50	3,913,940.86	3,183,539.39
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199			300.00						
Accounts Receivable	9200-9299		1,887,111.18	269,799.69	6,644.69	22,865.99	4,987.28		75.81	
Due From Other Funds	9310		391,110.17	5,389,110.78	-,-	,	,			
Stores	9320		, ,	-,,			(29,177.31)		8,629.49	7,078.52
Prepaid Expenditures	9330			19,200.00			(==;::::=:/		0,0=0110	(38,400.00)
Other Current Assets	9340			10,200.00						(00) 100.00
Deferred Outflows of Resources	9490									
SUBTOTAL	0.00	0.00	2,278,221.35	5,678,410.47	6,644.69	22,865.99	(24,190.03)	0.00	8,705.30	(31,321.48)
Liabilities and Deferred Inflows		0.00	2,270,221100	0,070,110.17	0,011.00	22,000.00	(21,100.00)	0.00	0,7 00.00	(01,021110
Accounts Payable	9500-9599		2,069,982.09	212,744.28	(99,152.08)	136,252.84	(180,756.28)	(60,027.74)	127,808.88	(98,322.10)
Due To Other Funds	9610		391,110.17	8,079,214.82	(55,152.55)	. 55,252.54	(.55,755.20)	(55,027.7-4)	,,000.00	(30,022.10)
Current Loans	9640		001,110.17	0,070,214.02						
Unearned Revenues	9650					+			+	
Deferred Inflows of Resources	9690					+			+	
SUBTOTAL	3030	0.00	2,461,092.26	8,291,959.10	(99,152.08)	136,252.84	(180,756.28)	(60,027.74)	127,808.88	(98,322.10
Nonoperating		0.00	2,701,032.20	0,201,303.10	(55,152.00)	100,202.04	(100,730.20)	(00,021.14)	127,000.00	(50,522.10)
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS	9910	0.00	(182,870.91)	(2,613,548.63)	105,796.77	(113,386.85)	156,566.25	60,027.74	(119,103.58)	67,000.62
E. NET INCREASE/DECREASE (B - C -	. D)	0.00	(754,256.41)	(6,182,538.07)	(1,635,315.52)	(1,593,866.47)	(1,838,628.90)	7,497,194.48	(787,448.44)	80,250.93
F. ENDING CASH (A + E)	+ ט									
	1		15,023,387.58	8,840,849.51	7,205,533.99	5,611,667.52	3,773,038.62	11,270,233.10	10,482,784.66	10,563,035.59
G. ENDING CASH, PLUS CASH										
ACCRUALS AND ADJUSTMENTS										

# First Interim 2017-18 INTERIM REPORT Cashflow Worksheet - Budget Year (1)

ounty			Casillow	worksneet - budge	ot rear (1)				
	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH		10,563,035.59	9,382,329.04	14,300,810.71	12,611,183.86				
B. RECEIPTS		10,303,033.39	9,362,329.04	14,300,610.71	12,011,103.00				
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	1,678,975.22	1,303,376.35	1,249,136.62	839,490.75			14,283,209.00	14,283,209.00
Property Taxes	8020-8079	30,158.20	5,740,945.63	218,630.43	1,352,387.55			16,000,000.00	16,000,000.00
Miscellaneous Funds	8080-8099	(184,349.45)	(134,082.89)	(90,202.80)	(288,761.94)			(1,227,306.00)	(1,227,306.00)
Federal Revenue	8100-8299	318,138.32	63,738.84	7,410.21	962,894.68			1,086,810.00	1,086,810.00
Other State Revenue	8300-8599	415,319.51	235,351.87	7,410.21	1,227,621.72			2,533,524.76	2,533,524.76
Other State Revenue	8600-8799	425,441.27	1,252,604.67	212,758.61	(93,392.08)			6,849,422.58	6,849,422.58
Interfund Transfers In	8910-8929	425,441.27	1,232,004.07	212,730.01	4,888,874.16			4,888,874.16	4,888,874.16
All Other Financing Sources	8930-8979				4,000,074.10				4,000,074.10
TOTAL RECEIPTS	8930-8979	2,683,683.07	8,461,934.47	1 507 700 07	8,889,114.84	0.00	0.00	0.00 44,414,534.50	
C. DISBURSEMENTS	+	2,083,083.07	8,461,934.47	1,597,733.07	8,889,114.84	0.00	0.00	44,414,534.50	44,414,534.50
	1000 1000	4 500 500 07	4 504 007 40	4 507 000 05	044 000 50			10 507 110 10	10 507 110 10
Certificated Salaries	1000-1999	1,598,500.87	1,594,667.12	1,597,222.95	344,660.53			16,537,416.19	16,537,416.19
Classified Salaries	2000-2999	592,911.97	591,071.97	594,751.97	401,934.20			6,532,338.38	6,532,338.38
Employee Benefits	3000-3999	704,023.05	703,221.51	704,223.29	1,526,454.50			8,705,480.45	8,705,480.45
Books and Supplies	4000-4999	56,447.28	85,453.35	43,963.57	660,880.15			1,681,270.77	1,681,270.77
Services	5000-5999	513,074.12	545,500.07	445,089.86	157,592.61			4,869,346.86	4,869,346.86
Capital Outlay	6000-6599	30,779.24	11,462.43		23,710.02			345,711.74	345,711.74
Other Outgo	7000-7499				(6,936.00)			(6,936.00)	(6,936.00)
Interfund Transfers Out	7600-7629				7,605,038.16			7,818,229.26	7,818,229.26
All Other Financing Uses	7630-7699							0.00	0.00
TOTAL DISBURSEMENTS		3,495,736.53	3,531,376.45	3,385,251.64	10,713,334.17	0.00	0.00	46,482,857.65	46,482,857.65
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199							300.00	
Accounts Receivable	9200-9299	67.96	8.66	(1,049.85)	(1,976,980.27)			213,531.14	
Due From Other Funds	9310			2,405.55	(4,845,639.18)			936,987.32	
Stores	9320	4,037.15	2,440.22		3,056.26			(3,935.67)	
Prepaid Expenditures	9330							(19,200.00)	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL	_	4,105.11	2,448.88	1,355.70	(6,819,563.19)	0.00	0.00	1,127,682.79	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599	372,758.20	14,525.23	(96,536.02)	(2,010,557.44)			388,719.86	
Due To Other Funds	9610				(7,259,537.46)			1,210,787.53	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL	] [	372,758.20	14,525.23	(96,536.02)	(9,270,094.90)	0.00	0.00	1,599,507.39	
<u>Nonoperating</u>	1								
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		(368,653.09)	(12,076.35)	97,891.72	2,450,531.71	0.00	0.00	(471,824.60)	
E. NET INCREASE/DECREASE (B - C -	+ D)	(1,180,706.55)	4,918,481.67	(1,689,626.85)	626,312.38	0.00	0.00	(2,540,147.75)	(2,068,323.15)
F. ENDING CASH (A + E)		9,382,329.04	14,300,810.71	12,611,183.86	13,237,496.24				
G. ENDING CASH, PLUS CASH									
ACCRUALS AND ADJUSTMENTS								13,237,496.24	

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

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

# **CRITERIA AND STANDARDS**

# 1. CRITERION: Average Daily Attendance

STANDARD: Funded average daily attendance (ADA) for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's ADA Standard Percentage Range: -2.0% to +2.0%

# 1A. Calculating the District's ADA Variances

DATA ENTRY: Budget Adoption data that exist for the current year will be extracted; otherwise, enter data into the first column for all fiscal years. First Interim Projected Year Totals data that exist for the current year will be extracted; otherwise, enter data for all fiscal years. Enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for all fiscal years.

#### Estimated Funded ADA

		Budget Adoption	First Interim		
		Budget	Projected Year Totals		
Fiscal Year		(Form 01CS, Item 1A)	(Form AI, Lines A4 and C4)	Percent Change	Status
Current Year (2017-18)					
District Regular		1,314.00	1,314.03		
Charter School		1,722.00	1,718.86		
	Total ADA	3,036.00	3,032.89	-0.1%	Met
1st Subsequent Year (2018-19)					
District Regular		1,296.70	1,286.56		
Charter School		1,721.17	1,682.50		
	Total ADA	3,017.87	2,969.06	-1.6%	Met
2nd Subsequent Year (2019-20)					
District Regular		1,296.70	1,286.56		
Charter School		1,721.17	1,682.50		
	Total ADA	3,017.87	2,969.06	-1.6%	Met

#### 1B. Comparison of District ADA to the Standard

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

1a. STANDARD MET - Funded ADA has not changed since budget adoption by more than two percent in any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)
, ,

# 2. CRITERION: Enrollment

STANDARD: Projected enrollment for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

# 2A. Calculating the District's Enrollment Variances

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column for all fiscal years. Enter data in the second column for all fiscal years. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Enrollment							
	Budget Adoption	First Interim					
Fiscal Year	(Form 01CS, Item 3B)	CBEDS/Projected	Percent Change	Status			
Current Year (2017-18)							
District Regular	1,332	1,321					
Charter School	1,798	1,795					
Total Enrollment	3,130	3,116	-0.4%	Met			
1st Subsequent Year (2018-19)							
District Regular	1,332	1,322					
Charter School	1,798	1,757					
Total Enrollment	3,130	3,079	-1.6%	Met			
2nd Subsequent Year (2019-20)							
District Regular	1,332	1,322					
Charter School	1,798	1,757					
Total Enrollment	3,130	3,079	-1.6%	Met			

# 2B. Comparison of District Enrollment to the Standard

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

1.		nrallment praigations	have not abanded a	naa budaat adaatiaa k	u mara than twa naraant	for the current week and to	vo subsequent fiscal vears.
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#### 3. CRITERION: ADA to Enrollment

STANDARD: Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the current fiscal year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

# 3A. Calculating the District's ADA to Enrollment Standard

DATA ENTRY: Unaudited Actuals data that exist will be extracted into the P-2 ADA column for the First Prior Year; otherwise, enter First Prior Year data. P-2 ADA for the second and third prior years are preloaded. Budget Adoption data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

	P-2 ADA	Enrollment	
	Unaudited Actuals	CBEDS Actual	Historical Ratio
Fiscal Year	(Form A, Lines A4 and C4)	(Form 01CS, Item 2A)	of ADA to Enrollment
Third Prior Year (2014-15)			
District Regular	1,277	1,429	
Charter School	2,103	1,897	
Total ADA/Enrollment	3,380	3,326	101.6%
Second Prior Year (2015-16)			
District Regular	1,360	1,403	
Charter School	1,792	1,875	
Total ADA/Enrollment	3,152	3,278	96.2%
First Prior Year (2016-17)			·
District Regular	1,315	1,354	
Charter School	1,755	1,829	
Total ADA/Enrollment	3,070	3,183	96.4%
		Historical Average Ratio:	98.1%

District's ADA to Enrollment Standard (historical average ratio plus 0.5%): 98.6%

#### 3B. Calculating the District's Projected Ratio of ADA to Enrollment

DATA ENTRY: Estimated P-2 ADA will be extracted into the first column for the Current Year; enter data in the first column for the subsequent fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years. All other data are extracted.

	Estimated P-2 ADA	Enrollment CBEDS/Projected		
Fiscal Year	(Form AI, Lines A4 and C4)	(Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Current Year (2017-18)				
District Regular	1,286	1,321		
Charter School	1,719	1,795		
Total ADA/Enrollment	3,005	3,116	96.4%	Met
1st Subsequent Year (2018-19)				
District Regular	1,287	1,322		
Charter School	1,683	1,757		
Total ADA/Enrollment	2,970	3,079	96.5%	Met
2nd Subsequent Year (2019-20)				
District Regular	1,287	1,322		
Charter School	1,683	1,757		
Total ADA/Enrollment	2,970	3,079	96.5%	Met

## 3C. Comparison of District ADA to Enrollment Ratio to the Standard

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

<ol> <li>STANDARD MET - Projected P-2 ADA to enrollment ratio has not exceeded the standard for the current year and two sub</li> </ol>	sequent fiscal	years
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#### 4. CRITERION: LCFF Revenue

STANDARD: Projected LCFF revenue for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's LCFF Revenue Standard Percentage Range: -2.0% to +2.0%

#### 4A. Calculating the District's Projected Change in LCFF Revenue

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

# LCFF Revenue

(Fund 01, Objects 8011, 8012, 8020-8089)

Budget Adoption First Interim

Fiscal Year	(Form 01CS, Item 4B)	Projected Year Totals	Percent Change	Status
Current Year (2017-18)	30,557,134.00	30,283,209.00	-0.9%	Met
1st Subsequent Year (2018-19)	31,357,058.00	30,566,612.00	-2.5%	Not Met
2nd Subsequent Year (2019-20)	31,190,835.00	31,342,795.00	0.5%	Met

# 4B. Comparison of District LCFF Revenue to the Standard

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

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

Explanation:	Projected Enrollment/ADA at 1st Interim decreased from Adopted Budget.
(required if NOT met)	

#### 5. CRITERION: Salaries and Benefits

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

# 5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Unaudited Actuals - Unrestricted

	(Resources	(Resources 0000-1999)		
	Salaries and Benefits	Salaries and Benefits Total Expenditures of		
Fiscal Year	(Form 01, Objects 1000-3999)	(Form 01, Objects 1000-7499)	to Total Unrestricted Expenditures	
Third Prior Year (2014-15)	18,018,675.19	21,077,345.94	85.5%	
Second Prior Year (2015-16)	19,544,329.44	23,446,318.36	83.4%	
First Prior Year (2016-17)	21,158,411.22	21,158,411.22 25,479,361.06		
		Historical Average Ratio:	84.0%	

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
District's Reserve Standard Percentage			
(Criterion 10B, Line 4)	3.0%	3.0%	3.0%
District's Salaries and Benefits Standard			
(historical average ratio, plus/minus the			
greater of 3% or the district's reserve			
standard percentage):	81.0% to 87.0%	81.0% to 87.0%	81.0% to 87.0%

Ratio

#### 5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

Salaries and Renefits

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Projected Year Totals - Unrestricted (Resources 0000-1999)

	Galaries and Denemis	Total Experiences	Tallo	
	(Form 01I, Objects 1000-3999)	(Form 01I, Objects 1000-7499)	of Unrestricted Salaries and Benefits	
Fiscal Year	(Form MYPI, Lines B1-B3)	(Form MYPI, Lines B1-B8, B10)	to Total Unrestricted Expenditures	Status
Current Year (2017-18)	21,142,005.32	23,652,043.40	89.4%	Not Met
1st Subsequent Year (2018-19)	21,436,890.00	23,561,965.00	91.0%	Not Met
2nd Subsequent Year (2019-20)	22.193.557.00	24.340.685.00	91.2%	Not Met

Total Expenditures

#### 5C. Comparison of District Salaries and Benefits Ratio to the Standard

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

1a. STANDARD NOT MET - Projected ratio of unrestricted salary and benefit costs to total unrestricted expenditures has changed by more than the standard in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting salaries and benefits.

Explanation:	Decrease in expenditures from One-Time 17/18 Funds.
(required if NOT met)	

#### 6. CRITERION: Other Revenues and Expenditures

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

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

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

# 6A. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range

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

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

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Fodoral Povonuo (Fund 0	11, Objects 8100-8299) (Form MYPI, Line A2)			
Current Year (2017-18)	1,088,666.50	1,086,810.00	-0.2%	No
st Subsequent Year (2018-19)	1,088,666.50	1,156,810.00	6.3%	Yes
nd Subsequent Year (2019-20)	1,088,666.50	1,156,810.00	6.3%	Yes
Explanation: (required if Yes)	Increase in Federal Revenue due to increase in	anticipated Medi-Cal Revenue.		
Other State Revenue (Fu	nd 01, Objects 8300-8599) (Form MYPI, Line A3)			
Current Year (2017-18)	2,069,164.41	2,533,524.76	22.4%	Yes
st Subsequent Year (2018-19)	2,069,164.41	2,080,344.00	0.5%	No
nd Subsequent Year (2019-20)	2,069,164.41	2,080,344.00	0.5%	No
urrent Year (2017-18) st Subsequent Year (2018-19)	7,321,182.27 7,360,267,00	6,849,422.58 7.258.941.00	-6.4% -1.4%	Yes No
st Subsequent Year (2018-19)	7,360,267.00	7,258,941.00	-1.4%	No
nd Subsequent Year (2019-20)	7,400,133.00	7,299,250.00	-1.4%	No
Explanation: (required if Yes)	Decrease in Other Local Revenue mainly due to	o decrease in RVP Revenue.		
Books and Supplies (Fur	nd 01, Objects 4000-4999) (Form MYPI, Line B4)			
current Year (2017-18)	1,415,296.66	1,681,270.77	18.8%	Yes
st Subsequent Year (2018-19)	1,387,822.00	1,627,948.00	17.3%	Yes
nd Subsequent Year (2019-20)	1,405,514.00	1,648,617.00	17.3%	Yes
Explanation: (required if Yes)	Increase in one-time expenditures.			
Samions and Other Oper	ating Expenditures (Fund 01, Objects 5000-599	0) /Form MVDL Line P5)		
Current Year (2017-18)	3,296,109.33	4,869,346.86	47.7%	Yes
.a our (2017-10)		, ,		
1st Subsequent Year (2018-19)	3,312,363.00	3,185,744.00	-3.8%	No

Explanation: (required if Yes)

2nd Subsequent Year (2019-20)

3,186,827.00

3,312,363.00

Increase mainly due to carry over not in Adopted Budget

6B. Calculating the District's Cl DATA ENTRY: All data are extrac	nange in Total Operating Revenues and Extended to calculated.	Expenditures		
	Budget Adoption	First Interim		<b>-</b>
Object Range / Fiscal Year	Budget	Projected Year Totals	Percent Change	Status
Total Federal, Other State,	and Other Local Revenue (Section 6A)			
Current Year (2017-18)	10,479,013.18	10,469,757.34	-0.1%	Met
1st Subsequent Year (2018-19)	10,518,097.91	10,496,095.00	-0.2%	Met
2nd Subsequent Year (2019-20)	10,557,963.91	10,536,404.00	-0.2%	Met
Total Books and Supplies.	and Services and Other Operating Expenditure	res (Section 6A)		
Current Year (2017-18)	4,711,405.99	6,550,617.63	39.0%	Not Met
1st Subsequent Year (2018-19)	4,700,185.00	4,813,692.00	2.4%	Met
2nd Subsequent Year (2019-20)	4,717,877.00	4,835,444.00	2.5%	Met
	<del></del>			
6C. Comparison of District Tota	al Operating Revenues and Expenditures	to the Standard Percentage Ra	ange	
DATA ENTRY: Explanations are linke	ed from Section 6A if the status in Section 6B is N	Not Met; no entry is allowed below.		
·		, -		
1a. STANDARD MET - Projected	d total operating revenues have not changed sinc	ce budget adoption by more than the	standard for the current year and	two subsequent fiscal years.
Explanation:				
Federal Revenue				
(linked from 6A				
if NOT met)				
,				
Explanation:				
Other State Revenue				
(linked from 6A				
if NOT met)				
Explanation:				
Other Local Revenue				
(linked from 6A				
if NOT met)				
	e or more total operating expenditures have chan			
	asons for the projected change, descriptions of the swithin the standard must be entered in Section 6			s, if any, will be made to bring the
projected operating revenues	s within the standard must be entered in Section 6	bA above and will also display in the	explanation box below.	
	The same the same through the same throu			
Explanation:	Increase in one-time expenditures.			
Books and Supplies				
(linked from 6A if NOT met)				
II NOT met)				
Explanation:	Increase mainly due to carry over not in Adopted	ed Budaet		
Services and Other Exps				
(linked from 6A				
if NOT met)				

#### 7. CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since budget adoption in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75, as amended by AB 104 (Chapter 13, Statutes of 2015), effective 2017-18 to 2019-20 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: AB 104 (Chapter 13, Statutes of 2015) requires the district to deposit into the account, for the 2017-18 to 2019-20 fiscal years, a minimum amount that is the greater of the following amounts:

- A. The lesser of three percent of the total general fund expenditures and other financing uses for that fiscal year or the amount that the district deposited into the account for the 2014-15 fiscal year; or
- B. Two percent of the total general fund expenditures and other financing uses for that fiscal year.

DATA ENTRY: Enter the Required Minimum Contribution if Budget data does not exist. If EC 17070.75(e)(1) and (e)(2) apply, input 3%. Budget data that exist will be extracted; otherwise, enter budget data into lines 1 and 2. All other data are extracted.

enter b	udget data into lines 1 and 2. All other data	a are extracted.		
		Required Minimum Contribution	First Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1.	OMMA/RMA Contribution	1,135,000.00	1,336,332.17	Met
2.	Budget Adoption Contribution (information (Form 01CS, Criterion 7, Line 2e)	on only)	1,336,332.17	
f statu	s is not met, enter an X in the box that bes	t describes why the minimum require	ed contribution was not made:	
		Not applicable (district does not p Exempt (due to district's small siz Other (explanation must be provi	ze [EC Section 17070.75 (b)(2)(E	
	Explanation: (required if NOT met and Other is marked)			

#### 8. CRITERION: Deficit Spending

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in any of the current fiscal year or two subsequent fiscal years.

<sup>1</sup>Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup>A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

#### 8A. Calculating the District's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

_	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
District's Available Reserve Percentages (Criterion 10C, Line 9)	15.0%	15.0%	15.0%
District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):		5.0%	5.0%

#### 8B. Calculating the District's Deficit Spending Percentages

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Projected Year Totals

Net Change in Total Unrestricted Expenditures
Unrestricted Fund Balance
(Form 01I, Section E) (Form 01I, Objects 1000-7999) (If Net Change in Unrestricted Fund

Fiscal Year	(Form MYPI, Line C)	(Form MYPI, Line B11)	Balance is negative, else N/A)	Status
Current Year (2017-18)	(419,746.97)	31,470,272.66	1.3%	Met
1st Subsequent Year (2018-19)	(351,630.00)	31,122,159.00	1.1%	Met
2nd Subsequent Year (2019-20)	(660,615.00)	31,900,878.00	2.1%	Met

# 8C. Comparison of District Deficit Spending to the Standard

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

1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)

# 9. CRITERION: Fund and Cash Balances

A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

0.4.1 Determining if the District's	Conoral Fund Ending Polones in Desiring
9A-1. Determining if the district s	General Fund Ending Balance is Positive
DATA ENTRY: Current Year data are e	extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.
	Ending Fund Balance
	General Fund
	Projected Year Totals
Fiscal Year	(Form 01I, Line F2 ) (Form MYPI, Line D2) Status
Current Year (2017-18)	9,459,423.52 Met
1st Subsequent Year (2018-19)	9,112,794.00 Met
2nd Subsequent Year (2019-20)	8,452,179.00 Met
9A-2. Comparison of the District'	s Ending Fund Balance to the Standard
DATA ENTRY: Enter an explanation if	ne standard is not met.
1a. STANDARD MET - Projected	peneral fund ending balance is positive for the current fiscal year and two subsequent fiscal years.
-	
Explanation:	
(required if NOT met)	
L	
B. CASH BALANCE STAND	ARD: Projected general fund cash balance will be positive at the end of the current fiscal year.
9B-1. Determining if the District's	Ending Cash Balance is Positive
DATA ENTRY: If Form CASH exists, d	ata will be extracted; if not, data must be entered below.
	Ending Cash Balance
	General Fund
Fiscal Year	(Form CASH, Line F, June Column) Status
Current Year (2017-18)	13,237,496.24 Met
9B-2. Comparison of the District	s Ending Cash Balance to the Standard
DATA ENTRY: Enter an explanation if	ne standard is not met.
1a. STANDARD MET - Projected	general fund cash balance will be positive at the end of the current fiscal year.
Explanation:	
(required if NOT met)	

#### 10. CRITERION: Reserves

STANDARD: Available reserves¹ for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts² as applied to total expenditures and other financing uses³:

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	D	istrict ADA		
5% or \$66,000 (greater of)	0	to	300	
4% or \$66,000 (greater of)	301	to	1,000	
3%	1,001	to	30,000	
2%	30,001	to	400,000	
1%	400.001	and	over	

<sup>&</sup>lt;sup>1</sup> Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the General Fund and Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>&</sup>lt;sup>3</sup> A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
District Estimated P-2 ADA (Current Year, Form AI, Lines A4 and C4. Subsequent Years, Form MYPI, Line F2, if available.)	3,004	2,969	2,969
District's Reserve Standard Percentage Level:	3%	3%	3%

#### 10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)

DATA ENTRY: For SELPA AUs, if Form MYPI exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Current Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYPI, Lines F1a, F1b1, and F1b2):

1.	Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	Yes
2.	If you are the SELPA AU and are excluding special education pass-through funds:	
	a. Enter the name (a) of the CELDA(a):	

 Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)

Current Year Projected Year Totals (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
0.00		

# 10B. Calculating the District's Reserve Standard

DATA ENTRY: If Form MYPI exists, all data will be extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

- Expenditures and Other Financing Uses (Form 01I, objects 1000-7999) (Form MYPI, Line B11)
- Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)
- 3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)
- 4. Reserve Standard Percentage Level
- 5. Reserve Standard by Percent (Line B3 times Line B4)
- Reserve Standard by Amount (\$66,000 for districts with less than 1,001 ADA, else 0)
- District's Reserve Standard (Greater of Line B5 or Line B6)

Current Year Projected Year Totals	1st Subsequent Year	2nd Subsequent Year
(2017-18)	(2018-19)	(2019-20)
(2017-18)	(2016-19)	(2019-20)
46,482,857.65	44,880,904.00	45,991,783.00
46,482,857.65	44,880,904.00	45,991,783.00
3%	3%	3%
1,394,485.73	1,346,427.12	1,379,753.49
0.00	0.00	0.00
1,394,485.73	1,346,427.12	1,379,753.49
1,394,463.73	1,340,427.12	1,379,733.49

 $<sup>^2</sup>$  Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

# 10C. Calculating the District's Available Reserve Amount

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserv	e Amounts	Current Year Projected Year Totals	1st Subsequent Year	2nd Subsequent Year
(Unres	tricted resources 0000-1999 except Line 4)	(2017-18)	(2018-19)	(2019-20)
` 1.	General Fund - Stabilization Arrangements	,	, ,	, , ,
	(Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00		
2.	General Fund - Reserve for Economic Uncertainties			
	(Fund 01, Object 9789) (Form MYPI, Line E1b)	6,966,679.00	6,732,136.00	6,898,767.00
3.	General Fund - Unassigned/Unappropriated Amount			
	(Fund 01, Object 9790) (Form MYPI, Line E1c)	0.00		
4.	General Fund - Negative Ending Balances in Restricted Resources			
	(Fund 01, Object 979Z, if negative, for each of resources 2000-9999)			
	(Form MYPI, Line E1d)	0.00		
5.	Special Reserve Fund - Stabilization Arrangements			
	(Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00		
6.	Special Reserve Fund - Reserve for Economic Uncertainties			
	(Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00		
7.	Special Reserve Fund - Unassigned/Unappropriated Amount			
	(Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00		
8.	District's Available Reserve Amount			
	(Lines C1 thru C7)	6,966,679.00	6,732,136.00	6,898,767.00
9.	District's Available Reserve Percentage (Information only)			
	(Line 8 divided by Section 10B, Line 3)	14.99%	15.00%	15.00%
	District's Reserve Standard			
	(Section 10B, Line 7):	1,394,485.73	1,346,427.12	1,379,753.49
	Status:	Met	Met	Met

# 10D. Comparison of District Reserve Amount to the Standard

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

1a.	STANDARD MET	<ul> <li>Available reserves have met the standard for the current year and two subsequent fiscal years.</li> </ul>

Explanation:
(required if NOT met)

SUPI	PLEMENTAL INFORMATION
	ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.
S1.	
1a.	Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since budget adoption that may impact the budget?  No
1b.	If Yes, identify the liabilities and how they may impact the budget:
S2.	Use of One-time Revenues for Ongoing Expenditures
1a.	Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?  No
1b.	If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:
S3.	Temporary Interfund Borrowings
1a.	Does your district have projected temporary borrowings between funds? (Refer to Education Code Section 42603)  No
1b.	If Yes, identify the interfund borrowings:
S4.	Contingent Revenues
1a.	Does your district have projected revenues for the current fiscal year or either of the two subsequent fiscal years
	contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?  No
1b.	If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

#### S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since budget adoption.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than \$20,000 and more than five percent since budget adoption.

Identify capital project cost overruns that have occurred since budget adoption that may impact the general fund budget.

-5.0% to +5.0% District's Contributions and Transfers Standard: or -\$20,000 to +\$20,000

# S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the First Interim's Current Year data will be extracted. Enter First Interim Contributions for the 1st and 2nd Subsequent Years. For Transfers In and Transfers Out, if Form MYP exists, the data will be extracted into the First Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

	Budget Adoption	First Interim	Percent		
Description / Fiscal Year	(Form 01CS, Item S5A)	Projected Year Totals	Change	Amount of Change	Status
1a. Contributions, Unrestricted General	Fund				
(Fund 01, Resources 0000-1999, Obje					
Current Year (2017-18)	(5,210,443.13)	(5,566,644.39)	6.8%	356,201.26	Not Met
1st Subsequent Year (2018-19)	(5,538,232.00)	(5,591,381.00)	1.0%	53,149.00	Met
2nd Subsequent Year (2019-20)	(5,867,085.00)	(5,923,540.00)	1.0%	56,455.00	Met
1b. Transfers In, General Fund *					
Current Year (2017-18)	4,297,935.00	4,888,874.00	13.7%	590,939.00	Not Met
1st Subsequent Year (2018-19)	4,297,935.00	4,630,838.00	7.7%	332,903.00	Not Met
2nd Subsequent Year (2019-20)	4,297,935.00	4,630,838.00	7.7%	332,903.00	Not Met
1c. Transfers Out, General Fund *					
Current Year (2017-18)	(7,213,285.00)	(7,818,229.00)	8.4%	(604,944.00)	Not Met
1st Subsequent Year (2018-19)	(7,213,285.00)	(7,560,193.00)	4.8%	(346,908.00)	Met
2nd Subsequent Year (2019-20)	(7,213,285.00)	(7,560,193.00)	4.8%	(346,908.00)	Met
1d. Capital Project Cost Overruns			_	1	
Have capital project cost overruns occu general fund operational budget?	rred since budget adoption that may ir	npact the		No	
general land operational budget:			<u>L</u>	NO	

<sup>\*</sup> Include transfers used to cover operating deficits in either the general fund or any other fund.

# S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for Item 1d.

1a. NOT MET - The projected contributions from the unrestricted general fund to restricted general fund programs have changed since budget adoption by more than the standard for any of the current year or subsequent two fiscal years. Identify restricted programs and contribution amount for each program and whether contributions are ongoing or one-time in nature. Explain the district's plan, with timeframes, for reducing or eliminating the contribution.

Explanation:	Increase primarily due to one-time start up costs for RVP
(required if NOT met)	

1b. NOT MET - The projected transfers in to the general fund have changed since budget adoption by more than the standard for any of the current year or subsequent two fiscal years. Identify the amounts transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating the transfers.

Explanation: (required if NOT met)

Increase by additional one time mandated cost revenue in funds 02-05 in order to move to fund 01 and adjusted budgeted year end transfer from funds 02-05 to fund 01

IC.		ansiers out of the general rund have changed since budget adoption by more than the standard for any of the current year or subsequent two liscal years. red, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating
	Explanation: (required if NOT met)	Revised one-time mandated cost revenue and adjusted budgeted year end transfer from funds 02-05 to fund 01
1d.	NO - There have been no ca	pital project cost overruns occurring since budget adoption that may impact the general fund operational budget.
	Project Information:	
	(required if YES)	·

# S6. Long-term Commitments

Identify all existing and new multiyear commitments¹ and their annual required payment for the current fiscal year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

<sup>1</sup> Include multiyear commitm	nents, multiye	ear debt agreements, and new prog	rams or contracts that result in lo	ong-term obligations.	
S6A. Identification of the Distri	ict's Long-t	term Commitments			
				nd it will only be necessary to click the ap- ion data exist, click the appropriate button	
a. Does your district have log (If No, skip items 1b and)			Yes		
b. If Yes to Item 1a, have no since budget adoption?	ew long-term	(multiyear) commitments been inc	urred No		
If Yes to Item 1a, list (or upo benefits other than pensions	date) all new a s (OPEB); OF	and existing multiyear commitment PEB is disclosed in Item S7A.	s and required annual debt servi	ce amounts. Do not include long-term com	nmitments for postemployment
Type of Commitment	# of Years Remaining		SACS Fund and Object Codes U	sed For: ebt Service (Expenditures)	Principal Balance as of July 1, 2017
Capital Leases	12	Developer Fees/General Fund	Fund 25 & 01	, ,	2,581,548
Certificates of Participation General Obligation Bonds	23	Ad Valerum Taxes	Fund 51		40,067,435
Supp Early Retirement Program	23	Au valerum raxes	Fulla 51		40,007,433
State School Building Loans					
Compensated Absences	N/A	General Fund	Fund 01		150,000
Other Long-term Commitments (do r	not include O	PEB):			
TOTAL:					42,798,983
Type of Commitment (contin	ouad)	Prior Year (2016-17) Annual Payment (P & I)	Current Year (2017-18) Annual Payment (P & I)	1st Subsequent Year (2018-19) Annual Payment (P & I)	2nd Subsequent Year (2019-20) Annual Payment (P & I)
Capital Leases	iueu)	231,265	231,265	231,265	231,264
Certificates of Participation					
General Obligation Bonds Supp Early Retirement Program State School Building Loans		3,127,999	3,094,018	2,242,924	2,312,636
Compensated Absences					
Other Long-term Commitments (con	tinued):			T	

Total Annual Payments:

Has total annual payment increased over prior year (2016-17)?

3,325,283

2,474,189

No

3,359,264

2,543,900

No

49 70896 0000000 Form 01CSI

OOD O	N. A. a. J. Daniel J. D. L. V. A. A. a. J. Daniel			
S6B. Comparison of the Distric	t's Annual Payments to Prior Year Annual Payment			
DATA ENTRY: Enter an explanation	if Yes.			
1a. No - Annual payments for lo	ng-term commitments have not increased in one or more of the current and two subsequent fiscal years.			
Explanation: (Required if Yes to increase in total annual payments)				
S6C Identification of Decrease	s to Funding Sources Used to Pay Long-term Commitments			
	Yes or No button in Item 1; if Yes, an explanation is required in Item 2.			
Will funding sources used to	pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?			
	Yes			
	ecrease or expire prior to the end of the commitment period, or one-time funding sources are being used for long-term commitment annual payments.  ow those funds will be replaced to continue annual debt service commitments.			
<b>Explanation:</b> (Required if Yes)	Developer fee revenue in Fund 25 is budgeted to cover the Capital Lease Payment for 2017/18. For subsequent years, Fund 25 and Fund 01 will be responsible for the annual payments. General Fund reserve balance includes \$1.48M for the Capital Lease Payments.			

#### S7. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since budget adoption, and indicate whether the changes are the result of a new actuarial valuation.

#### S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicate	le. Budget Adoption data that exist (Form 01C5	3, Item S7A) will be extracted; otherwise,	enter Budget Adoption and
First Interim data in items 2-4.			

- a. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)
  - b. If Yes to Item 1a, have there been changes since budget adoption in OPEB liabilities?
  - c. If Yes to Item 1a, have there been changes since budget adoption in OPEB contributions?

Yes	
No	

#### OPEB Liabilities

- a. OPEB actuarial accrued liability (AAL)
- b. OPEB unfunded actuarial accrued liability (UAAL)
- c. Are AAL and UAAL based on the district's estimate or an actuarial valuation?
- d. If based on an actuarial valuation, indicate the date of the OPEB valuation.

Buc	ζţ	J	et	Α	do	pti	on

(Form 01CS, Item S7A)	First Interim
1,841,627.00	1,841,627.00
2,634,862.00	2,634,862.00

Actuarial	Actuarial
April 2016	April 2016

#### 3. OPEB Contributions

a. OPEB annual required contribution (ARC) per actuarial valuation or Alternative Measurement Method

Current Year (2017-18) 1st Subsequent Year (2018-19) 2nd Subsequent Year (2019-20)

(Form 01CS, Item S7A)	First Interim
229,536.00	229,536.00
229,536.00	229,536.00
229,536.00	229,536.00

b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund)

(Funds 01-70, objects 3701-3752)

Current Year (2017-18) 1st Subsequent Year (2018-19) 2nd Subsequent Year (2019-20)

99,860.68	114,151.15
99,860.68	114,151.15
99,860.68	114,151.15

c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)

Current Year (2017-18) 1st Subsequent Year (2018-19) 2nd Subsequent Year (2019-20)

170,135.00	170,135.00
170,941.00	170,941.00
182,422.00	182,422.00

d. Number of retirees receiving OPEB benefits

Current Year (2017-18)
1st Subsequent Year (2018-19)
2nd Subsequent Year (2019-20)

19	19
19	19
19	19

## 4. Comments:

### S7B. Identification of the District's Unfunded Liability for Self-insurance Programs

DATA ENTRY: Click the appropriate button(s)	for items 1a-1c, as applicable. But	udget Adoption data that exist (Form 0	1CS, Item S7B) will be extracted; of	therwise, enter Budget Adoption and
First Interim data in items 2-4.				

1.	<ul> <li>Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB; which is covered in Section S7A) (If No, skip items 1b-4)</li> </ul>	N	No	
	b. If Yes to item 1a, have there been changes since budget adoption in self-insurance liabilities?	n	ı/a	
	c. If Yes to item 1a, have there been changes since budget adoption in self-insurance contributions?	n	/a	
2.	Self-Insurance Liabilities a. Accrued liability for self-insurance programs b. Unfunded liability for self-insurance programs		Budget Adoption (Form 01CS, Item S	First Interim
3.	Self-Insurance Contributions a. Required contribution (funding) for self-insurance programs Current Year (2017-18) 1st Subsequent Year (2018-19) 2nd Subsequent Year (2019-20)		Budget Adoption (Form 01CS, Item S	First Interim
	<ul> <li>Amount contributed (funded) for self-insurance programs Current Year (2017-18)</li> <li>1st Subsequent Year (2018-19)</li> <li>2nd Subsequent Year (2019-20)</li> </ul>			
4.	Comments:			

#### S8. Status of Labor Agreements

Analyze the status of employee labor agreements. Identify new labor agreements that have been ratified since budget adoption, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future fiscal years.

#### If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the district governing board and superintendent.

S8A. (	Cost Analysis of District's Labor Agr	eements - Certificated (Non-r	management) Eı	nployees			_
DATA	ENTRY: Click the appropriate Yes or No bu	utton for "Status of Certificated Lab	or Agreements as	of the Previous	Reporting Peri	od." There are no extraction	ons in this section.
	of Certificated Labor Agreements as of all certificated labor negotiations settled as			Yes			
	If Yes, com	plete number of FTEs, then skip to	section S8B.				
	If No, contin	nue with section S8A.					
Certifi	cated (Non-management) Salary and Be	nefit Negotiations					
0011111	oated (Non management) dataly and bel	Prior Year (2nd Interim)	Current \	'ear	1st Su	bsequent Year	2nd Subsequent Year
		(2016-17)	(2017-			(2018-19)	(2019-20)
	er of certificated (non-management) full- quivalent (FTE) positions	204.1		196.6		193.2	193.2
			_				
1a.	Have any salary and benefit negotiations			n/a	11- 205	Later and a state of the state	
	If Yes, and	the corresponding public disclosur- the corresponding public disclosur- plete questions 6 and 7.					
1b.	Are any salary and benefit negotiations s  If Yes, com	till unsettled? plete questions 6 and 7.		No			
<u>Negoti</u> 2a.	ations Settled Since Budget Adoption Per Government Code Section 3547.5(a)	, date of public disclosure board m	eeting:				
2b.	Per Government Code Section 3547.5(b) certified by the district superintendent and		eement				
	If Yes, date	of Superintendent and CBO certifi	cation:				
3.	Per Government Code Section 3547.5(c) to meet the costs of the collective bargain	=		n/a			
	If Yes, date	of budget revision board adoption	:				
4.	Period covered by the agreement:	Begin Date:		Er	nd Date:		
5.	Salary settlement:		Current \ (2017-			ubsequent Year (2018-19)	2nd Subsequent Year (2019-20)
	Is the cost of salary settlement included in projections (MYPs)?	n the interim and multiyear					
		One Year Agreement					
	Total cost of	of salary settlement					
	% change i	n salary schedule from prior year					
		Multiyear Agreement					
	Total cost of	of salary settlement					
		n salary schedule from prior year text, such as "Reopener")					
	Identify the	source of funding that will be used	to support multiye	ar salary comm	nitments:		

vegotii	ations not Settled			
6.	Cost of a one percent increase in salary and statutory benefits			
		Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
7.	Amount included for any tentative salary schedule increases	(2017-10)	(20.0.0)	(20.0 20)
	· · · · · · · · · · · · · · · · · · ·			
Certifi	cated (Non-management) Health and Welfare (H&W) Benefits	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
1.	Are costs of H&W benefit changes included in the interim and MYPs?			
2.	Total cost of H&W benefits			
3.	Percent of H&W cost paid by employer			
4.	Percent projected change in H&W cost over prior year			
Since	cated (Non-management) Prior Year Settlements Negotiated Budget Adoption			
	y new costs negotiated since budget adoption for prior year nents included in the interim?			
	If Yes, amount of new costs included in the interim and MYPs			
	If Yes, explain the nature of the new costs:			
Certific	cated (Non-management) Step and Column Adjustments	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
JC1 (1111	cated (Nor-management) step and solution Adjustments	(2017-10)	(2010-19)	(2019-20)
1.	Are step & column adjustments included in the interim and MYPs?			
2.	Cost of step & column adjustments			
3.	Percent change in step & column over prior year			
Certifi	cated (Non-management) Attrition (layoffs and retirements)	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
	(.,		,,	
1.	Are savings from attrition included in the budget and MYPs?			
2.	Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?			
	cated (Non-management) - Other  ler significant contract changes that have occurred since budget adoption and	d the cost impact of each change (	(i.e., class size, hours of employment,	leave of absence, bonuses, etc.):

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S8B. (	Cost Analysis of District's Labor Ag	reements - Classified (Non-mana	agement) Em	ployees			
DATA	ENTRY: Click the appropriate Yes or No b	uitton for "Status of Classified Labor Ac	areements as o	f the Provious I	Paparting F	Poriod " There are no extraction	ne in this section
			greements as o	i tile Frevious i	neporting r	renou. There are no extraction	ils iii tiils section.
			ction S8C.	Yes			
Classi	fied (Non-management) Salary and Ben	efit Negotiations Prior Year (2nd Interim)	Current '	Year	1	st Subsequent Year	2nd Subsequent Year
		(2016-17)	(2017-	18)		(2018-19)	(2019-20)
	er of classified (non-management) ositions	147.5		148.2		148.2	148.2
1a.	If Yes, and	s been settled since budget adoption?  I the corresponding public disclosure delthe corresponding public disclosure delthe corresponding public disclosure delthe questions 6 and 7.					
1b.	Are any salary and benefit negotiations of If Yes, con	still unsettled? nplete questions 6 and 7.		No			
Negotia 2a.	ations Settled Since Budget Adoption Per Government Code Section 3547.5(a	), date of public disclosure board meet	ting:				
2b.	Per Government Code Section 3547.5(b certified by the district superintendent ar If Yes, dat						
3.	Per Government Code Section 3547.5(c to meet the costs of the collective barga If Yes, date			n/a			
4.	Period covered by the agreement:	Begin Date:		Е	nd Date:		
5.	Salary settlement:		Current ` (2017-		1	st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
	Is the cost of salary settlement included projections (MYPs)?	in the interim and multiyear					
		One Year Agreement					
	Total cost	of salary settlement					
	% change	in salary schedule from prior year					
	Total cost	or  Multiyear Agreement of salary settlement					
		in salary schedule from prior year r text, such as "Reopener")					
	Identify the	e source of funding that will be used to	support multiye	ar salary comn	nitments:		
Negotia	ations Not Settled	<u></u>					
6.	Cost of a one percent increase in salary	and statutory benefits					
			Current ` (2017-		1	st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
7.	Amount included for any tentative salary	schedule increases					

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	Ī	
Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
L	<u> </u>	
Current Year	1st Subsequent Year	2nd Subsequent Year
(2017-18)	(2018-19)	(2019-20)
d the cost impact of each (i.e., hor	urs of employment, leave of absence, b	onuses, etc.):
	(2017-18)  Current Year (2017-18)	(2017-18) (2018-19)  Current Year 1st Subsequent Year

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S8C. Cost Analysis of District's Labor A	greements - Management/Superv	/isor/Confidential Em	ployees		
DATA ENTRY: Click the appropriate Yes or No in this section.	button for "Status of Management/Supe	ervisor/Confidential Labor	Agreements as of t	he Previous Reporting P	eriod." There are no extractions
Chatria of Managamant/Comamican/Confidential	ial I alson Anno monto ao af tha Duan	iava Danantinu Daviad			
Status of Management/Supervisor/Confident Were all managerial/confidential labor negotiation			Yes		
If Yes or n/a, complete number of FTEs If No, continue with section S8C.					
Management/Supervisor/Confidential Salary	and Renefit Negotiations				
management/oupervisor/oumachtar outry	Prior Year (2nd Interim) (2016-17)	Current Year (2017-18)	1st \$	Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Number of management, supervisor, and confidential FTE positions	35.8	;	34.8	34.8	34.8
Have any salary and benefit negotiation     If Yes, co	ns been settled since budget adoption? mplete question 2.		n/a		
If No, con	nplete questions 3 and 4.				
1b. Are any salary and benefit negotiations If Yes, co	still unsettled? mplete questions 3 and 4.		No		
Negotiations Settled Since Budget Adoption					
Salary settlement:	_	Current Year (2017-18)	1st \$	Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Is the cost of salary settlement included projections (MYPs)?	I in the interim and multiyear				
Total cos	t of salary settlement				
	n salary schedule from prior year er text, such as "Reopener")				
Negotiations Not Settled					
3. Cost of a one percent increase in salar	and statutory benefits				
		Current Year (2017-18)	1st 5	Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
4. Amount included for any tentative salar	y schedule increases	, , ,			
Management/Supervisor/Confidential		Current Year	1st \$	Subsequent Year	2nd Subsequent Year
Health and Welfare (H&W) Benefits		(2017-18)		(2018-19)	(2019-20)
<ol> <li>Are costs of H&amp;W benefit changes inclu</li> <li>Total cost of H&amp;W benefits</li> </ol>	uded in the interim and MYPs?				
<ol> <li>Percent of H&amp;W cost paid by employer</li> </ol>	_				
4. Percent projected change in H&W cost	over prior year				
Management/Supervisor/Confidential Step and Column Adjustments	Г	Current Year (2017-18)	1st S	Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
1. Are step & column adjustments include	d in the budget and MYPs?				
<ol> <li>Cost of step &amp; column adjustments</li> <li>Percent change in step and column over</li> </ol>	er prior year				
5. I Groom Grange in stop and Column Ove	prior your				
Management/Supervisor/Confidential		Current Year	1st 5	Subsequent Year	2nd Subsequent Year
Other Benefits (mileage, bonuses, etc.)	Г	(2017-18)		(2018-19)	(2019-20)
Are costs of other benefits included in t	he interim and MYPs?				
2. Total cost of other benefits	<u> </u>				
<ol><li>Percent change in cost of other benefits</li></ol>	s over prior year				

Rincon Valley Union Elementary Sonoma County

#### 2017-18 First Interim General Fund School District Criteria and Standards Review

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#### S9. Status of Other Funds

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

S9A.	dentification of Other Fun	ds with Negative Ending Fund Balances		
DATA	ENTRY: Click the appropriate t	outton in Item 1. If Yes, enter data in Item 2 and provide t	he reports referenced in Item 1.	
1.	Are any funds other than the balance at the end of the curr	general fund projected to have a negative fund rent fiscal year?	No	
	If Yes, prepare and submit to each fund.	the reviewing agency a report of revenues, expenditures	s, and changes in fund balance (e.g., an interim fund report) and a multi	year projection report for
2.		name and number, that is projected to have a negative e when the problem(s) will be corrected.	nding fund balance for the current fiscal year. Provide reasons for the r	egative balance(s) and

ADDITIONAL FISCAL INDICATO	ORS
----------------------------	-----

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed based on data from Criterion 9.

A1.	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)	No	
A2.	Is the system of personnel position control independent from the payroll system?	No	
A3.	Is enrollment decreasing in both the prior and current fiscal years?	Yes	
A4.	Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?	No	
A5.	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	No	
A6.	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	No	
A7.	Is the district's financial system independent of the county office system?	No	
A8.	Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)	No	
A9.	Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?	No	
Vhen p	providing comments for additional fiscal indicators, please include the item number applicable to each comme	ent.	
	Comments: (optional)		
	<u> </u>		

**End of School District First Interim Criteria and Standards Review** 

			Rincon Vall		Calculator Universal ary (70896) - DIST	Assumptions RICT @ 1st Interim	2017/18 ALL AD	¢.	
					Summary of Fun	nding			
			2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Target Components:									
Base Grant			8,706,896	9,133,929	9,814,198	9,766,634	9,579,953	9,581,629	9,806,906
Grade Span Adjustment Supplemental Grant			529,367	551,532 518,366	580,874 546,989	579,186 521,843	576,955 493,625	587,264	601,100 500,209
Concentration Grant			479,731	516,500	540,969	321,643	493,023	484,446	500,209
Add-ons			502,460	502,460	502,460	502,460	502,460	502,460	502,460
Total Target			10,218,454	10,706,287	11,444,521	11,370,123	11,152,993	11,155,799	11,410,675
<b>3</b>									
Transition Components:									
Target			\$ 10,218,454 \$	10,706,287 \$	11,444,521 \$	11,370,123 \$	11,152,993 \$	11,155,799 \$	11,410,675
Funded Based on Target Formula (based on	prior year P-2	2 certification)	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE
Floor			9,418,864	9,771,744	10,493,304	10,955,205	10,913,485	10,852,990	11,053,209
Remaining Need after Gap (informational only	9		703,626	652,683	451,280	182,245	136,064	102,592	125,399
Current Year Gap Funding Miscellaneous Adjustments			95,964	281,860	499,937	232,673	103,444	200,217	232,067
Economic Recovery Target			143,666	287,332	430,998	574,665	718,331	861,997	1,005,663
Additional State Aid			-	-	-	-	-	-	-
Total Phase-In Entitlement			\$ 9,658,494 \$	10,340,936 \$	11,424,239 \$	11,762,543 \$	11,735,260 \$	11,915,204 \$	12,290,939
		2012.62	2042.41		ponents of LCFF By		2047.40	2040 40	2010 22
8011 - State Aid	\$	2012-13 27,980	2013-14 \$ 3,483,957 \$	2014-15 3,786,881 \$	2015-16 4,454,680 \$	2016-17 4,826,642 \$	2017-18 5,035,199 \$	2018-19 5,259,443 \$	2019-20 5,571,206
8011 - Fair Share	7			-		-	-	-	-
8311 & 8590 - Categoricals		3,117,867	-	-	-	-	-	-	-
EPA (for LCFF Calculation purposes)		1,350,362	1,330,956	1,094,642	619,556	425,451	402,017	259,216	259,216
Local Revenue Sources: 8021 to 8089 - Property Taxes			12,891,801	14,345,623	15,920,435	16,525,708	16,000,000	16,160,000	16,321,600
8096 - In-Lieu of Property Taxes			(8,048,220)	(8,886,210)	(9,570,432)	(10,015,258)	(9,701,956)	(9,763,455)	(9,861,084)
Property Taxes net of in-lieu		4,897,594	4,843,581	5,459,413	6,350,003	6,510,450	6,298,044	6,396,545	6,460,516
TOTAL FUNDING	\$	9,393,803	\$ 9,658,494 \$	10,340,936 \$	11,424,239 \$	11,762,543 \$	11,735,260 \$	11,915,204 \$	12,290,939
Developed of Chapters			Mary Davids Alid	Mars Barda Ald	Mars Davids Alid	Man Barta Atd	Mary Devilo Alid	Mary Develop Alad	Man Don's Aid
Basic Aid Status Less: Excess Taxes	\$		Non-Basic Aid \$ - \$	Non-Basic Aid - \$	Non-Basic Aid - \$	Non-Basic Aid - \$	Non-Basic Aid - \$	Non-Basic Aid - \$	Non-Basic Aid
Less: EPA in Excess to LCFF Funding	\$	-	\$ - \$		- \$	- \$	- \$	- \$	-
Total Phase-In Entitlement			\$ 9,658,494 \$	10,340,936 \$	11,424,239 \$	11,762,543 \$	11,735,260 \$	11,915,204 \$	12,290,939
8012 - EPA Receipts (for budget & cashflow)	\$	1,342,388	\$ 1,332,945 \$	1,274,637 \$	695,932 \$	175,065 \$	402,017 \$	259,216 \$	259,216
				_					
					mmary of Student F	•			
Unduplicated Pupil Deputation			2013-14	Sur 2014-15	mmary of Student F 2015-16	Population 2016-17	2017-18	2018-19	2019-20
Unduplicated Pupil Population				2014-15	2015-16	2016-17			
Agency Unduplicated Pupil Count			349.00	2014-15 381.00	2015-16 356.00	2016-17 314.00	314.00	314.00	314.00
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count			349.00 7.00	2014-15 381.00 6.00	2015-16 356.00 4.00	2016-17 314.00 6.00	314.00 6.00	314.00 6.00	314.00 6.00
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count			349.00 7.00 356.00	2014-15 381.00 6.00 387.00	2015-16 356.00 4.00 360.00	2016-17 314.00 6.00 320.00	314.00 6.00 320.00	314.00 6.00 320.00	314.00 6.00 320.00
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count			349.00 7.00	2014-15 381.00 6.00	2015-16 356.00 4.00	2016-17 314.00 6.00	314.00 6.00	314.00 6.00	314.00 6.00
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant			349.00 7.00 356.00 25.9700%	2014-15 381.00 6.00 387.00 26.7600%	2015-16 356.00 4.00 360.00 26.3100%	2016-17 314.00 6.00 320.00 25.2200%	314.00 6.00 320.00 24.3000%	314.00 6.00 320.00 23.8200%	314.00 6.00 320.00 24.0300%
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant			349.00 7.00 356.00 25.9700%	2014-15 381.00 6.00 387.00 26.7600%	2015-16 356.00 4.00 360.00 26.3100%	2016-17 314.00 6.00 320.00 25.2200%	314.00 6.00 320.00 24.3000%	314.00 6.00 320.00 23.8200%	314.00 6.00 320.00 24.0300%
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant			349.00 7.00 356.00 25.9700% 25.9700%	2014-15 381.00 6.00 387.00 26.7600% 26.7600%	2015-16 356.00 4.00 360.00 26.3100% 26.3100%	2016-17 314.00 6.00 320.00 25.2200% 25.2200%	314.00 6.00 320.00 24.3000% 24.3000%	314.00 6.00 320.00 23.8200% 23.8200%	314.00 6.00 320.00 24.0300% 24.0300%
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant FUNDED ADA Adjusted Base Grant ADA			349.00 7.00 356.00 25.9700% 25.9700%	2014-15 381.00 6.00 387.00 26.7600%	2015-16 356.00 4.00 360.00 26.3100% 26.3100%	2016-17 314.00 6.00 320.00 25.2200% 25.2200%	314.00 6.00 320.00 24.3000% 24.3000%	314.00 6.00 320.00 23.8200% 23.8200%	314.00 6.00 320.00 24.0300% 24.0300%
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3			349.00 7.00 356.00 25.9700% 25.9700%	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16	2016-17  314.00 6.00 320.00 25.2200% 25.2200%	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33	314.00 6.00 320.00 23.8200% 23.8200%	314.00 6.00 320.00 24.0300% 24.0300%
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6			349.00 7.00 356.00 25.9700% 25.9700% Current Year 731.17 512.63	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15	2015-16 356.00 4.00 360.00 26.3100% 26.3100%	2016-17 314.00 6.00 320.00 25.2200% 25.2200%	314.00 6.00 320.00 24.3000% 24.3000%	314.00 6.00 320.00 23.8200% 23.8200%	314.00 6.00 320.00 24.0300% 24.0300%
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades T4-6 Grades 7-8			349.00 7.00 356.00 25.9700% 25.9700%	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16	2016-17  314.00 6.00 320.00 25.2200% 25.2200%	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33	314.00 6.00 320.00 23.8200% 23.8200%	314.00 6.00 320.00 24.0300% 24.0300%
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12			349.00 7.00 356.00 25.9700% 25.9700% Current Year 731.17 512.63 0.92	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33 552.22	314.00 6.00 320.00 23.8200% 23.8200% Current Year 768.67 527.41	314.00 6.00 320.00 24.0300% 24.0300% Current Year 768.67 527.41
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades T4-6 Grades 7-8			349.00 7.00 356.00 25.9700% 25.9700% Current Year 731.17 512.63	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16	2016-17  314.00 6.00 320.00 25.2200% 25.2200%	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33	314.00 6.00 320.00 23.8200% 23.8200%	314.00 6.00 320.00 24.0300% 24.0300%
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades T4-8 Grades 9-12 Total Adjusted Base Grant ADA			349.00 7.00 356.00 25.9700% 25.9700% Current Year 731.17 512.63 0.92	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 - 1,376.79	2016-17 314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 - 1,370.14	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33 552.22	314.00 6.00 320.00 23.8200% 23.8200% Current Year 768.67 527.41	314.00 6.00 320.00 24.0300% 24.0300% Current Year 768.67 527.41
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12			349.00 7.00 356.00 25.9700% 25.9700% Current Year 731.17 512.63 0.92	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 - 1,294.71	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33 552.22 	314.00 6.00 320.00 23.8200% 23.8200% Current Year 768.67 527.41	314.00 6.00 320.00 24.0300% 24.0300% Current Year 768.67 527.41
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA			349.00 7.00 356.00 25.9700% 25.9700% Current Year 731.17 512.63 0.92	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 - 1,294.71	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 - 1,376.79	2016-17 314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 - 1,370.14	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33 552.22 	314.00 6.00 320.00 23.8200% 23.8200% Current Year 768.67 527.41	314.00 6.00 320.00 24.0300% 24.0300% Current Year 768.67 527.41
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3			349.00 7.00 356.00 25.9700% 25.9700% Current Year 731.17 512.63 0.92	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 - 1,294.71	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 - 1,376.79	2016-17 314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 - 1,370.14	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33 552.22 	314.00 6.00 320.00 23.8200% 23.8200% Current Year 768.67 527.41	314.00 6.00 320.00 24.0300% 24.0300% Current Year 768.67 527.41
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades Tk-3 Grades 7-8 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades Tk-3 Grades Tk-3 Grades 4-6 Grades 7-8 Grades 4-6 Grades 4-6 Grades 7-8 Grades 4-6			349.00 7.00 356.00 25.9700% 25.9700% Current Year 731.17 512.63 0.92	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 - 1,294.71	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 - 1,376.79	2016-17 314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 - 1,370.14	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33 552.22 	314.00 6.00 320.00 23.8200% 23.8200% Current Year 768.67 527.41	314.00 6.00 320.00 24.0300% 24.0300% Current Year 768.67 527.41
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 7-8 Grades 9-12 Total Necessary Small School ADA			349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 - 1,244.72  Current year	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 1,294.71  Current year	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 - 1,376.79  Current year	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 - 1,370.14  Current year	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33 552.22 - - 1,323.55 Current year	314.00 6.00 320.00 23.8200% 23.8200% 23.8200% 23.8200% 24.8200% 25.8200% 26.87 527.41 	314.00 6.00 320.00 24.0300% 24.0300%  Current Year 768.67 527.41 - 1,296.08  Current year
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated uppil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades TK-3 Grades 4-6 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 4-6 Grades 7-8 Grades 4-6 Grades 7-8 Grades 4-6 Grades 7-8 Grades 9-12			349.00 7.00 356.00 25.9700% 25.9700% Current Year 731.17 512.63 0.92	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 - 1,294.71	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 - 1,376.79	2016-17 314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 - 1,370.14	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33 552.22 	314.00 6.00 320.00 23.8200% 23.8200% Current Year 768.67 527.41	314.00 6.00 320.00 24.0300% 24.0300% Current Year 768.67 527.41
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades TK-3 Grades 4-6 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Necessary Small School ADA Total Funded ADA			349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 - 1,244.72  Current year	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 1,294.71  Current year	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 - 1,376.79  Current year	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 - 1,370.14  Current year	314.00 6.00 320.00 24.3000% 24.3000% Prior Year 771.33 552.22 - - 1,323.55 Current year	314.00 6.00 320.00 23.8200% 23.8200% 23.8200% 23.8200% 24.8200% 25.8200% 26.87 527.41 	314.00 6.00 320.00 24.0300% 24.0300%  Current Year 768.67 527.41 - 1,296.08  Current year
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 9-12 Total Necessary Small School ADA Total Funded ADA  ACTUAL ADA (Current Year Only)			349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 - 1,244.72  Current year	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 - 1,294.71  Current year 1294.71	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 - 1,376.79  Current year 1376.79	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 - 1,370.14  Current year 1370.14	314.00 6.00 320.00 24.3000% 24.3000% 24.3000% Prior Year 771.33 552.22 - - - 1,323.55 Current year - - -	314.00 6.00 320.00 23.8200% 23.8200%  Current Year 768.67 527.41 1,296.08  Current year 1296.08	314.00 6.00 320.00 24.0300% 24.0300%  Current Year 768.67 527.41 - 1,296.08  Current year
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 7-8 Grades 7-8 Grades 9-12 Total Necessary Small School ADA Total Funded ADA  ACTUAL ADA (Current Year Only) Grades TK-3 Grades TK-3			349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 - 1,244.72  Current year 1244.72  731.17	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 - 1,294.71  Current year 1294.71  756.56	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 1,376.79  Current year 1376.79	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 1,370.14  Current year 1370.14  770.19	314.00 6.00 320.00 24.3000% 24.3000% 24.3000%  Prior Year 771.33 552.22 1,323.55  Current year	314.00 6.00 320.00 23.8200% 23.8200%  Current Year 768.67 527.41 1,296.08  Current year 1296.08	314.00 6.00 320.00 24.0300% 24.0300% 24.0300% Current Year 768.67 527.41 
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 4-7 Grades 4-7 Grades TK-3 Grades 4-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 4-7 Grades 4-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 4-6 Grades 7-8 Grades 7-8 Grades 4-6 Grades 7-8 Grades 4-6 Grades 7-8 Grades 4-6 Grades 7-8 Grades 4-8			349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 1,244.72  Current year 1244.72	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 1,294.71  Current year 1294.71  756.56 537.15	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 1,376.79  Current year 1376.79  788.16 588.63	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 1,370.14  Current year 1370.14  770.19 556.59	314.00 6.00 320.00 24.3000% 24.3000% 24.3000%  Prior Year 771.33 552.22 1,323.55  Current year 1323.55	314.00 6.00 320.00 23.8200% 23.8200%  Current Year 768.67 527.41  1,296.08  Current year 1296.08	314.00 6.00 320.00 24.0300% 24.0300%  Current Year 768.67 527.41  1,296.08  Current year 1296.08
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 7-8 Grades 7-8 Grades 9-12 Total Necessary Small School ADA Total Funded ADA  ACTUAL ADA (Current Year Only) Grades TK-3 Grades 4-6 Grades 7-8 Grades 4-6 Grades 7-8 Grades 4-6 Grades 7-8			349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 - 1,244.72  Current year 1244.72  731.17	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 - 1,294.71  Current year 1294.71  756.56	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 1,376.79  Current year 1376.79	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 1,370.14  Current year 1370.14  770.19	314.00 6.00 320.00 24.3000% 24.3000% 24.3000%  Prior Year 771.33 552.22 1,323.55  Current year	314.00 6.00 320.00 23.8200% 23.8200%  Current Year 768.67 527.41 1,296.08  Current year 1296.08	314.00 6.00 320.00 24.0300% 24.0300% 24.0300% Current Year 768.67 527.41 
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Necessary Small School ADA  Total Funded ADA  ACTUAL ADA (Current Year Only) Grades TK-3 Grades 4-6 Grades 7-8 Grades 7-8 Grades 7-8 Grades 9-12			349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 1244.72  731.17 512.63 0.92	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 - 1,294.71  Current year 1294.71  756.56 537.15 1.00	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 1,376.79  Current year 1376.79  788.16 588.63	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 1,370.14  Current year - 1370.14  770.19 556.59	314.00 6.00 320.00 24.3000% 24.3000% 24.3000%  Prior Year 771.33 552.22 1,323.55  Current year 1323.55	314.00 6.00 320.00 23.8200% 23.8200%  Current Year 768.67 527.41 1296.08  Current year 1296.08	314.00 6.00 320.00 24.0300% 24.0300% 24.0300% Current Year 768.67 527.41 
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 4-6 Grades 7-8 Grades 7-8 Grades 4-6 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 9-12 Total Actual ADA	ADA)		349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 1,244.72  Current year 1244.72	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 1,294.71  Current year 1294.71  756.56 537.15	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 1,376.79  Current year 1376.79  788.16 588.63	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 1,370.14  Current year 1370.14  770.19 556.59 - 1,326.78	314.00 6.00 320.00 24.3000% 24.3000% 24.3000%  Prior Year 771.33 552.22 1,323.55  Current year 1323.55  755.04 540.06 1,295.10	314.00 6.00 320.00 23.8200% 23.8200%  Current Year 768.67 527.41  1,296.08  Current year 1296.08	314.00 6.00 320.00 24.0300% 24.0300%  Current Year 768.67 527.41  1,296.08  Current year 1296.08
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Necessary Small School ADA  Total Funded ADA  ACTUAL ADA (Current Year Only) Grades TK-3 Grades 4-6 Grades 7-8 Grades 7-8 Grades 7-8 Grades 9-12	ADA)		349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 1244.72  731.17 512.63 0.92	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 - 1,294.71  Current year 1294.71  756.56 537.15 1.00	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 1,376.79  Current year 1376.79  788.16 588.63	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 1,370.14  Current year - 1370.14  770.19 556.59	314.00 6.00 320.00 24.3000% 24.3000% 24.3000%  Prior Year 771.33 552.22 1,323.55  Current year 1323.55	314.00 6.00 320.00 23.8200% 23.8200%  Current Year 768.67 527.41 1296.08  Current year 1296.08	314.00 6.00 320.00 24.0300% 24.0300% 24.0300% Current Year 768.67 527.41 
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 9-12 Total Necessary Small School ADA Total Funded ADA  ACTUAL ADA (Current Year Only) Grades TK-3 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 9-12 Total Additional Current Year Only) Grades TK-3 Grades 9-12 Total Actual ADA	ADA)		349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 1,244.72 731.17 512.63 0.92 1,244.72	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  26.7600%  Current Year 756.56 537.15 1.00  1,294.71  Current year 1294.71  756.56 537.15 1.00 - 1,294.71	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  26.3100%  Current Year 788.16 588.63 1,376.79  Current year 1376.79  788.16 588.63 1,376.79	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 1,370.14  Current year 1370.14  770.19 556.59 - 1,326.78 43.36	314.00 6.00 320.00 24.3000% 24.3000% 24.3000%  Prior Year 771.33 552.22  1,323.55  Current year  1323.55  755.04 540.06 - 1,295.10 28.45	314.00 6.00 320.00 23.8200% 23.8200%  Current Year 768.67 527.41 1296.08  768.67 527.41 1,296.08	314.00 6.00 320.00 24.0300% 24.0300% 24.0300%  Current Year 768.67 527.41  1,296.08  Current year  1296.08
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 4-6 Grades 7-8 Grades 7-8 Grades 4-6 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 9-12 Total Actual ADA	ADA)		349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 1244.72  731.17 512.63 0.92	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00 - 1,294.71  756.56 537.15 1.00 - 1,294.71	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  Current Year 788.16 588.63 1,376.79  788.16 588.63 1,376.79	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 1,370.14  Current year 1370.14  770.19 556.59 - 1,326.78 43.36	314.00 6.00 320.00 24.3000% 24.3000% 24.3000%  Prior Year 771.33 552.22 1,323.55  Current year 1323.55  755.04 540.06 1,295.10	314.00 6.00 320.00 23.8200% 23.8200%  Current Year 768.67 527.41 1296.08  Current year 1296.08	314.00 6.00 320.00 24.0300% 24.0300% 24.0300% Current Year 768.67 527.41 
Agency Unduplicated Pupil Count COE Unduplicated Pupil Count Total Unduplicated pupil Count Rolling %, Supplemental Grant Rolling %, Concentration Grant  FUNDED ADA Adjusted Base Grant ADA Grades TK-3 Grades 4-6 Grades 9-12 Total Adjusted Base Grant ADA  Necessary Small School ADA Grades TK-3 Grades 4-6 Grades 7-8 Grades 4-6 Grades 7-8 Grades 7-8 Grades 4-6 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 7-8 Grades 9-12 Total Actual ADA		n grant funding	349.00 7.00 356.00 25.9700% 25.9700% 25.9700%  Current Year 731.17 512.63 0.92 1,244.72 731.17 512.63 0.92 1,244.72 731.17 512.63 0.92 1,244.72	2014-15  381.00 6.00 387.00 26.7600% 26.7600%  Current Year 756.56 537.15 1.00  1,294.71  Current year 1294.71  756.56 537.15 1.00 - 1,294.71  Current year	2015-16  356.00 4.00 360.00 26.3100% 26.3100%  26.3100%  Current Year 788.16 588.63 1,376.79  Current year 1376.79  788.16 588.63 1,376.79  rentage to increase or 2015-16	2016-17  314.00 6.00 320.00 25.2200% 25.2200%  Prior Year 785.87 584.27 1,370.14  Current year 1370.14  770.19 556.59 - 1,326.78 43.36	314.00 6.00 320.00 24.3000% 24.3000% 24.3000%  Prior Year 771.33 552.22  1,323.55  Current year  1323.55  755.04 540.06 - 1,295.10 28.45	314.00 6.00 320.00 23.8200% 23.8200%  Current Year 768.67 527.41 1296.08  768.67 527.41 1,296.08	314.00 6.00 320.00 24.0300% 24.0300% 24.0300%  Current Year 768.67 527.41  1,296.08  Current year  1296.08

Target Components:  Base Grant Grade Span Adjustment Supplemental Grant Concentration Grant Add-ons Total Target  Transition Components:  Target Funded Based on Target Formula (based on prior year P-2 Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-In Entitlement  8011 - State Aid 8011 - Fair Share 8311 & 8590 - Categoricals EPA (tor LCFF Calculation purposes) Local Revenue Sources: 8021 to 8089 - Property Taxes 8096 - In-Lieu of Property Taxes Property Taxes net of in-lieu TOTAL FUNDING \$ Basic Aid Status Less: EPA in Excess to LCFF Funding \$ Total Phase-In Entitlement  8012 - EPA Receipts (for budget & cashflow) \$	\$ 2012-13 32,328 \$ -259,342 430,048 1.536,314 -2,258,032 \$	2013-14  2,831,994 168,497 332,274 3,332,765  3,332,765  \$ FALSE 2,350,292 864,560 117,913 2,468,205 \$  2013-14 453,614 \$ - 439,432  1,575,159	2014-15  2,863,606 173,021 327,167 3,363,794  3,363,794  5,475,094 620,667 268,033 2,743,127  Compc 2014-15 656,966 \$	3,309,519 \$ 3,309,519 \$ 3,309,519 \$ FALSE 2,675,751 300,675 333,093 3,008,844 \$  Denents of LCFF By C 2015-16 973,922 \$ - 208,725	2016-17  2,685,707 155,168 287,553 3,128,428  3,128,428  3,128,428  FALSE 2,862,487 116,810 149,131 3,011,618 \$	2017-18  2,676,837 154,746 277,268 - 3,108,851  3,108,851  FALSE 2,955,734 86,986 66,131 3,021,865 \$  2017-18 1,121,850 \$	2018-19  2,837,317 188,059 281,058	2019-20 2,904,037 192,489 286,181 3,382,707 FALSE 3,249,817 46,618 86,272 3,336,089
Base Grant Grade Span Adjustment Supplemental Grant Concentration Grant Add-ons Total Target  Transition Components: Target Funded Based on Target Formula (based on prior year P-2 Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-in Entitlement  8011 - State Aid 8011 - Fair Share 8311 & 8590 - Categoricals EPA (tor LCFF Calculation purposes) Local Revenue Sources: 8021 to 8089 - Property Taxes 8096 - In-Lieu of Property Taxes Property Taxes net of in-lieu TOTAL FUNDING \$  Basic Aid Status Less: EPA in Excess to LCFF Funding Total Phase-In Entitlement	2012-13 32,328 \$ 259,342 430,048	2,831,994 168,497 332,274 3,332,765  3,332,765  5,FALSE 2,350,292 864,560 117,913 2,468,205 \$  2013-14 453,614 \$ 439,432 1,575,159	2,863,606 173,021 327,167 - 3,363,794 3,363,794 5,475,094 620,667 268,033 - - 2,743,127 \$ Compc 2014-15 656,966 \$	2,822,474 166,938 320,107 - 3,309,519  3,309,519  5,4LSE 2,675,751 300,675 333,093 3,008,844 \$   ponents of LCFF By C 2015-16 973,922 \$	2,685,707 155,168 287,553 - 3,128,428  3,128,428  5,128,428  FALSE 2,862,487 116,810 149,131 3,011,618 \$   biject Code 2016-17 1,142,132 \$	2,676,837 154,746 277,268 - 3,108,851 3,108,851 5,FALSE 2,955,734 86,986 66,131 - - - 3,021,865 \$	2,837,317 188,059 281,058 - 3,306,434  3,306,434 \$ FALSE 3,139,324 56,617 110,493 3,249,817 \$	2,904,037 192,489 286,181 3,382,707 3,382,707 FALSE 3,249,817 46,618 86,272 3,336,089
Base Grant Grade Span Adjustment Supplemental Grant Concentration Grant Add-ons Total Target  Transition Components: Target Funded Based on Target Formula (based on prior year P-2 Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-In Entitlement  8011 - State Aid 8011 - Fair Share 8311 8 8590 - Categoricals EPA (for LCFF Calculation purposes) Local Revenue Sources: 8021 to 809 - Property Taxes 8096 - In-Lieu of Property Taxes Property Taxes net of in-lieu TOTAL FUNDING \$  Basic Aid Status Less: EPA in Excess to LCFF Funding Total Phase-In Entitlement	2012-13 32,328 \$ 259,342 430,048	168,497 332,274 3,332,765  3,332,765  5 FALSE 2,350,292 864,560 117,913 2,468,205  2013-14 453,614 5 439,432	173,021 327,167 3,363,794 3,363,794 5,741,5094 620,667 268,033 2,743,127 \$ Compc 2014-15 656,966 \$	166,938 320,107 3,309,519 5,751 3,09,519 5,757,751 300,675 333,093 	155,168 287,553 3,128,428 3,128,428 3,128,428 FALSE 2,862,487 116,810 149,131 	154,746 277,268 3,108,851 3,108,851 \$ FALSE 2,955,734 86,986 66,131 	188,059 281,058 281,058 3,306,434 3,306,434 \$ FALSE 3,139,324 56,617 110,493 3,249,817 \$ 2018-19 1,275,950 \$	192,489 286,181 3,382,707 3,382,707 FALSE 3,249,817 46,618 86,272 
Grade Span Adjustment Supplemental Grant Concentration Grant Add-ons Total Target  Transition Components: Target Funded Based on Target Formula (based on prior year P-2 Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-In Entitlement  8011 - State Aid 8011 - Fair Share 8311 & 8590 - Categoricals EPA (for LCFF Calculation purposes) Local Revenue Sources: 8021 to 8089 - Property Taxes 8096 - In-Lieu of Property Taxes 8096 - In-Lieu of Property Taxes Property Taxes net of in-lieu TOTAL FUNDING \$ Basic Aid Status Less: EXERS TOXES Less: EXERS TOXES Less: EXERS TOXES S Total Phase-In Entitlement	2012-13 32,328 \$ 259,342 430,048	168,497 332,274 3,332,765  3,332,765  5 FALSE 2,350,292 864,560 117,913 2,468,205  2013-14 453,614 5 439,432	173,021 327,167 3,363,794 3,363,794 5,741,5094 620,667 268,033 2,743,127 \$ Compc 2014-15 656,966 \$	166,938 320,107 3,309,519 5,751 3,09,519 5,757,751 300,675 333,093 	155,168 287,553 3,128,428 3,128,428 3,128,428 FALSE 2,862,487 116,810 149,131 	154,746 277,268 3,108,851 3,108,851 \$ FALSE 2,955,734 86,986 66,131 	188,059 281,058 281,058 3,306,434 3,306,434 \$ FALSE 3,139,324 56,617 110,493 3,249,817 \$ 2018-19 1,275,950 \$	192,489 286,181 3,382,707 3,382,707 FALSE 3,249,817 46,618 86,272 
Supplemental Grant Concentration Grant Add-ons Total Target  Transition Components: Target Funded Based on Target Formula (based on prior year P-2 Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-in Entitlement  8011 - State Aid \$ 8011 - Fair Share 8311 & 8590 - Categoricals EPA (for LOFF Calculation purposes) Local Revenue Sources: 8021 to 8089 - Property Taxes 8096 - In-Lieu of Property Taxes Property Taxes net of in-lieu TOTAL FUNDING \$ 8asic Aid Status Less: EPA in Excess Toxes \$ Less: EPA in Excess Toxes \$ Sess: EPA in Excess to LCFF Funding \$ Total Phase-in Entitlement	2012-13 32,328 \$ 259,342 430,048	332,274 - 3,332,765  3,332,765 \$ FALSE 2,350,292 864,560 117,913 - 2,468,205 \$  2013-14 453,614 \$ - 439,432	327,167  3,363,794  3,363,794 \$ FALSE 2,475,094 620,667 268,033 2,743,127 \$  Compc 2014-15 656,966 \$	3,309,519 \$ 3,309,519 \$ FALSE 2,675,751 300,675 333,093 3,008,844 \$  pnents of LCFF By C 2015-16 973,922 \$	287,553 3,128,428 3,128,428 \$ FALSE 2,862,487 116,810 149,131 	277,268 - 3,108,851  3,108,851 \$ FALSE 2,955,734 86,986 66,131 3,021,865 \$  2017-18 1,121,850 \$	281,058 3,306,434 3,306,434 \$ FALSE 3,139,324 56,617 110,493 - - - 3,249,817 \$ 2018-19 1,275,950 \$	286,181 3,382,707 3,382,707 FALSE 3,249,817 46,618 86,272 3,336,089 2019-20 1,344,820
Concentration Grant Add-ons Total Target Transition Components: Target Funded Based on Target Formula (based on prior year P-2 Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-in Entitlement  8011 - State Aid 8011 - Fair Share 8011 - Fair Share 8011 - State Aid 8011 - Fair Share 8011 - State Aid 8011 - State Aid 8011 - Fair Share 8011 - State Aid 8011 - State Aid 8011 - Fair Share 8011 - State Aid 8011 - State Aid 8011 - Fair Share 8011 - State Aid 80	2012-13 32,328 \$ 259,342 430,048	3,332,765 \$  3,332,765 \$  FALSE 2,350,292 864,560 117,913	3,363,794 \$  3,363,794 \$  FALSE 2,475,094 620,667 268,033 -  2,743,127 \$  Compc 2014-15 656,966 \$	3,309,519 \$ FALSE 2,675,751 300,675 333,093 3,008,844 \$  Denents of LCFF By O 2015-16 973,922 \$ -	3,128,428 \$     FALSE	3,108,851 \$ 3,108,851 \$ FALSE 2,955,734 86,986 66,131	3,306,434 \$ FALSE 3,139,324 56,617 110,493 3,249,817 \$	3,382,707  3,382,707  FALSE 3,249,817  46,618 86,272
Add-ons Total Target  Transition Components: Target Target Funded Based on Target Formula (based on prior year P-2 Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-In Entitlement  8011 - State Aid 8011 - Fair Share 8011 - Resident Sources: 8021 to 8089 - Categoricals EPA (for LCFF Calculation purposes) Local Revenue Sources: 8021 to 8089 - Property Taxes 8096 - In-Lieu of Property Taxes Property Taxes net of in-lieu TOTAL FUNDING \$ Basic Aid Status Less: EPA in Excess Toxes \$ Less: EPA in Excess to LCFF Funding \$ Total Phase-In Entitlement	2012-13 32,328 \$ 259,342 430,048	3,332,765 \$ FALSE 2,350,292 864,560 117,913 2,468,205 \$  2013-14 453,614 \$ - 439,432	3,363,794 \$ FALSE 2,475,094 620,667 268,033 2,743,127 \$  Compc 2014-15 656,966 \$	3,309,519 \$ FALSE 2,675,751 300,675 333,093 3,008,844 \$  Denents of LCFF By C 2015-16 973,922 \$	3,128,428 \$ FALSE 2,862,487 116,810 149,131 3,011,618 \$  bject Code 2016-17 1,142,132 \$	3,108,851 \$ FALSE 2,955,734 86,986 66,131 3,021,865 \$	3,306,434 \$ FALSE 3,139,324 56,617 110,493 3,249,817 \$	3,382,707 FALSE 3,249,817 46,618 86,272
Total Target  Transition Components:  Target Funded Based on Target Formula (based on prior year P-2 Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-In Entitlement  8011 - State Aid \$011 - Fair Share 8011 - Fair Share 8011 - Fair Share 8011 - State Aid 8011 - State A	2012-13 32,328 \$ 259,342 430,048	3,332,765 \$ FALSE 2,350,292 864,560 117,913 2,468,205 \$  2013-14 453,614 \$ - 439,432	3,363,794 \$ FALSE 2,475,094 620,667 268,033 2,743,127 \$  Compc 2014-15 656,966 \$	3,309,519 \$ FALSE 2,675,751 300,675 333,093 3,008,844 \$  Denents of LCFF By C 2015-16 973,922 \$	3,128,428 \$ FALSE 2,862,487 116,810 149,131 3,011,618 \$  bject Code 2016-17 1,142,132 \$	3,108,851 \$ FALSE 2,955,734 86,986 66,131 3,021,865 \$	3,306,434 \$ FALSE 3,139,324 56,617 110,493 3,249,817 \$	3,382,707 FALSE 3,249,817 46,618 86,272
Transition Components: Target Funded Based on Target Formula (based on prior year P-2 Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-in Entitlement  8011 - State Aid 8011 - Fair Share 8011 - Salate Aid 8011 - Fair Share 8011 - State Aid 8011 - State Aid 8011 - State Aid 8011 - State Aid 8011 - State Aid 8011 - Fair Share 8011 - State Aid 8011 - State Aid 8011 - State Aid 8011 - State Aid 8011 - State Aid 8011 - Fair Share 8011 - State Aid 8011 - Fair Share 8011 - State Aid 8011 - Fair Share 8021 to 8089 - Property Taxes 8096 - In-Lieu of Property Taxes 8096 - In-Lieu of Property Taxes Property Taxes net of in-lieu TOTAL FUNDING \$ 8asic Aid Status Less: Excess Taxes \$ Less: Exp. in Excess to LCFF Funding \$ Total Phase-in Entitlement	2012-13 32,328 \$ 259,342 430,048	FALSE 2,350,292 864,560 117,913 2,468,205 \$  2013-14 453,614 \$ - 439,432	FALSE 2,475,094 620,667 268,033	FALSE 2,675,751 300,675 333,093	FALSE 2,862,487 116,810 149,131	FALSE 2,955,734 86,986 66,131 3,021,865 \$  2017-18 1,121,850 \$	FALSE 3,139,324 56,617 110,493 3,249,817 \$  2018-19 1,275,950 \$	FALSE 3,249,817 46,618 86,272 - - - 3,336,089 2019-20 1,344,820
Target Funded Based on Target Formula (based on prior year P-2 Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-In Entitlement  8011 - State Aid \$ 8011 - Fair Share 8311 & 8590 - Categoricals EPA (for LOFF Calculation purposes) Local Revenue Sources: 8021 to 8089 - Property Taxes 8096 - In-Lieu of Property Taxes Property Taxes Ret of in-lieu TOTAL FUNDING \$ 8asic Aid Status Less: EPA in Excess Toxes \$ Ess: EPA in Excess Toxes \$ Sess: EPA in Excess to LCFF Funding \$ Total Phase-In Entitlement	2012-13 32,328 \$ 259,342 430,048	FALSE 2,350,292 864,560 117,913 2,468,205 \$  2013-14 453,614 \$ - 439,432	FALSE 2,475,094 620,667 268,033	FALSE 2,675,751 300,675 333,093	FALSE 2,862,487 116,810 149,131	FALSE 2,955,734 86,986 66,131 3,021,865 \$  2017-18 1,121,850 \$	FALSE 3,139,324 56,617 110,493 3,249,817 \$  2018-19 1,275,950 \$	FALSE 3,249,817 46,618 86,272 - - - 3,336,089 2019-20 1,344,820
Funded Based on Target Formula (bosed on prior year P-2 Floor Flor	2012-13 32,328 \$ 259,342 430,048	FALSE 2,350,292 864,560 117,913 2,468,205 \$  2013-14 453,614 \$ - 439,432	FALSE 2,475,094 620,667 268,033	FALSE 2,675,751 300,675 333,093	FALSE 2,862,487 116,810 149,131	FALSE 2,955,734 86,986 66,131 3,021,865 \$  2017-18 1,121,850 \$	FALSE 3,139,324 56,617 110,493 3,249,817 \$  2018-19 1,275,950 \$	FALSE 3,249,817 46,618 86,272 3,336,089 2019-20 1,344,820
Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-In Entitlement  8011 - State Aid 8011 - Fair Share 8311 & 8590 - Categoricals EPA (for LCFF Calculation purposes) Local Revenue Sources: 80916 - In-Lieu of Property Taxes 8096 - In-Lieu of Property Taxes Property Taxes net of in-fleu TOTAL FUNDING \$  8asic Aid Status Less: EPA in Excess to LCFF Funding \$ Total Phase-In Entitlement	\$2012-13 32,328 \$ 259,342 430,048 1,536,314	2,350,292 864,560 117,913 - - 2,468,205 \$ 2013-14 453,614 \$ - 439,432	2,475,094 620,667 268,033 2,743,127 \$  Compc 2014-15 656,966 \$	2,675,751 300,675 333,093 - - 3,008,844 \$ conents of LCFF By C 2015-16 973,922 \$ -	2,862,487 116,810 149,131 - - 3,011,618 \$ bject Code 2016-17 1,142,132 \$	2,955,734 86,986 66,131 3,021,865 \$  2017-18 1,121,850 \$	3,139,324 56,617 110,493 3,249,817 \$  2018-19 1,275,950 \$	3,249,817 46,618 86,272 3,336,089 2019-20 1,344,820
Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-in Entitlement  8011 - State Aid \$ 8011 - Fair Share 8011 - Rair Share 8011 - Rair Share 8011 - State Aid 801 - State Aid 8011 - State Aid 8	2012-13 32,328 \$ - 259,342 430,048 1,536,314	864,560 117,913 - - 2,468,205 \$ 2013-14 453,614 \$ - 439,432	620,667 268,033 - - 2,743,127 \$ Compo 2014-15 656,966 \$	300,675 333,093 - - 3,008,844 \$ Denents of LCFF By C 2015-16 973,922 \$ -	116,810 149,131 - - 3,011,618 \$ **Diject Code 2016-17 1,142,132 \$	86,986 66,131 - - - 3,021,865 \$ 2017-18 1,121,850 \$	56,617 110,493 - - - 3,249,817 \$ 2018-19 1,275,950 \$	46,618 86,272 - - 3,336,089 2019-20 1,344,820
Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid  Total Phase-In Entitlement  B011 - State Aid  \$011 - Fair Share B011 - Fair Share B011 - Fair Share B011 - State Aid  \$011 - State Aid  \$021 to 8089 - Property Taxes  8096 - In-Lieu of Property Taxes  Property Taxes net of in-lieu  TOTAL FUNDING  \$012 - State Aid Status  \$035 - State Aid Status  \$035 - State Aid Status  \$035 - State Aid Status  \$036 - State Aid Status  \$036 - State Aid Status  \$036 - State Aid Status  \$036 - State Aid Status  \$037 - State Aid Status  \$037 - State Aid Status  \$037 - State Aid Status  \$038 - State Aid Status  \$038 - State Aid Status  \$038 - State Aid Status  \$038 - State Aid Status  \$038 - State Aid Status  \$038 - State Aid Status  \$038 - State Aid Status  \$038 - State Aid Status  \$039 - State Aid Status  \$039 - State Aid Status  \$030 - St	2012-13 32,328 \$ - 259,342 430,048 1,536,314	117,913 - - 2,468,205 \$ 2013-14 453,614 \$ - 439,432	2,743,127 \$  Compc 2014-15 656,966 \$	3,008,844 \$  onents of LCFF By C 2015-16 973,922 \$ -	149,131 	66,131 - - - 3,021,865 \$ 2017-18 1,121,850 \$	110,493 	86,272 - - - 3,336,089 2019-20 1,344,820
Miscellaneous Adjustments Economic Recovery Target Additional State Aid Total Phase-In Entitlement    2011 - State Aid	2012-13 32,328 \$ - 259,342 430,048 1,536,314	2,468,205 \$  2013-14 453,614 \$ 439,432 1,575,159	2,743,127 \$  Compc 2014-15 656,966 \$	3,008,844 \$  nents of LCFF By C  2015-16  973,922 \$  -	3,011,618 \$  biject Code  2016-17  1,142,132 \$	3,021,865 \$  2017-18 1,121,850 \$	3,249,817 \$  2018-19 1,275,950 \$	3,336,089 2019-20 1,344,820
Economic Recovery Target	2012-13 32,328 \$ - 259,342 430,048 1,536,314	2,468,205 \$  2013-14 453,614 \$ - 439,432 1,575,159	2014-15 656,966 \$	2015-16 973,922 \$	2016-17 1,142,132 \$	3,021,865 \$  2017-18 1,121,850 \$	2018-19 1,275,950 \$	2019-20 1,344,820 -
Additional State Aid	2012-13 32,328 \$ - 259,342 430,048 1,536,314	2,468,205 \$  2013-14 453,614 \$ - 439,432 - 1,575,159	2014-15 656,966 \$	2015-16 973,922 \$	2016-17 1,142,132 \$	2017-18 1,121,850 \$	2018-19 1,275,950 \$	2019-20 1,344,820 -
Solid   Phase-In Entitlement	2012-13 32,328 \$ - 259,342 430,048 1,536,314	2013-14 453,614 \$ - - 439,432 - 1,575,159	2014-15 656,966 \$	2015-16 973,922 \$	2016-17 1,142,132 \$	2017-18 1,121,850 \$	2018-19 1,275,950 \$	2019-20 1,344,820 -
3011 - Fair Share	32,328 \$ - 259,342 430,048  1,536,314	453,614 \$ 439,432 - 1,575,159	2014-15 656,966 \$	2015-16 973,922 \$	2016-17 1,142,132 \$	1,121,850 \$ -	1,275,950 \$ -	1,344,820 -
1011 - Fair Share   1011 - 1011 -	32,328 \$ - 259,342 430,048  1,536,314	453,614 \$ 439,432 - 1,575,159	2014-15 656,966 \$	2015-16 973,922 \$	2016-17 1,142,132 \$	1,121,850 \$ -	1,275,950 \$ -	1,344,820 -
8011 - Fair Share 8311 & 8590 - Categoricals EPA (tor LOFF Calculation purposes) Local Revenue Sources: 8021 to 8089 - Property Taxes 8096 - In-Lieu of Property Taxes Property Taxes net of in-lieu TOTAL FUNDING \$ 8asic Aid Status Less: Excess Taxes \$ 5 Less: EPA in Excess to LCFF Funding \$ Total Phase-In Entittlement	32,328 \$ - 259,342 430,048  1,536,314	453,614 \$ 439,432 - 1,575,159	656,966 \$ - -	973,922 \$ - -	1,142,132 \$ - -	1,121,850 \$ -	1,275,950 \$ -	1,344,820 -
8011 - Fair Share 8311 & 8590 - Categoricals EPA (tor LOFF Calculation purposes) Local Revenue Sources: 8021 to 8089 - Property Taxes 8096 - In-Lieu of Property Taxes Property Taxes net of in-lieu TOTAL FUNDING \$ 8asic Aid Status Less: Excess Taxes \$ 5 Less: EPA in Excess to LCFF Funding \$ Total Phase-In Entittlement	259,342 430,048 1,536,314	- - 439,432 - - 1,575,159	-	-	-	-	-	-
8311 & 8590 - Categoricals	1,536,314	- 439,432 - 1,575,159	-	-	-			
EPA (to LCFF Calculation purposes)  Local Revenue Sources:  8021 to 8089 - Property Taxes  8096 - In-Lieu of Property Taxes  Property Taxes net of in-lieu  TOTAL FUNDING  \$  Basic Aid Status  Less: Excess Taxes  \$  Total Phase-In Entitlement	1,536,314	439,432 - 1,575,159		208,725				-
8001 to 8089 - Property Taxes   8096 - In-Lieu of Property Taxes   Property Taxes net of in-lieu   TOTAL FUNDING   \$	-	1,575,159			79,583	140,816	78,366	76,814
8096 - In-Lieu of Property Taxes	-	1,575,159						
Property Taxes net of in-lieu           TOTAL FUNDING         \$           Basic Ald Status         \$           Less: Excess Taxes         \$           Less: Exp in Excess to LCFF Funding         \$           Total Phase-In Entitlement	-		-	-	-	-	-	-
TOTAL FUNDING   \$			1,711,647	1,826,197	1,789,903	1,759,199	1,895,501	1,914,455
Basic Aid Status Less: Excess Taxes \$ Less: EFA in Excess to LCFF Funding \$ Total Phase-In Entitlement	2,230,032 3	2,468,205 \$	2,743,127 \$	3,008,844 \$	3,011,618 \$	3,021,865 \$	3,249,817 \$	3,336,089
Less: Excess Taxes \$ Less: EPA in Excess to LCFF Funding \$ Total Phase-In Entitlement		2,408,203 3	2,743,127 3	3,008,844 3	3,011,018 3	3,021,003 3	3,243,617 3	3,330,083
Less: EPA in Excess to LCFF Funding \$  Total Phase-In Entitlement		\$-	\$-	\$-	\$-	\$ -	\$-	\$-
Total Phase-In Entitlement	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
DOTZ - ET A Freceipts (ion budget & castillow)	\$ 427,533 \$	<b>2,468,205 \$</b> 440,048 \$	<b>2,743,127 \$</b> 430,739 \$	<b>3,008,844 \$</b> 226,482 \$	<b>3,011,618 \$</b> 140,404 \$	<b>3,021,865 \$</b> 74,364 \$	<b>3,249,817 \$</b> 78.366 \$	3,336,089
	427,555 \$	440,048 3	430,733 3	220,482 3	140,404 3	74,364 \$	78,366 \$	76,814
			Sum	mary of Student Po	pulation			
		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Unduplicated Pupil Population								
Agency Unduplicated Pupil Count		232.00	220.00	221.00	183.00	183.00	183.00	183.00
COE Unduplicated Pupil Count		-	-	-	-	-	-	-
Total Unduplicated pupil Count		232.00	220.00	221.00	183.00	183.00	183.00	183.00
Rolling %, Supplemental Grant		55.3700%	53.8700%	53.5400%	50.6100%	48.9600%	46.4500%	46.2100%
Rolling %, Concentration Grant		45.8200%	50.4200%	48.2300%	46.4600%	46.4600%	46.4500%	46.2100%
FUNDED ADA								
		Current Veer	Current Veer	Current Veer	Current Veer	Current Veer	Current Veer	Current Veer
Adjusted Base Grant ADA Grades TK-3		Current Year	Current Year	Current Year	Current Year	Current Year	Current Year	Current Year
Grades 4-6		232.73 172.06	237.34	226.51	210.54	206.88	246.15 137.92	246.15 137.92
Grades 7-8		172.00	168.58	169.44	166.15	162.82	137.92	157.92
Grades 9-12		-	-	-	-	-	-	-
Total Adjusted Base Grant ADA	_	404.79	405.92	395.95	376.69	369.70	384.07	384.07
Total Adjusted base Graffi ADA		404.75	403.32	333.33	370.03	303.70	304.07	304.07
Necessary Small School ADA		Current year	Current year	Current year	Current year	Current year	Current year	Current year
Grades TK-3		-	-	-	-	-	-	-
Grades 4-6		_	_	_	_	_	_	_
Grades 7-8		_	-	-	_	_	-	_
Grades 9-12		_	_	_	_	_	_	_
Total Necessary Small School ADA	_	-	-	-	-	-	-	
Total Funded ADA	_	404.79	405.92	395.95	376.69	369.70	384.07	384.07
ACTUAL ADA (Current Year Only)								
Grades TK-3		232.73	237.34	226.51	210.54	206.88	246.15	246.15
Grades 4-6		172.06	168.58	169.44	166.15	162.82	137.92	137.92
Grades 7-8		-	-	-	-	-	-	-
Grades 9-12		-	-	-	-	-	-	-
Total Actual ADA	_	404.79	405.92	395.95	376.69	369.70	384.07	384.07
Funded Difference (Funded ADA less Actual ADA)		-	-	-	-	-	-	
			16					
		2013-14	LCAP Percer 2014-15	ntage to Increase or I 2015-16	mprove Services 2016-17	2017-18	2018-19	2019-20
	_							
Current year estimated supplemental and concentration Current year Percentage to Increase or Improve Services		the LCAP year \$	327,167 \$ 13.54%	320,107 \$ 11.91%	287,553 \$ 10.56%	165,125 \$ 5.78%	207,815 \$ 6.83%	258,690 8.41%

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					lculator Universal				
			Spring Creek Mata	inzas Charter (605	52039) - SPRING C	REEK/MATANZAS	@ 1st Interim 201	17/18	
					Summary of Fund	ling			
			2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Target Components: Base Grant			3,954,400	4,010,384	4,099,266	4,004,512	4,038,785	4,047,760	4,142,917
Grade Span Adjustment			228,856	251,330	243,232	236,260	232,987	233,578	239,081
Supplemental Grant			365,031	394,124	413,666	404,739	408,296	399,962	411,732
Concentration Grant			-	- ,	-	- ,	-	-	-
Add-ons			-	-	-	-	-	-	-
Total Target			4,548,287	4,655,838	4,756,164	4,645,511	4,680,068	4,681,300	4,793,730
T									
Transition Components: Target			\$ 4,548,287 \$	4,655,838 \$	4,756,164 \$	4,645,511 \$	4,680,068 \$	4,681,300 \$	4,793,730
Funded Based on Target Formula (based on p	rior vear P-2	certification)	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE
Floor		,	3,251,020	3,428,236	3,841,369	4,222,054	4,428,000	4,451,141	4,603,320
Remaining Need after Gap (informational only)			1,141,573	857,355	434,001	185,996	143,200	77,978	66,796
Current Year Gap Funding			155,694	370,247	480,794	237,461	108,868	152,181	123,614
Miscellaneous Adjustments			-	-	-	-	-	-	-
Economic Recovery Target			-	-	-	-	-	-	-
Additional State Aid Total Phase-In Entitlement			\$ 3,406,714 \$	3,798,483 \$	4,322,163 \$	4,459,515 \$	4,536,868 \$	4,603,322 \$	4,726,934
			, , , , ,	-, -, -, -	, , , , ,	,,	,,	, , , ,	, , , ,
					onents of LCFF By C				
8011 - State Aid	\$	2012-13 48,795	2013-14 \$ 594,000 \$	2014-15 874,382 \$	2015-16	2016-17 1,660,975 \$	2017-18	2018-19 1,789,312 \$	2019-20 1,889,634
8011 - State Ald 8011 - Fair Share	٠	-40,795	\$ 594,000 \$	874,382 \$	1,365,050 \$	1,660,975 \$	1,668,661 \$	1,789,312 \$	1,889,634
8311 & 8590 - Categoricals		349,596	-	-	-	-	-	-	-
EPA (for LCFF Calculation purposes)		633,037	613,779	526,227	304,735	129,247	213,991	113,167	109,450
Local Revenue Sources: 8021 to 8089 - Property Taxes									
8096 - In-Lieu of Property Taxes		2,260,267	2,198,935	2,397,874	2,652,378	2,669,293	2,654,216	2,700,843	2,727,850
Property Taxes net of in-lieu		-	-	-	-	-	-	-	-,,
TOTAL FUNDING	\$	3,291,695	\$ 3,406,714 \$	3,798,483 \$	4,322,163 \$	4,459,515 \$	4,536,868 \$	4,603,322 \$	4,726,934
Basic Aid Status			ć	ć	ć		ć		
Less: Excess Taxes	\$	_	\$- \$ - \$	\$- - \$	\$- - \$	\$- - \$	\$- - \$	\$- - \$	\$ - -
Less: EPA in Excess to LCFF Funding	\$	-	\$ - \$	- \$	- \$	- \$	- \$	- \$	-
Total Phase-In Entitlement			\$ 3,406,714 \$	3,798,483 \$	4,322,163 \$	4,459,515 \$	4,536,868 \$	4,603,322 \$	4,726,934
8012 - EPA Receipts (for budget & cashflow)	\$	629,339	\$ 614,825 \$	605,093 \$	333,214 \$	204,714 \$	123,911 \$	113,167 \$	109,450
				Sum	mary of Student Po	nulation			
			2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Unduplicated Pupil Population									
Agency Unduplicated Pupil Count			257.00	277.00	302.00	270.00	270.00	270.00	270.00
COE Unduplicated Pupil Count			-	-	=	-	-	-	-
Total Unduplicated pupil Count			257.00	277.00	302.00	270.00	270.00	270.00	270.00
Rolling %, Supplemental Grant			43.6300%	46.2400%	47.6300%	47.7200%	47.7900%	46.7100%	46.9800%
Rolling %, Concentration Grant			43.6300%	46.2400%	47.6300%	46.4600%	46.4600%	46.4600%	46.4600%
FUNDED ADA									
Adjusted Base Grant ADA			Current Year	Current Year	Current Year	Current Year	Current Year	Current Year	Current Year
Grades TK-3			316.10	344.76	330.03	320.57	311.48	305.73	305.73
Grades 4-6			248.99	223.90	245.05	241.19	246.31	241.52	241.52
Grades 7-8			-	-	-	-	-	-	-
Grades 9-12  Total Adjusted Base Grant ADA			565.09	568.66	575.08	561.76	557.79	547.25	547.25
Total Aujusteu base Grant ADA			303.03	308.00	373.08	301.70	337.73	347.23	347.23
Necessary Small School ADA			Current year	Current year	Current year	Current year	Current year	Current year	Current year
Grades TK-3			-	-	-	-	-	-	
Grades 4-6			-	-	-	-	-	-	-
Grades 7-8			-	-	-	-	-	-	-
Grades 9-12			-	-	-	-	-	-	-
Total Necessary Small School ADA			-	-	-				
Total Funded ADA			565.09	568.66	575.08	561.76	557.79	547.25	547.25
ACTUAL ADA (Current Year Only)									
AO I OAL ADA (CUITERT Year Only)			316.10	344.76	330.03	320.57	311.48	305.73	305.73
Grades TK-3			310.10	223.90	245.05	241.19	246.31	241.52	241.52
Grades TK-3 Grades 4-6			248.99				2.10.01		
Grades 4-6			248.99	-	=	-	-	-	-
			248.99 - -		-	-	=	-	-
Grades 4-6 Grades 7-8 Grades 9-12			248.99 - - - 565.09		- - 575.08	- - 561.76	- - 557.79	547.25	
Grades 4-6 Grades 7-8 Grades 9-12	1 <i>A)</i>		- -	- -	- -	- - 561.76	- - 557.79		-
Grades 4-6 Grades 7-8 Grades 9-12 Total Actual ADA	14)		- -	- - 568.66 -	- - 575.08 -	-	- - 557.79 -		-
Grades 4-6 Grades 7-8 Grades 9-12 Total Actual ADA	)A)		- - 565.09 -	- - 568.66 - - LCAP Perce	575.08 - ntage to Increase or I	mprove Services		547.25 -	547.25 -
Grades 4-6 Grades 7-8 Grades 9-12 Total Actual ADA Funded Difference (Funded ADA less Actual AD			565.09 - 2013-14	- 568.66 - LCAP Perce 2014-15	- 575.08 - ntage to Increase or I	mprove Services 2016-17	2017-18	2018-19	547.25 - 2019-20
Grades 4-6 Grades 7-8 Grades 9-12 Total Actual ADA	entration		565.09 - 2013-14	- - 568.66 - - LCAP Perce	575.08 - ntage to Increase or I	mprove Services		547.25 -	547.25 -

Target Components: Base Grant Grade Span Adjustment Supplemental Grant Concentration Grant Add-ons Total Target  Transition Components: Target Flunded Based on Target Formula (based on prior ye Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target Additional State Aid		2013-14  2,875,869 175,469 307,270 3,358,608	2014-15 2,874,747 169,777 325,764	Summary of Fund 2015-16 2,785,305 161,956 313,117	LLAGE @ 1st Interi	2017-18 2,756,141 151,605	2018-19 2,653,187 142,425	2019-20 2,715,552 145,780
Base Grant Grade Span Adjustment Supplemental Grant Concentration Grant Add-ons Total Target  Transition Components: Target Funded Based on Target Formula (based on prior ye Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target		2,875,869 175,469 307,270 -	2,874,747 169,777	2015-16 2,785,305 161,956	2016-17 2,783,776 155,094	2,756,141 151,605	2,653,187	2,715,552
Base Grant Grade Span Adjustment Supplemental Grant Concentration Grant Add-ons Total Target  Transition Components: Target Funded Based on Target Formula (based on prior ye Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target		2,875,869 175,469 307,270 -	2,874,747 169,777	2,785,305 161,956	2,783,776 155,094	2,756,141 151,605	2,653,187	2,715,552
Base Grant Grade Span Adjustment Supplemental Grant Concentration Grant Add-ons Total Target  Transition Components: Target Brunded Based on Target Formula (based on prior ye) Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target		175,469 307,270 -	169,777	161,956	155,094	151,605		
Grade Span Adjustment Supplemental Grant Concentration Grant Add-ons Total Target  Transition Components: Target Funded Based on Target Formula (based on prior ye) Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target		175,469 307,270 -	169,777	161,956	155,094	151,605		
Supplemental Grant Concentration Grant Add-ons Total Target  Fransition Components:  Target Funded Based on Target Formula (based on prior yelloor Floor Flo		307,270 - -					142,425	145,780
Concentration Grant Add-ons Total Target  Fransition Components:  Target  Target Based on Target Formula (based on prior ye loor  Remaining Need after Gap (informational only)  Current Year Gap Funding  Miscellaneous Adjustments  Economic Recovery Target		- -	325,/64	313,117	304.46/			
Add-ons Total Target  Transition Components: Target Funded Based on Target Formula (based on prior ye) Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target		3,358,608	-		,	295,775	286,886	302,100
Total Target  Transition Components:  Target  Funded Based on Target Formula (based on prior ye Floor  Remaining Need after Gap (informational only)  Current Year Gap Funding  Miscellaneous Adjustments  Economic Recovery Target		3,358,608		-	-	-	-	-
Transition Components:  Target Funded Based on Target Formula (based on prior ye Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target		3,358,608	2 270 200	2 200 270	2 242 227	2 202 524	2 002 400	2 462 422
Target  'unded Based on Target Formula (based on prior yellor)  Floor  F			3,370,288	3,260,378	3,243,337	3,203,521	3,082,498	3,163,432
Funded Based on Target Formula (based on prior ye Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target		ć 3.250.600 ć	2 270 200 6	2 200 270 . 6	2 242 227 . 6	2 202 524 . 6	2,002,400, 6	3,163,432
Floor Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target		\$ 3,358,608 \$ FALSE	3,370,288 \$ FALSE	3,260,378 \$ FALSE	3,243,337 \$	3,203,521 \$ FALSE	3,082,498 \$	
Remaining Need after Gap (informational only) Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target	ur r-2 certification)	2,384,159	2,478,422	2,634,523	FALSE 2,960,801	3,040,686	FALSE 2,931,139	FALSE 3,031,217
Current Year Gap Funding Miscellaneous Adjustments Economic Recovery Target		857,499	622,878	296,921	124,099	92,507	51,280	46,381
Miscellaneous Adjustments Economic Recovery Target		116,950	268,988	328,934	158,437	70,328	100,079	85,834
Economic Recovery Target		-	200,588	320,334	130,437	70,328	100,079	63,634
		-	-	-	-	-	-	
		-	-	-	-	-	-	-
Total Phase-In Entitlement		\$ 2,501,109 \$	2,747,410 \$	2,963,457 \$	3,119,238 \$	3,111,014 \$	3,031,218 \$	3,117,051
			Comp	onents of LCFF By C	Object Code			
2011 011 111	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
3011 - State Aid \$	33,206		653,312 \$	955,401 \$	1,171,207 \$	1,155,282 \$	1,188,564 \$	1,258,354
8011 - Fair Share 8311 & 8590 - Categoricals	261,816		-	-	-	-	-	-
EPA (for LCFF Calculation purposes)	439,473	446,385	376,126	206,166	93,316	145,142	73,349	71,700
Local Revenue Sources: 8021 to 8089 - Property Taxes		-	-	-	-	-	-	_
8096 - In-Lieu of Property Taxes	1,569,814	1,599,908	1,717,972	1,801,890	1,854,715	1,810,590	1,769,305	1,786,997
Property Taxes net of in-lieu	-	-	-	-	-	-	-	-
FOTAL FUNDING \$	2,304,309	\$ 2,501,109 \$	2,747,410 \$	2,963,457 \$	3,119,238 \$	3,111,014 \$	3,031,218 \$	3,117,051
Basic Aid Status		\$-	\$-	\$-	\$-	\$-	\$-	\$-
Less: Excess Taxes \$		\$ - \$	- \$	- \$	- \$	- \$	- \$	-
Less: EPA in Excess to LCFF Funding \$		\$ - \$	- \$	- \$	- \$	- \$	- \$	
Total Phase-In Entitlement		\$ 2,501,109 \$	2,747,410 \$	2,963,457 \$	3,119,238 \$	3,111,014 \$	3,031,218 \$	3,117,051
8012 - EPA Receipts (for budget & cashflow) \$	436,904	\$ 447,025 \$	432,469 \$	222,875 \$	138,645 \$	86,916 \$	73,349 \$	71,700
			Sum	nmary of Student Po	pulation			
Undonlinated Don't Demolation		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Unduplicated Pupil Population		244.00	220.00	245.00	202.00	202.00	202.00	202.00
Agency Unduplicated Pupil Count		214.00	229.00	215.00	202.00	202.00	202.00	202.00
COE Unduplicated Pupil Count								
Total Unduplicated pupil Count		214.00	229.00	215.00	202.00	202.00	202.00	202.00
Rolling %, Supplemental Grant		50.3500%	53.5000%	53.1200%	51.8000%	50.8600%	51.3100%	52.7900%
Rolling %, Concentration Grant		45.8200%	50.4200%	48.2300%	46.4600%	46.4600%	46.4600%	46.4600%
FUNDED ADA								
Adjusted Base Grant ADA		Current Year	Current Year	Current Year	Current Year	Current Year	Current Year	Current Year
Grades TK-3		242.36	232.89	219.75	210.44	202.68	186.42	186.42
Grades 4-6		168.79	174.53	170.93	179.89	177.82	172.08	172.08
Grades 7-8		106.75	1/4.33	170.55	175.05	-	-	172.08
Grades 9-12		-	-	-	-	-	-	_
Total Adjusted Base Grant ADA	-	411.15	407.42	390.68	390.33	380.50	358.50	358.50
Necessary Small School ADA		Current year	Current year	Current year	Current year	Current year	Current year	Current year
Grades TK-3		-	-	-	-	-	-	-
Grades 4-6		-	-	-	-	-	-	-
Grades 7-8		-	-	-	-	-	-	-
Grades 9-12	-							
Total Necessary Small School ADA	-	-	-	-			-	
Total Funded ADA		411.15	407.42	390.68	390.33	380.50	358.50	358.50
ACTUAL ADA (Current Year Only)								
		242.36	232.89	219.75	210.44	202.68	186.42	186.42
Grades TK-3		168.79	174.53	170.93	179.89	177.82	172.08	172.08
Grades 4-6		-	-	-	-	-	-	-
			_	_	-	_	-	-
Grades 4-6	_	=						
Grades 4-6 Grades 7-8 Grades 9-12		411.15	407.42	390.68	390.33	380.50	358.50	358.50
Grades 4-6 Grades 7-8	-			390.68	390.33	380.50	358.50 -	358.50
Grades 4-6 Grades 7-8 Grades 9-12 Fotal Actual ADA	-		407.42 -	390.68 - ntage to Increase or I	-	380.50	358.50	358.50
Grades 4-6 Grades 7-8 Grades 9-12 Total Actual ADA	-		407.42 -	-	-	<b>380.50</b> - 2017-18	358.50 - 2018-19	2019-20

					Summary of Fund	ling			
			2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Target Components:			047.444	2 024 402	2.005.406	2 044 472	2.075.455	2 005 420	2 072 727
Base Grant Grade Span Adjustment			047,114 177,959	3,034,483 182,746	3,065,466 176,909	3,041,472 175,295	2,975,455 168,352	2,905,429 160,982	2,973,727 164,775
Supplemental Grant			344,502	340,576	344,859	325,987	308,407	292,291	307,573
Concentration Grant			-	-	-	-	-	,	-
Add-ons			-	-	-	-	-	-	-
Total Target		3,	569,575	3,557,805	3,587,234	3,542,754	3,452,214	3,358,702	3,446,075
Transition Components:									
Target		\$ 3,	569,575 \$	3,557,805 \$	3,587,234 \$	3,542,754 \$	3,452,214 \$	3,358,702 \$	3,446,075
Funded Based on Target Formula (based on prior)	year P-2 certification)		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE
Floor Remaining Need after Gap (informational only)			519,520 924,031	2,613,105 659,777	2,896,814 327,552	3,234,133 135,556	3,281,717 96,859	3,206,805 51,463	3,307,241 48,703
Current Year Gap Funding			126,024	284,923	362,868	173,065	73,638	100,434	90,131
Miscellaneous Adjustments			-		-	-	-	-	-
Economic Recovery Target			-	-	-	-	=	=	-
Additional State Aid									<u>-</u>
Total Phase-In Entitlement		\$ 2,	645,544 \$	2,898,028 \$	3,259,682 \$	3,407,198 \$	3,355,355 \$	3,307,239 \$	3,397,372
					onents of LCFF By C				
8011 - State Aid	\$ 37,16		2013-14 477,998 \$	2014-15 686,205 \$	2015-16 1,048,785 \$	2016-17 1,278,376 \$	2017-18 1,242,571 \$	2018-19 1,287,992 \$	2019-20 1,361,464
8011 - Fair Share	. 5.,10		-	-	-	-	-	-	-
8311 & 8590 - Categoricals	280,09		-	-	-	-	-	-	-
EPA (for LCFF Calculation purposes)  Local Revenue Sources:	481,57	2	473,002	398,090	227,886	101,859	157,680	81,253	78,536
8021 to 8089 - Property Taxes			_	_	_	_	-	-	_
8096 - In-Lieu of Property Taxes	1,719,41	6 1,	694,544	1,813,733	1,983,011	2,026,963	1,955,104	1,937,994	1,957,372
Property Taxes net of in-lieu TOTAL FUNDING	\$ 2,518,24	9 \$ 2.	- 645,544 \$	2,898,028 \$	3,259,682 \$	3,407,198 \$	3,355,355 \$	3,307,239 \$	3,397,372
Basic Aid Status	2,510,24	<i>y</i> 2,							\$-
	\$ -	\$	\$- - \$	\$- - \$	\$- - \$	\$- - \$	\$- - \$	\$- - \$	ş- -
	, \$ -	, \$	- \$	- \$	- \$	- \$	- \$	- \$	
Total Phase-In Entitlement			645,544 \$	2,898,028 \$	3,259,682 \$	3,407,198 \$	3,355,355 \$	3,307,239 \$	3,397,372
8012 - EPA Receipts (for budget & cashflow)	\$ 478,75	9 \$	473,772 \$	457,651 \$	248,640 \$	153,079 \$	92,934 \$	81,253 \$	78,536
					mary of Student Po				
Unduplicated Pupil Population			2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Agency Unduplicated Pupil Count			243.00	236.00	240.00	204.00	204.00	204.00	204.00
COE Unduplicated Pupil Count			-	-	-	-	-	-	-
Total Unduplicated pupil Count			243.00	236.00	240.00	204.00	204.00	204.00	204.00
Rolling %, Supplemental Grant		5	3.4100%	52.9300%	53.1800%	50.6700%	49.0500%	47.6600%	49.0000%
Rolling %, Concentration Grant		4	5.8200%	50.4200%	48.2300%	46.4600%	46.4600%	46.4600%	46.4600%
FUNDED ADA		_							
Adjusted Base Grant ADA Grades TK-3		Curr	ent Year	Current Year	Current Year	Current Year	Current Year	Current Year	Current Year
Grades 4-6			245.80 189.67	250.68 179.45	240.04 189.91	237.85 188.73	225.07 185.80	210.71 181.97	210.71 181.97
Grades 7-8			-	-	-	-	-	-	101.57
Grades 9-12			-	_	-	-	-	-	-
Total Adjusted Base Grant ADA			435.47	430.13	429.95	426.58	410.87	392.68	392.68
Necessary Small School ADA		Curr	rent year	Current year	Current year	Current year	Current year	Current year	Current year
Grades TK-3			-	-	-	-	-	-	-
Grades 4-6			-	-	-	-	-	-	-
Grades 7-8			-	-	-	-	-	-	-
Grades 9-12			-	-	=	-	-	=	-
Total Necessary Small School ADA			-						
Total Funded ADA			435.47	430.13	429.95	426.58	410.87	392.68	392.68
ACTUAL ADA (Current Year Only)				0.55					
Grades TK-3 Grades 4-6			245.80	250.68	240.04	237.85	225.07	210.71	210.71
Grades 4-6 Grades 7-8			189.67	179.45	189.91	188.73	185.80	181.97	181.97
Grades 7-8 Grades 9-12			-	-	-	-	-	-	-
Total Actual ADA		-	435.47	430.13	429.95	426.58	410.87	392.68	392.68
Funded Difference (Funded ADA less Actual ADA)			-	.50.10	-	-	0.0,	-	-
				LCAP Perce	ntage to Increase or I	mprove Services			
			2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Current year estimated supplemental and concent		ing in the LCA	P year \$	340,576 \$	344,859 \$	325,987 \$	173,284 \$	220,509 \$	277,031
Current year Percentage to Increase or Improve Se	ervices			13.32%	11.83%	10.58%	5.45%	7.14%	8.88%

Target Components:	116 11,378 105 144,289
Target Components:	2,318,876 116 11,378 105 144,289
Base Grant	116 11,378 105 144,289
Carde Span Adjustment   1,387   7,735   10,384   10,495   138,383   13   13   13   13   13   13   13	116 11,378 105 144,289
Supplemental Grant	105
Concentration Grant	380 \$ 2,474,543  380 \$ 2,474,543  LSE FALSE 362 2,370,146 333 36,622  85 67,775
Add-ons	280 \$ 2,474,543 LSE FALSE 162 2,370,146 333 36,622 785 67,775 147 \$ 2,437,921  2019-20 235 \$ 858,009 100 105,502 147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921
Total Target	280 \$ 2,474,543 LSE FALSE 162 2,370,146 333 36,622 785 67,775 147 \$ 2,437,921  2019-20 235 \$ 858,009 100 105,502 147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921
Transition Components:  Target Funded Based on Target Formula (based on prior year P-2 certification) FIGURE FUNDED Based on Target Formula (based on prior year P-2 certification) FALSE	280 \$ 2,474,543 LSE FALSE 162 2,370,146 333 36,622 785 67,775 147 \$ 2,437,921  2019-20 235 \$ 858,009 100 105,502 147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921  147 \$ 2,437,921
Target   S	LSE FALSE 1662 2,370,148 1333 36,622 1785 67,775 1
FAISE   FAIS	LSE FALSE 1662 2,370,148 1333 36,622 1785 67,775 1
Floor	362 2,370,146 333 36,622 785 67,75
Remaining Need after Gap (informational only)	333 36,622 785 67,775
Current Year Gap Funding	785 67,775
Miscellaneous Adjustments	3-19 2019-20 3-19 2019-20 325 \$ 858,009 
Economic Recovery Target	2,437,921  3-19 2019-20 235 \$ 858,009
Additional State Aid	3-19 2019-20 235 \$ 858,009
Components of LCFF By Object Code   2012-13   2013-14   2014-15   2015-16   2016-17   2017-18   20   2011-15   2015-16   2016-17   2017-18   20   2011-15   2015-16   2016-17   2017-18   20   2011-15   2015-16   2016-17   2017-18   20   2011-15   2015-16   2016-17   2017-18   20   2011-15   2015-16   2016-17   2017-18   20   2011-15   2015-16   2016-17   2017-18   20   2011-18   2011-18   2011-18   2011-18   2011-18   2011-18   2011-18   2011-18   2011-18   2011-18   2011-18   2011-18   2011-18	3-19 2019-20 235 \$ 858,009
Solit - State Aid   Soli	235 \$ 858,009 
Solit - State Aid   Soli	235 \$ 858,009 
8011 - State Aid 8011 - Fair Share 8011 - Fair Share 811 - Sage Sage Sage Sage Sage Sage Sage Sage	235 \$ 858,009
Sali	
EPA (for LCFF Calculation purposes) 186,423 284,047 332,044 206,617 207,788 186,539 120 Local Revenue Sources:  8021 to 8089 - Property Taxes 640,796 979,674 1,244,984 1,306,956 1,674,390 1,522,847 1,455 Property Taxes net of in-lieu	100 105,502  1312 1,474,410
Local Revenue Sources:   8021 to 8089 - Property Taxes   640,796   979,674   1,244,984   1,306,956   1,674,390   1,522,847   1,458   1,538,830   1,954,188   1,306,956   1,674,390   1,522,847   1,458   1,538,830   1,954,188   1,306,956   1,674,390   1,522,847   1,458   1,538,830   1,954,188   1,306,956   1,674,390   1,522,847   1,458   1,538,830   1,954,188   1,536,258   1,538,830   1,954,188   1,536,258   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,538,830   1,954,188   1,9	312 1,474,410 
8091 to 8089 - Property Taxes   -	312 1,474,410
8096 - In-Lieu of Property Taxes         640,796         979,674         1,244,984         1,306,956         1,674,390         1,522,847         1,455           Property Taxes net of in-lieu         -         <	
TOTAL FUNDING   \$ 957,872 \$ 1,538,830 \$ 1,954,188 \$ 2,062,768 \$ 2,676,379 \$ 2,481,966 \$ 2,370	. \$ 2,437,921 . \$ . . \$ .
Basic Ald Status	\$- - \$ - - \$ - 147 \$ 2,437,921 100 \$ 105,502
Less: Excess Taxes \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$   \$ - \$   \$	- \$ \$
Less: Excess Taxes \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$   \$ - \$   \$	- \$ \$ \$ \$ \$ \$
Less: EPA in Excess to LCFF Funding         \$         -         5         -	147 \$ 2,437,921 100 \$ 105,502
Sumary of Student Population   Sumary of Student Population	100 \$ 105,502
Summary of Student Population   2013-14   2014-15   2015-16   2016-17   2017-18   20   20   20   20   20   20   20   2	
2013-14   2014-15   2015-16   2016-17   2017-18   20	
2013-14   2014-15   2015-16   2016-17   2017-18   20	
Unduplicated Pupil Population           Agency Unduplicated Pupil Count         77.00         96.00         89.00         97.00         97.00         9           COE Unduplicated Pupil Count         -	3-19 2019-20
Agency Unduplicated Pupil Count         77.00         96.00         89.00         97.00         97.00         99.00           COE Unduplicated Pupil Count         - <td></td>	
Total Unduplicated pupil Count         77.00         96.00         89.00         97.00         97.00         98.00           Rolling %, Supplemental Grant         30.310%         31.3700%         31.0500%         29.1600%         28.5600%         29.0	.00 97.00
Rolling %, Supplemental Grant 30.3100% 31.3700% 31.0500% 29.1600% 28.5600% 29.0	<u> </u>
	.00 97.00
Rolling %, Concentration Grant 30.3100% 31.3700% 31.0500% 29.1600% 28.5600% 29.0	30.9600%
	00% 30.9600%
FUNDED ADA	
Adjusted Base Grant ADA Current Year Current	'ear Current Year
	.55 14.55
	.85 4.85
	.39 276.39
Grades 9-12	<u> </u>
Total Adjusted Base Grant ADA         251.76         295.25         283.37         352.38         320.03         29	.79 295.79
Necessary Small School ADA Current year Current year Current year Current year Current year Current	rear Current year
Grades TK-3	-
Grades 4-6	-
	-
Grades 9-12	<del></del>
	5.79 295.79
2500 2500 2500 2500	
ACTUAL ADA (Current Year Only)	
	.55 14.55
Grades 4-6 3.71 6.54 12.00 11.43 4.85	.85 4.85
	.39 276.39
Grades 9-12	<u> </u>
	.79 295.79
Funded Difference (Funded ADA less Actual ADA)	
LCAP Percentage to Increase or Improve Services	
2013-14 2014-15 2015-16 2016-17 2017-18 20	
	3-19 2019-20
	3-19 2019-20 977 \$ 132,954 96% 5.77%

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Fund: 01 General Fund Resource: 0000 Unrestricted

Description	Object	Board Approved Operating Budget
Ending Fund Balance	979Z	9,464,423.52
Components of Ending Fund Balance Nonspendable Revolving Cash Stores	9711 9712	7,250.00 3,293.00
Prepaid Expenditures All Others	9712 9713 9719	0.00 0.00
Restricted	9740	0.00
Committed Stabilization Arrangements Other Commitments	9750 9760	0.00 0.00
Assigned Other Assignments COP Textbook Adoption One-Time 17/18 Bonus 1% Phone System	9780 9780 9780 9780 9780	2,482,201.52 1,453,201.52 500,000.00 280,000.00 249,000.00
Unassigned/Unappropriated Reserve for Economic Uncertainties Unassigned/Unappropriated	9789 9790	6,971,679.00 0.00

SACS2017ALL Financial Reporting Software - 2017.2.0 12/4/2017 3:00:49 PM

49-70896-0000000

# First Interim 2017-18 Board Approved Operating Budget Technical Review Checks

#### Rincon Valley Union Elementary

Sonoma County

Following is a chart of the various types of technical review checks and related requirements:

- F <u>F</u>atal (Data must be corrected; an explanation is not allowed)
- W/WC Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

## IMPORT CHECKS

## GENERAL LEDGER CHECKS

## SUPPLEMENTAL CHECKS

## EXPORT CHECKS

Checks Completed.

# Rincon Valley Union School District Board of Trustees Agenda Item Summary

**Meeting Date:** December 12, 2017

**Agenda Item:** Action Item 14.3

**Subject:** J-13A Waiver – School Closure (District and Charter)

Submitter: Dr. Joe Pandolfo, Deputy Superintendent

**Background:** Ed Codes 41422 (school closure) and 46392 (material decrease in attendance) authorize maintenance of apportionment in instances when one or more schools must be closed because of "extraordinary conditions." When the State Superintendent of Public Instruction (SSPI) authorizes credit for the days that school was closed, districts receive Average Daily Attendance (ADA) for all purposes and instructional time credit for the day(s) and minutes lost to the emergency closure. Essentially, school districts are to be held harmless from revenue loss that might otherwise result from the loss of ADA or instructional time in emergencies.

Per Education Code Section 41422, a district that is required to operate sessions of shorter length than otherwise prescribed by law because of extraordinary conditions, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the school district and of the county superintendent of schools, shall receive the same apportionment from the State School Fund as it would have received had it not been so prevented from maintaining school for a sufficient number of days to meet the minimum legal standard of at least 175 full-length days or to qualify for funds under Education Code Sections 46200 or 46201.

Due to the October firestorm, all Rincon Valley Union School District Schools were closed for 11 days from October 9<sup>th</sup> through October 23<sup>rd</sup>. The District receives approximately \$57.46/student for each day of attendance. Based on the Districts' average daily attendance of 3,334, the District stands to lose approximately \$2.1M, unless the waiver is granted.

**Highlights:** There is a mechanism to recover funding for lost ADA.

**Challenges:** In theory, the state could reject the claim, although that is unlikely.

**Analysis:** Applying for the J13 waiver will finically benefit the District.

**Next Steps:** File the form with the California Department of Education.

Attachments: J-13 Waiver Forms

Fiscal Impact: \$2.1M

**Recommendation:** Approve both the District and Charter J-13 Waiver Form

## California Department of Education

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

School District (or Charter School) Name: Rincon Valley Union School District

School District (or Charter School) Address: 1000 Yulupa Avenue

Santa Rosa, CA 95405

County-District Code: 49 70896 County Name: Sonoma County

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

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

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

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

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

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

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

#### SCHOOL CLOSURE

Nature of Emergency (describe): Due to the North Bay Wildfires, a large part of the Rincon Valley Union School District was designated an evacuation zone. Many families were evacuated and particulates from the ash caused the air quality to be extremely unhealthy and forced the District to cancel school. The area lost over 6,000 structures and a large percentage of these structures were located within the Rincon Valley Union School District attendance area.

Name of School(s): All District Schools (if request covers all schools, write "all schools")

School Code(s):
49 70896 6117907 Austin Creek
49 70896 6052021 Madrone
49 70896 6052054 Sequoia
49 70896 0120980 Redwood Consortium/ Rincon Valley Partnership

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates): October 9- 23, 2017

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

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years: The Rincon Valley Union School District has never been closed for wildfires of this nature in the past five years.

## **MATERIAL DECREASE**

Nature of Emergency (describe	<del>)</del> ):	Note: This page was intentionally left blank and will be completed when Actual ADA for
Name of School: (if request covers all schools, w	vrite "all schools")	May has been calculated.
School Code(s):		
We request the substitution of attendance in accordance with will authorize use of the estima apportionments for the foregoin during while of the described emergency.	the provisions of Section 46 ted days of attendance in the school(s) for (dates)	392. Approval of this request ecomputation of
Estimated attendance for each Estimated daily attendance mu days of attendance	Itiplied by number of days of	students per day. material decrease, yields
State method of determining es	•	ctober or May ADA):
-		
ADA for school month beginnin , 2	g on	, 2 and ending on
Actual apportionable attendanc	e for days of material decrea	ase:
Sito Date	Actua	al Attendance

## LOST OR DESTROYED ATTENDANCE RECORDS

We request the use of estimated attendance in lieu of attendance of the loss or destruction of attendance records. The accordance with Section 46391. The entire period covered by records commences with	nis request is made in by the lost or destroyed
Describe circumstances and extent of records loss or destru	ction:
Describe how it is proposed to reconstruct attendance record the absence of records:	ds or estimate attendance in
	Note: This page was intentionally left blank as it is Not Applicable.

## AFFIDAVIT OF GOVERNING BOARD MEMBERS

We, members constituting a majority of the school district, hereby swear (or affirm) that based on official district records.	governing board of the <u>Rincon Valley</u> t the foregoing statements are true and	<u>Union</u> are
Carol Lynn Wood		
Mike Cook		
Chris Rafanelli		
Jeff Gospe		
Printed Names	Signatures	-
At least a majority of the members of the	e governing board shall execute this	affidavit.
Subscribed and sworn (or affirmed) before		
Signature, Title		
of Sonoma County, California		
Contact/Individual responsible for preparing	this form:	
Name:Krystle Johnson		
Phone : (707) 542-7375 Fax : (707) 542-98	B02_E-mail: kjohnson@rvusd.org	
AFFIDAVIT OF COUNTY SUP	PERINTENDENT OF SCHOOLS	4
The information and statements contained i to the best of my knowledge and belief.	in the foregoing request are true and co	orrect
Signature, County Superintendent of School	ols	
Date:		
Subscribed and sworn (or affirmed) before it	me, thisday of	, 2
Signature, Title		
of Sonoma County, California		
	a Haira Farman	
Contact/Individual responsible for preparing		
Name:Ti		
Phone: Fax :	E-mail:	

AFFIDAVIT O	F CHARTER SCHO	OL GOVER	NING BOAR	D MEMBERS	
We, members constitution charter school, hereby based on official district	swear (or affirm) th				
		W			
Printed Na			Signat	ures	
At least a majority of	the members of the	ne governin	g board shal	II execute this	affidavit.
Subscribed and sworn	(or affirmed) before	e me, this	day of		_, 2
Signature, Title					
of Sonoma County, Ca	alifornia			Note: This pos	
Contact/Individual resp	oonsible for preparir	na this form:		Note: This page intentionally le	ft blank as
Name:		Title:		it is Not Applic	able.
Phone:	Fax :		E-mail:		
	erintendent of Auth				
Approval by Cape	Annionaoni or Auti	IOTIZOG ZOO		/ .gee / (	7
Signature, Title				-	
of Rincon Valley Union	<u> School District (</u> LE	ĒΑ).			
	IT OF COUNTY SU				
The information and st to the best of my know		_	oing request	are true and co	rrect
Signature, County Sup Date:		ools			
Subscribed and sworn	(or affirmed) before	e me, this	day of		,2.
Signature, Title					
of					
Contact/Individual resp	oonsible for preparir	ng this form:			
Name:	-	Title:			
Dhono	Eav ·		E mail:		

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

School District (or Charter School) Name: Rincon Valley Union School District

School District (or Charter School) Address: 1000 Yulupa Avenue

Santa Rosa, CA 95405

County-District Code: 49 70896 County Name: Sonoma County

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

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

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

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

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

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

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

#### SCHOOL CLOSURE

Nature of Emergency (describe): Due to the North Bay Wildfires, a large part of the Rincon Valley Union School District was designated an evacuation zone. Many families were evacuated and particulates from the ash caused the air quality to be extremely unhealthy and forced the District to cancel school. The area lost over 6,000 structures and a large percentage of these structures were located within the Rincon Valley Union School District attendance area.

Name of School(s): All Charter Schools (if request covers all schools, write "all schools")

School Code(s):

49 70896 6085229 Binkley Charter

49 70896 6052039 Matanzas/ Spring Creek Charter

49 70896 6052070 Village Charter

49 70896 6052047 Whited Charter

49 70896 0102525 Rincon Valley Charter

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates): October 9- 23, 2017

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

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years: The Rincon Valley Union School District has never been closed for wildfires of this nature in the past five years.

## **MATERIAL DECREASE**

Nature of Emerge	ncy (describe):		intention	is page was ally left blank as Applicable.
Name of School: (if request covers	all schools, write "all scho	ols")		
School Code(s):				
attendance in accomill authorize use	ubstitution of estimated day ordance with the provision of the estimated days of a r the foregoing school(s) f during which school att mergency.	s of Section 46 ttendance in th or (dates)	392. Appı e computa	oval of this request ation of
	ince for each day (Octobe tendance multiplied by nui days of attendance requ	mber of days o		
State method of d	etermining estimated daily	attendance (C	october or	May ADA):
ADA for school mo	onth beginning on , 2		, 2	_ and ending on
Actual apportional	ole attendance for days of	material decre	ase:	
Site	Date	Actu	al Attenda	ance

## LOST OR DESTROYED ATTENDANCE RECORDS

We request the use of estimated attendance in lieu because of the loss or destruction of attendance re accordance with Section 46391. The entire period records commences with, 2	cords. This request is made in
Describe circumstances and extent of records loss	or destruction:
Describe how it is proposed to reconstruct attendare the absence of records:	nce records or estimate attendance in

Note: This page was intentionally left blank as it is Not Applicable.

# AFFIDAVIT OF GOVERNING BOARD MEMBERS

school district, her	eby swear (or affirm	of the governing board n) that the foregoing st		
based on official d	istrict records.			
	_			
	ed Names		Signatures	
At least a majorit	y of the members	of the governing boa	ard shall exec	ute this affidavit
Subscribed and sv	worn (or affirmed) be	efore me, thisday	/ of	, 2
Signature, Title	·			
of Sonoma County	y, California		N. (	
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Contact/Individual	responsible for pre	naring this form	it is Not Ap	
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Phone ·	Fax ·	Title: E-ma		_
1 11011C <u> </u>	I ax .	L-III6		
		Y SUPERINTENDENT		
	nd statements conta knowledge and belie	nined in the foregoing ef.	request are tru	e and correct
Signature County	Superintendent of S	Schools		
Date:				
Dato				
Subscribed and sv	worn (or affirmed) be	efore me, thisday	/ of	, 2
Signature, Title				
of <u>Sonoma</u> County	y, California			
Contact/Individual	responsible for pre	paring this form:		
		Title:		_
		 E-ma		

## AFFIDAVIT OF CHARTER SCHOOL GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the <u>Rincon Valley Union School District</u> charter school, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

Carol Lynn Wood		
Cynthia Evers		
IVIIK 🗗 U. CYCK		
Chris Rafanelli		
Jeff Gosne		
Printed Names  At least a majority of the members of the	Signatures the governing board shall execute this	offidovit
At least a majority of the members of t	ine governing board shall execute this	aiiiuavit.
Subscribed and sworn (or affirmed) befor	re me, thisday of	, 2
Signature, Title		
of <u>Sonoma C</u> ounty, California		
Contact/Individual reasonaible for preser	ing this form:	
Contact/Individual responsible for prepari		
Name: Krystle Johnson Title: Director Phone: (707) 542-7375 Fax: (707) 5	<u>of Fiscal Services</u> 542-9802     E-mail: <u>kjohnson@rvusd.or</u>	n
1 10110. <u>(101) 042 1010</u> 1 4x . <u>(101) 0</u>	E mail. Normson@ivasa.org	7
Approval by Superintendent of Aut	thorized Local Educational Agency (LE	<b>A</b> )
Signature, Title	, Superintendent	
of <u>Rincon Valley Union School District</u> (Li	EA).	
	······································	
AFFIDAVIT OF COUNTY S	UPERINTENDENT OF SCHOOLS	
	ed in the foregoing request are true and co	orrect
to the best of my knowledge and belief.		
Signature, County Superintendent of Sch	nools	
Date:		
Subscribed and sworn (or affirmed) before	re me, thisday of	2
,	· •	<u> </u>
Signature, Title		
ofCounty, Califo	Jilia	
Contact/Individual responsible for prepari	•	
Name:		
Phone: Fax :	E-mail:	

# Rincon Valley Union School District Board of Trustees Agenda Item Summary

**Meeting Date:** December 12, 2017

**Agenda Item:** Action Item 14.4

Subject: School-Connected Organization Authorization - Sequoia

Submitter: Dr. Tony Roehrick, Superintendent

**Background:** In Information Item 13.1, representatives from Sequoia were invited to provide a

summary of their parent group's efforts for the current school year. This item asks the Governing Board to approve the parent group's authorization documents. As a result, the Governing Board will authorize the group to represent Sequoia

Schools as the sole parent-based group for the site.

**Highlights:** N/A

**Challenges:** N/A

**Analysis:** N/A

**Next Steps:** N/A

Attachments: See Information Item 13.1 School Connected Organization Authorization

Fiscal Impact: While there is no fiscal impact to the District, each group provides a significant

fiscal contribution to the individual school sites.

**Recommendation:** Approve