

# TIPTON ELEMENTARY SCHOOL DISTRICT REGULAR BOARD MEETING AGENDA

Tuesday, June 9, 2020  
7:00 p.m. District Cafeteria

**1. Call to order- Flag Salute**

In compliance with the Americans with Disabilities Act and the Brown Act, if you need special assistance to participate in the meeting, including the receipt of the agenda and documents in the agenda package in an alternate format, please contact the Tipton Elementary School District office at (559) 752-4213. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35, 104 ADA Title II), and allow for the preparation of documents in appropriate alternate format

**2. Open Public Hearing on the Spending Determination for Funds Received from EPA for 2020 - 2021**

- 2.1 Open for public questions and comments
- 2.2 Close Public Hearing

**3. Open Public Hearing on the 2020 - 2021 District's General Fund Excess Reserve**

- 3.1 Open for public questions and comments
- 3.2 Close Public Hearing

**4. Open Public Hearing on the 2020 - 2021 Budget Adoption**

- 4.1 Open for public questions and comments
- 4.2 Close Public Hearing

**5. Public Input:**

In order to ensure that Members of the public are provided a meaningful opportunity to address the board on agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public input portion of the agenda, or at the time the matter is taken up by the board. Board presentations are limited to 3 minutes per person and 15 minutes per topic.

- 5.1 Community Relations/Citizen Comments
- 5.2 Reports by Employee Units CTA/CSEA

**6. CONSENT CALENDAR: Action items:**

- 6.1 Minutes of the Regular Board Meeting - May 5, 2020
- 6.2 Save the Children Partner Agreement
- 6.3 Resolution #2019-2020-13 in the Matter of Spending Determination for Funds Received from the Education Protection Account for 2020-2021 Fiscal Year
- 6.4 Board Resolution #2019-2020-14, Authorizing Inter-fund Loan for Cash Flow Purposes
- 6.5 Board Resolution #2019-2020-15, Authorization for County Superintendent of Schools to make year end Budget Transfer
- 6.6 Board Resolution #2019-2020-16, Authorizing Inter-fund Transfers In Accordance with the Budget
- 6.7 Agreement with TCOE for Psychological Services

- 6.8 Memorandum of Understanding for Services to Migrant Students, Migrant Education Region VIII
- 6.9 Discard Library Materials
- 6.10 Fundraiser and Facilities Request
- 7. **ADMINISTRATIVE: Action items:**
  - 7.1 Approval of Covid-19 Written Report
  - 7.2 Approval of the District's General Fund Excess Reserves
  - 7.3 Approval of Proposed School Budget for the 2020-2021 School Year
  - 7.4 Quarterly Board Policy Updates March 2020 and April 2020
  - 7.5 Declaration of Need for Fully Qualified Educators
  - 7.6 Suicide Prevention, Intervention and Postvention Manual
  - 7.7 Approval to Purchase T-Mobile Hotspots for Online Learning Due to Covid -19
- 8. **FINANCE: Action items:**
  - 8.1 Vendor Payments
  - 8.2 Budget Revisions
- 9. **INFORMATION: (Verbal Reports & presentations)**
  - 9.1 MOT--FOOD SERVICE—PROJECTS
  - 9.2 Update on Scenarios for Reopening School in 2020-2021
- 10. **Any Other Business**
  - 10.1 Quarterly Board Policy Updates May 2020
- 11. **Adjourn to Closed Session:**
  - 11.1 Government Code Section 54957  
Public Employee Discipline/Dismissal/Release/Complaint
  - 11.2 Education Code section 35146  
Student transfers, inter District request, etc
  - 11.3 Government Code Section 54957.6  
Conference with Labor Negotiators  
Agency designated representatives: Superintendent  
Employee Organization: CTA
- 12. **Reconvene to open session**
- 13. **Report out from Closed Session**
- 14. **Adjournment**

Notice: If documents are distributed to Board Members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 370 N. Evans Road, Tipton CA. 93272.

**Agenda Posted June 4, 2020**

**6. CONSENT CALENDAR: Action items:**

**6.1** Minutes of the Regular Board Meeting - May 5, 2020

**TIPTON ELEMENTARY SCHOOL DISTRICT  
REGULAR BOARD MEETING  
MINUTES**

Tuesday, May 5, 2020  
7:00 p.m. District Cafeteria

**1. Call to order- Flag Salute**

*Board President, Greg Rice, called the meeting to order at 7:00 pm and led the flag salute. Board Members present: Iva Sousa, Shelley Heeger, Fernando Cunha, John Cardoza and Greg Rice. Guests: Maryann Henry and Cherie Solian.*

**2. Public Input:**

- 2.1 Community Relations/Citizen Comments
- 2.2 Reports by Employee Units CTA/CSEA
- 2.3 Correspondence - Review of Second Period Interim Report, 2019-2020

**3. CONSENT CALENDAR: Action items:**

- 3.1 Minutes of the Regular Board Meeting – April 7, 2020
- 3.2 Agency Agreement with TCOE for Shared Business Services for the 2019-2020 School Year
- 3.3 Agency Agreement with TCOE for Library Media Services for the 2019-2020 School Year

*Motion to approve to Consent Calendar was made by Iva Sousa and second by Fernando Cunha.  
Vote Yea 5/ No 0/ Abstain 0/ Absent 0  
Yea - Iva Sousa, Shelley Heeger, Fernando Cunha, John Cardoza and Greg Rice  
No – 0  
Abstain – 0  
Absent – 0*

**4. ADMINISTRATIVE: Action items:**

- 4.1 Tipton Elementary School District Resolution #2019-2020-11 a Resolution for the Suspension of Current District Grading Policy and Adoption of a Temporary Alternative Grading System for Student Distance Learning During School Closure Caused by the Coronavirus (COVID-19) Pandemic

*Motion to approve Tipton Elementary School District Resolution #2019-2020-11 a Resolution for the Suspension of Current District Grading Policy and Adoption of a Temporary Alternative Grading System for Student Distance Learning During School Closure Caused by the Coronavirus (COVID-19) Pandemic was made by Fernando Cunha and second by Shelley Heeger.  
Vote Yea 5/ No 0/ Abstain 0/ Absent 0  
Yea - Iva Sousa, Shelley Heeger, Fernando Cunha, John Cardoza and Greg Rice  
No – 0  
Abstain – 0  
Absent – 0*

- 4.2 Resolution #2019-2020-12 In the Matter of Ordering Regular Governing Board Member Elections; Specifications of the Election Order



*Motion to approve Resolution #2019-2020-12 In the Matter of Ordering Regular Governing Board Member Elections; Specifications of the Election Order was made by Iva Sousa and second by John Cardoza.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea - Iva Sousa, Shelley Heeger, Fernando Cunha, John Cardoza and Greg Rice*

*No – 0*

*Abstain – 0*

*Absent – 0*

#### **4.3 Memorandum of Understanding Between Tipton Elementary School District and California School Employees Association (CSEA) and its Tipton Chapter, No. 765**

*Motion to approve Memorandum of Understanding Between Tipton Elementary School District and California School Employees Association (CSEA) and its Tipton Chapter, No. 765 was made by Shelley Heeger and second by John Cardoza.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea - Iva Sousa, Shelley Heeger, Fernando Cunha, John Cardoza and Greg Rice*

*No – 0*

*Abstain – 0*

*Absent – 0*

#### **4.4 Consider and Approve Cancellation of June 2, 2020 Regular Board Meeting**

*Motion to Consider and Approve Cancellation of June 2, 2020 Regular Board Meeting was made by Fernando Cunha and second by John Cardoza.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea - Iva Sousa, Shelley Heeger, Fernando Cunha, John Cardoza and Greg Rice*

*No – 0*

*Abstain – 0*

*Absent – 0*

## **5. FINANCE: Action items:**

### **5.1 Vendor Payments**

*Motion to approve Vendor Payments was made by Fernando Cunha and second by John Cardoza.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea - Iva Sousa, Shelley Heeger, Fernando Cunha, John Cardoza and Greg Rice*

*No – 0*

*Abstain – 0*

*Absent – 0*

### **5.2 Budget Revisions**

*Motion to approve Budget Revisions was made by Iva Sousa and second by Fernando Cunha.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea - Iva Sousa, Shelley Heeger, Fernando Cunha, John Cardoza and Greg Rice*

*No – 0*

*Abstain – 0*

Absent – 0

**6. INFORMATION: (Verbal Reports & presentations)**

**6.1 MOT--FOOD SERVICE—PROJECTS**

*Mrs. Stacey Bettencourt updated the Board on the status of the school garden. Mrs. Bettencourt shared with the Board that the 2020-2021 adoption of the LCAP would be delayed until December 2020. She shared that there would be a written report that would be given to them to adopt in June along with the annual budget. Mrs. Bettencourt shared with the Board ideas on how to celebrate and recognize the graduating eighth graders in lieu of the traditional graduation ceremony due to the restrictions of COVID-19. Mrs. Bettencourt also shared with the Board a variety of scenarios in regards to bringing students back in the fall. She shared that more information will be shared at the June meeting.*

**7. Any Other Business-**

**7.1** Review Quarterly Board Policy Updates March 2020 and April 2020

**8. Adjourn to Closed Session: 8:10 pm**

**9. Reconvene to open session 9:05 pm**

**10. Report out from Closed Session**

**8.1** Education Code section 35146

Student transfers, inter District request, etc.

*No Action*

**8.2** Government Code Section 54957.6

Conference with Labor Negotiators

Agency designated representatives: Superintendent

Employee Organization: CTA

*No Action*

**8.3** Government Code section 54957 Public Employee Discipline/Dismissal/Release

*Motion to ratify employee #6656542690, a fourth grade teacher's resignation/retirement effective May 5, 2020 and accepted by the Superintendent on April 15, 2020 was made by John Cardoza and second by Fernando Cunha.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea - Iva Sousa, Shelley Heeger, Fernando Cunha, John Cardoza and Greg Rice*

*No – 0*

*Abstain – 0*

*Absent – 0*

*Motion to ratify employee #8853684814, a Community Ambassador effective May 5, 2020 and accepted by the Superintendent on April 20, 2020 was made by John Cardoza and second by Fernando Cunha.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea - Iva Sousa, Shelley Heeger, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent - 0*

**11. Adjournment 9:06 pm**

**Minutes approved June 9, 2020**

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Greg Rice, President

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Iva Sousa, Clerk

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Stacey Bettencourt, Secretary

**6. CONSENT CALENDAR: Action items:**

**6.2 Save the Children Partner Agreement**

|   |   |
|---|---|
| <p><b>SUB-AGREEMENT</b><br/> <b>BY</b><br/> <b>Save the Children Federation, Inc.</b><br/> <b>TO</b><br/> <b>Tipton Elementary School District</b><br/> <b>370 N. Evans Road</b><br/> <b>Tipton, California 93272</b></p>   |   |
| 1. <b>Project Name:</b><br>Tipton Elementary  | 2. <b>Sub-award Number:</b><br>999002553  |
| 3. <b>Sub-award Effective Date:</b><br>7/01/2020  | 4. <b>Sub-award Expiration Date:</b><br>6/30/2021   |
| 5. <b>Sub-recipient Contact Name and Information:</b><br>Mrs. Stacey Bettencourt<br>Superintendent<br>sbettencourt@tipton.k12.ca.us<br>559-752-4213   | 6. <b>Save the Children Contact Name and Information:</b><br>SaRonn Mitchell, Specialist, Early Steps to School<br>Success Programs<br>smitchell@savechildren.org   |
| 7. <b>Donor Comments:</b>   |   |
| 8. <b>Total Obligated Amount:</b><br>\$83,313   | 9. <b>Total Estimated Amount</b><br>\$83,313  |
| <p>Save the Children Federation Inc. and <b>Tipton Elementary School District</b> hereby agree that the electronic signatures, as defined in the Electronic Signatures in Global and National Commerce Act of 2000 ("ESIGN") used in execution of this Agreement are legally binding and, as such, equivalent to traditional handwritten signatures under ESIGN and other applicable laws. Both Save the Children and <b>Tipton Elementary School District</b> further agree that the electronic signatures used in execution of this Agreement shall constitute an original for all purposes. <b>Tipton Elementary School District</b> agrees that it is solely responsible for maintaining security and confidentiality of its electronic signatures, and that it shall be solely responsible for all actions initiated under its electronic signatures.</p> <p><b>IN WITNESS WHEREOF</b>, Save the Children Federation, Inc. and Sub-recipient have each caused this agreement to be executed on their behalf:</p> |   |
| 10. <b>Sub-recipient Authorized Representative:</b><br><br>BY: <br>Mrs. Stacey Bettencourt<br>TITLE: Superintendent<br><br>DATE: 6/1/2020  | 11. <b>Save the Children Federation, Inc. Authorized Representative:</b><br><br>BY: <br>Will Dittmar<br>TITLE: State Director<br><br>DATE: 6/1/2020 |

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## **I Definitions and Scope of the Agreement**

(a) In addition to any term which is defined in a Section of the Agreement, the following terms shall have the definitions provided below:

**“Budget”** means the budget for the Project/Program(s) in Appendix 2 as varied or amended in accordance with Section 6;

**“Current Obligated Funding Amount”** means, at any time, the amount of the Sub-agreement funds which SCUS has paid and committed to pay the Sub-recipient at such time. This amount is stated in Section 8 of the Cover Sheet;

**“Days”** means calendar days

**“Donor”** means the entity specified as donor in Section 7 of the Cover Sheet (as applicably noted);

**“Funder Applicable Cost Principles”** means any cost principles dictated by the prime donor that must be flowed down to Sub-recipients;

**“Implementation End Date”** means the date specified as the Implementation End Date in Section 4 of the Cover Sheet;

**“Project/Program(s)”** means the project or program specified in Section 1 of the Cover Sheet and Appendix 1;

**“Sub-award”** means the sub-award to be made by SCUS to the Sub-recipient on the terms set out in the Agreement;

**“Sub-award Effective Date”** means the date specified as the start date in Section 3 of the Cover Sheet;

**“Sub-award Expiration Date”** means the Implementation End Date or such later date on which all the rights and obligations of the Parties under the Agreement have been performed (other than under Section 6). See section 4 of the Cover Sheet;

**“Total Estimated Amount”** means the total estimated amount of funds available for the work to be performed under this Agreement as specified in Section 9 of the Cover Sheet.

**“Total Obligated Amount”** means the total amount of the Sub-award specified in Section 8 of the Cover Sheet, including the total amount of any Current Obligated Funding Amount, if applicable;

**“Year”** means the period of 12 months beginning on the Agreement Start Date or any anniversary of the Agreement Start Date except that the final Year of the Agreement shall end on the Implementation End Date.

### **(b) Purpose**

The purpose of this Agreement is for Save the Children Federation, Inc. (hereinafter referred to as “SCUS”) to set out the rights and responsibilities of SCUS to **Tipton Elementary School District**, (hereinafter referred to as Sub-recipient), in relation to the Agreement and implementation of the Project/Program(s) at **Tipton Elementary**. It is agreed that the funding set forth in this agreement will be used exclusively for achievement of the Project/Program objectives.

### **(c) Total Sub-award Amount**

SCUS shall make the Total Sub-award Amount in US Dollars available to the Sub-recipient at the times and upon the terms set out in this Agreement and subject to SCUS receiving the necessary funding.

### **(d) Current Obligated Funding Amount**

If SCUS agrees to make a Current Obligated Funding Amount available to the Sub-recipient, SCUS shall make such payment to the Sub-recipient in upon the terms set out in this Agreement.

### **(e) Gifts-in-kind**

SCUS is actively pursuing gift-in-kind contributions which may replace Current Obligated Funding Amounts included in the Project budget. Should SCUS secure such contributions, they will be passed through to the partnering organization and the dollar amounts of said contributions will be



removed from the Current Obligated Funding Amount of the Project. SCUS will send a formal budget revision at that time.

## 2 Appendices

The following Appendices which are indicated in the boxes provided below shall form part of this Agreement:

### Appendix 1 - Project / Program(s) plan and program documents

|                                     |   |
|-------------------------------------|---|
|                                     | I.a. School Age Program Quality Standards   |
|                                     | I.b. Afterschool Program Component  |
|                                     | I.c. In-School Literacy Program Component   |
|                                     | I.d. Foster Grandparent Program Expectations  |
|                                     | I.e. SummerBoost Camp Program Component   |
|                                     | I.f. KinderBoost Program Component  |
| <input checked="" type="checkbox"/> | I.g. Early Steps to School Success Program Component                                  |
|                                     | I.h. Sponsorship Program Expectations   |
|                                     | I.i. Sponsorship Basic Education Program Expectations                                 |
| <input checked="" type="checkbox"/> | I.j. Data Use Agreement and Consent to Release Confidential Student Education Records |
| <input checked="" type="checkbox"/> | I.k. Technology System Requirements   |
| <input checked="" type="checkbox"/> | I.l. Partner plan   |
|                                     | I.m Donor Conditions  |

### Appendix 2 - Project / Program(s) Budget

Appendix 3 – Save the Children Child Safeguarding Policy (as updated and revised from time to time)

Appendix 4 – Save the Children Code of Conduct and Business Ethics

Appendix 5 – Save the Children Zero-Tolerance Fraud Policy (as updated and revised from time to time)

Appendix 6 – Save the Children Social Media Policy (as updated and revised from time to time)

Appendix 7 – Save the Children Vendor Questionnaire Form

## 3 Responsibilities of the Parties

### (a) Roles and Responsibilities of SCUS

SCUS will:

- (i) Be legally and solely responsible to the Donor for the Project / Program(s) and be the sole Party in direct communication with the Donor;
- (ii) Transfer funds in accordance with Section 4;
- (iii) Provide guidance and technical assistance for the Sub-recipient to implement the Project/ Program(s) as described in the Project / Program Plan (Appendix 1);
- (iv) Engage in other monitoring activities necessary to effectively oversee this sub-award which may include on-site visits to observe Project/Program activities, financial monitoring, periodic implementation meetings and other measures necessary to monitor activities under this sub-award. Sub-recipient programs will be periodically monitored through SCUS site visits to selected sites with a minimum of one week prior notification when possible. SCUS reserves the right to conduct

unannounced site visits if it is deemed necessary to ensure Project/Program operations and effectiveness.

**(b) Roles and Responsibilities of the Sub-recipient**

The Sub-recipient will:

- (i) Be responsible for achieving the objectives of the Project / Program(s) as described in Appendix I, including planning, implementation, reporting and monitoring Project / Program(s) activities;
- (ii) Be responsible for the financial management and administration of the Project / Program(s), which shall be undertaken in observance with all applicable federal and state laws including 2CFR200 where applicable to relevant Sub-recipient organization type and in accordance with good management practice;
- (iii) Report in writing to SCUS within 7 days of becoming aware of any of the following:
  - 01. Changes to the overall goal, objectives, or results set out in the Project / Program(s) Plan in Appendix I;
  - 02. Implementation delays of more than 30 days;
  - 03. Changes to the amount of the total Budget for the Project / Program(s);
  - 04. Budget variance of more than percentage/amount listed in section 4(a)(ii);
  - 05. Any other issues that would or could have a significant adverse impact on delivery of the Project / Program(s) or the reputation of SCUS.
- (iv) Notify SCUS in the event of direct communication from the Donor and seek prior approval from SCUS for any resulting communication with the Donor;
- (v) If and when required by SCUS, clearly state in all external communications, including printed material referring to the Project / Program(s), that it is funded by SCUS and/or the Donor. Additionally, any public notices or communications by the Sub-recipient to the public, and in particular to the mass media or any public forum whatsoever (including press, radio, television, cinema, internet, etc.) relating to this Sub-Agreement shall be subject to prior authorization in writing by the SCUS. If SCUS authorizes the Sub-recipient to supply the public with information, the Sub-recipient shall ensure that such information is provided accurately. The Sub-recipient shall not use the names or logos of SCUS without the advance written consent of SCUS. The Sub-recipient shall not refer to its relationship with SCUS or to the Sub-Agreement without SCUS's prior written approval.
- (vi) Facilitate any visits from SCUS or the Donor in connection with this Sub-Agreement when required.
- (vii) Be responsible for following all Policies included in the Appendices

**(c) Roles and Responsibilities of the Parties**

During the implementation of the Project / Program(s) each of the Parties will avoid statements or actions which may, directly or indirectly, jeopardise the good name and reputation of the other Party.

**4 Budget, Funds Transfers, and Financial Management**

**(a) Budget and Funding**

- (i) The Sub-recipient shall ensure that the Total Sub-award Amount including any Current Obligated Funding Amount will be used in accordance with the approved Project / Program(s) Budget (Appendix 2).
- (ii) Please note that SCUS allows 10% line item flexibility within the total Current Obligated Funding Amount. This flexibility is allowed provided that any spending deviations from budget are only for the furtherance of implementation of program plans and not to supplement or supplant the existing or unforeseen costs of any of Sub-recipient's non-SCUS programs.
- (iii) SCUS hereby obligates funds to the Sub-recipient up to the **Total Obligated Amount**. SCUS is not required to reimburse the Sub-recipient for any costs in excess of the Total Obligated Amount. SCUS expects to obligate additional increments up to the Total Estimated Cost, subject in all cases to the availability of funds.
- (iv) Upon acceptance of this Sub-award, SCUS shall make periodic payments to the Sub-recipient as detailed in the sections below. All payments to the Sub-recipient will be made by direct deposit or

check in the name of the Sub-recipient as follows: **Tipton Elementary School District**. Payments will be issued upon receipt of an acceptable financial report and generally within 30 days of receipt.

01. Sub-recipient will receive reimbursement payments as follows:

Sub-recipient will receive a reimbursement of expenses following the receipt of approved quarterly in-system financial reports.

Sub-recipient receiving quarterly reimbursements should submit quarterly in-system financial reports according to the reporting schedule outlined in Section 8(b) of this Agreement.

02.  Sub-recipient will receive advance payments as follows:

Advance payments: SCUS will make two advance payments to the Sub-recipient based on the approximate installment amounts and criteria below. These advances will normally be made on a bi-annual basis. Advances are to total no more than the Sub-recipient's bi-annual cash requirements and will consider the balance of unspent funds from previous advances as evidenced by the Sub-recipient's quarterly in-system financial reports. An acceptable balance of funds for the Sub-recipient will be a reasonable amount or no more than 20% of total program funds received to date. This will allow smooth program operations while the quarterly in-system finance report and subsequent advance request is reconciled and reviewed. Total advances will not exceed 80% of the total sub-award amount.

| Payment Installment     | Payment Amount                                     | Requirements  |
|-------------------------|--|---|
| 1 <sup>st</sup> Advance | 35% of Total Obligated Amount                      | <ul style="list-style-type: none"> <li>• Signed agreement</li> <li>• Certificate of liability insurance</li> </ul>  |
| 2 <sup>nd</sup> Advance | 45% of Total Obligated Amount                      | <ul style="list-style-type: none"> <li>• 80% of cumulative funds received spent</li> <li>• 1<sup>st</sup> and 2<sup>nd</sup> quarter financial report</li> </ul>  |
| Final Payment           | Reimbursement up to 100% of Total Obligated Amount | <ul style="list-style-type: none"> <li>• Project/program completed</li> <li>• All reports/data submitted</li> <li>• 3<sup>rd</sup> and 4<sup>th</sup> quarter financial report</li> <li>• Reimbursement of balance of obligated amount due based on actual, approved, allowable financial reported expenditures within the sub-award term.</li> </ul> |

If Sub-recipient does not meet requirements for payments to be issued beyond the first advance, Sub-recipient may submit interim financial reports reflecting 80% of cumulative funds received have been spent in order for SCUS to release the next advance installment.

Initial:   
Maryann Henry

(v) Other Terms of Payment:

01. Accounting for payments: Advances shall be deposited by the Sub-recipient and maintained in a separate bank account unless the Sub-recipient utilizes a segregated fund accounting system that tracks funds by sub-award and is acceptable to SCUS. If the Sub-recipient does not have segregated fund accounting and a separate bank account is specifically excluded by legislative authority, then funding will be provided on a cost reimbursement basis.

02. Unspent Balance: Any unspent balance of funds at the completion date of the agreement must be refunded back to SCUS and submitted along with the final in-system financial report.

(vi) The Sub-recipient shall ensure that any amendments to the Budget are in accordance with Section 6 of this Agreement.

**(b) Under-spending and Implementation Delays**

(i) At the midpoint of the Project, SCUS will work with Sub-recipient to assess spending and determine any budget changes that may be needed in order to ensure no more or less than adequate funding is obligated to support the Project. Any significant underspending that cannot be utilized for the remaining Project deliverables may be reduced from the obligated budget through an amendment agreed between SCUS and the Sub-recipient.

(ii) If there are implementation delays of more than 90 days to the Project Plan, SCUS reserves the right to delay the transfer of funds by the delay period, unless otherwise agreed between SCUS and the Sub-recipient.

**(c) Return of unused funds**

(i) Except with prior agreement of SCUS, funds transferred to the Sub-recipient that have not been spent at the Implementation End Date are to be repaid in US Dollars and submitted to SCUS along with the final financial report.

(ii) Should the Sub-recipient cease operations, the Sub-recipient shall ensure that before such operations cease, arrangements are in place for all unspent sub-award funds originating from SCUS to be repaid to SCUS and that such payment shall take place within 30 days of SCUS providing bank details for that purpose.

**(d) Financial Management**

The Sub-recipient is responsible for all matters relating to the budgeting and utilization of the sub-award funds disbursed by SCUS to the Project(s) and the Sub-recipient will ensure that:

- (i) a qualified person is handling the day-to-day management of funds and book-keeping;
- (ii) all bank and other financial transactions related to this Sub-award are tracked and reported in a transparent manner including to enable all expenditure of Sub-award funds to be isolated, identified and accounted for;
- (iii) accurate records of account of the Sub-award funds are kept in accordance with Sub-recipient accounting policies;
- (iv) any interest earned on Sub-award funds are required to be returned to SCUS and;
- (v) expenses are specified in the Sub-recipient's account books in at least the same level of detail as such expenses appear in the Budget so that the accounts are reported and verified against the Budget.

**5 Cost Share**

This Sub-award is subject to the following cost sharing requirement:

**CHECK AS APPROPRIATE**

The budget for this Sub-award **INCLUDES** Cost Sharing. As per budget attached, Sub-recipient agrees to contribute **\$7,504.00** to the Project/Program. It is expected that Sub-recipient make every effort to meet this cost share amount during Project/Program implementation. SCUS recommends that Sub-recipient track and document this contribution for their internal purposes, however is not required to report this to SCUS.

The budget for this sub-award **DOES NOT INCLUDE** Cost Sharing.

IMPORTANT NOTE: SCUS must be notified of any changes to sub-recipient cost share commitment.

## **6 Amendments**

If the proposed amendment extends the duration of the Project/Program(s) or increases the total amount of the Budget, the Sub-recipient will submit, no later than 90 days before the Implementation End Date, a written request to SCUS including the reasons for the extension or increase, together with a revised Project/Program(s) Plan (Appendix 1) and Budget (Appendix 2). Such amendment will be considered approved by both Parties upon SCUS issuing its approval in writing. If an amendment is initiated by SCUS, the amendment will be considered approved when executed by both parties.

The parties acknowledge that the Budget may be revised from time to time and otherwise by the Parties in the ordinary course of implementation of the Project(s)/Program(s). Changes to the Budget require the prior approval in writing of SCUS.

Budget amendments are typically recommended although not limited to when the following conditions apply:

01. total sub-award budget is projected to be overspent;
02. projected underspend of the total budget that is greater than 5% underspent;
03. line item changes that are greater than 10% of the total budget.

In the event that there is a modification to the total amount of this sub-award, a revised budget must be submitted for SCUS approval.

## **7 Audit and Record Retention**

### **(a) Audit**

This sub-award requires the submission of a copy of Sub-recipient's audit that encompasses SCUS funds at the end of the sub-award. If the Sub-recipient does not have a regular annual audit, then the sub-award is subject to a Project/Program-specific, external audit at the end of the Project/Program. The audit must be conducted by an external audit firm approved by SCUS. If the Sub-recipient must have a Project/Program-specific audit to meet this requirement, audit fees are allowable costs under SCUS sub-awards. The Sub-recipient may request additional funds to cover audit fees which will likely result in a budget revision and sub-award modification. In addition to reviewing submitted audit, SCUS finance staff will complete in-person or remote financial monitoring to review documentation supporting reported expenditures.

### **(b) Financial Records**

The Sub-recipient hereby agrees to record, classify and report all Sub-award financed costs in separate and segregated sub-award-specific financial accounts. The ledger and journal system must meet generally accepted accounting standards and comply with 2 CFR 230 – Cost Principals for Non-Profit Organizations (OMB Circular A-122). The Sub-recipient shall maintain complete records of all costs charged to the sub-award for a period of seven years after the expiration of the award and make such records available to SCUS or its representatives for review at any time. The Sub-recipient shall document that responsible steps were taken to ensure that all purchases charged to the Sub-award are at reasonable prices and from reasonable sources.

### **(c) Inspection**

SCUS or any of their authorized representatives must have the right of access to any documents, papers, or other records of the Sub-recipient which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the Sub-recipient's personnel for the purpose of interview and discussion related to such documents.

## 8 Reporting and Action Plan

### (a) Project Progress reporting

- (i) Project Reporting is the sole responsibility of the Sub-recipient. SCUS maintains an internet based Monitoring and Evaluation system to capture program data for Literacy, Healthy Choices, and Early Steps to School Success. This data must be updated by the Sub-recipient at least weekly when the Project/Program is active.
- (ii) In addition to updating the Monitoring and Evaluation system, all sites implementing Literacy programming must submit Accelerated Reader Diagnostics to SCUS on the first working day of each month.
- (iii) Should Project/Program progress reports be missing from the Monitoring and Evaluation system, SCUS reserves the right to delay advance or reimbursement payments.

### (b) Financial reporting

Quarterly in-system financial reports should be uploaded to the Partner Reporting Portal according to the following periods and due dates:

Quarter 1 – July 1, 2020 to September 30, 2020 – report due **October 15, 2020**

Quarter 2 – October 1, 2020 to December 31, 2020 – report due **January 11, 2021**

Quarter 3 – January 1, 2021 to March 31, 2021 – report due **April 15, 2021**

Quarter 4: Final Report – April 1, 2021 to June 30, 2021 – report due **July 16, 2021**

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Maryann Henry

The quarterly in-system financial reports will be checked and approved by SCUS program and finance staff before any subsequent payments are issued. This may require a review of the documentation supporting expenditures reflected on the Sub-recipient's quarterly in-system financial report.

(i) If adjustments to the Sub-recipient's accounting of this sub-award occur after the end of the period of sub-award or beyond June 30, 2021 thus reducing the final in-system financial report of expenditures, then SCUS requests that the Sub-recipient provide a revised final in-system financial report by no later than 30 days of the close of the month in which the adjustment occurred along with payment to SCUS for the balance of any unspent sub-award funds.

(ii) SCUS's guidelines on the format of financial reports are as follows:

01. Financial reports should be provided from the financial software of the Sub-recipient ("in system reports"). If the Sub-recipient has multiple agreements with SCUS, a separate report is needed for each Sub-agreement where each report covers only up to one site of program implementation for the Sub-recipient.
02. Expenditures should be reported to SCUS using the Sub-recipient's accounting method on a consistent basis. Any necessary accounting adjustments must be made in the current reporting period only. Once a period is reported upon to SCUS and closed, no adjustments may be made to prior reporting periods.
03. The format of the financial report are recommended to include the following items:
  - a. Budget column with program costs, line item account codes, and subtotals of program expenses (for example a sub total for In-school and a sub total for Afterschool). The financial report budget should reflect the same line items and amounts as indicated in the attached budget. The in-system report should clearly

identify the line item categories within program costs that are reflected in the budget.

- b. Actual period expenditures column that corresponds to the applicable program costs, account codes and subtotals as per line item listed in the attached budget.
- c. Cumulative (YTD) expenditures column that corresponds to the applicable program costs, account codes and subtotals as per line items included in the attached budget.
- d. Balance remaining by program cost, account code and subtotal as per line items listed in the attached budget.
- e. Reconciliation of program funds summary: Project funds received Less: Actual cumulative expenditures Equals: Project funds remaining

04. Signed and dated: All financial reports must be signed and dated by either the preparer or approver managing the reporting for this sub-award.

05. Reports are to be submitted via SCUS online partner reporting system. SCUS Finance Contact is as follows:

**Jeff Toney**  
**Portfolio Manager**  
**jtoney@savechildren.org**

**(c) Other reporting**

Interim financial and/or program progress reports may be requested by SCUS to meet the reporting requirements of funding source(s) supporting this Sub-award. SCUS will make every effort to provide sufficient notice to the Sub-recipient in the event that interim reporting is required.

**9 General Procedures**

**(a) Timesheets**

All salaries charged to this award are made against timesheets showing the actual time spent working on Project/Program activities. Acceptable timekeeping practices should at minimum identify time worked on SCUS funded activities separate from other sources, time spent on specific program components in alignment with the approved budget and be approved by Sub-recipient employee's supervisor. Personnel costs reflected in financial reports that are found to be unsupported by supervisor approved timesheets by the Sub-recipient could result in disallowed costs by SCUS.

**(b) Student Data**

SCUS and the Sub-recipient intend that SCUS will review Student Data (as defined in this section) to evaluate the needs of Sub-recipient's students, and to determine which of those students will benefit from their participation in the Project/Program, with the objective of improving educational outcomes of the Sub-recipient's students. But for SCUS's services as described in this Agreement, Sub-recipient would be required to utilize its own personnel for the services being provided by SCUS, such that SCUS shall be deemed a "school official" within the meaning of 34 C.F.R. § 99.31(a)(i)(B). Thus, the Sub-recipient must provide access to Student Data for all students in the Sub-recipient's schools covered by this Agreement, including program enrollment information such as student name, student date of birth, address, home and emergency contact numbers, parent name(s), parent date(s) of birth, additional specific demographic information (such as race, gender, ethnicity, benefits information, etc. depending on the program(s) being implemented) as well as program participation details such as program attendance and activity data ("Student Data"). Notwithstanding SCUS's status as a 'school official', the Sub-recipient is required to acquire lawfully valid permissions regarding confidentiality of student data from student parents or legal guardians as necessary, which it will make available to SCUS upon request. First year sites implementing SCUS Literacy programs utilizing Renaissance Learning's ("RL") Renaissance Place ("RP") Accelerated Reader and STAR Reading assessments for monitoring and evaluation that are

also the first in their School District to work with SCUS, must have their District Superintendent (or their authorized representative) sign attachment I (g) "Data Use Agreement and Consent to Release Confidential Student Education Records" ("RL Data Use Agreement"). The RL Data Use Agreement authorized Renaissance Learning to transmit the RP student assessment records to SCUS for partner sites implementing SCUS Literacy programs. The terms of this Agreement are subject to and supplemented by the terms and conditions of the applicable RL Data Use Agreement signed by the Sub-recipient's District Superintendent. SCUS will only use or share Student Data that identifies a person, either directly or indirectly ("Identifiable Student Data") in order to fulfill its obligations and responsibilities under this Agreement or to evaluate the effectiveness of its programs, and will not otherwise share, distribute, or disseminate Identifiable Student Data to any third party, except as it deems necessary to comply with any applicable law, regulation, or government request required by law. If SCUS becomes legally compelled to disclose Identifiable Student Data, SCUS will provide the relevant school with notice, if legally permissible, and will use its best efforts to assist the school and parents to obtain a protective order or other appropriate remedy. SCUS may use de-identified Student Data to improve its services and further its mission to help children. Notwithstanding the foregoing, SCUS may share Student Data with federal or state educational authorities to the extent authorized under applicable law or regulations, provided SCUS will notify the Sub-recipient of any request for sharing of data relating to their students.

**(c) Limitation of Liability**

(i) The liability of SCUS is limited as it pertains to the following:

- (a) Any third party claims, losses and expenses that may arise from Sub-recipient's negligence, recklessness or intentional act or omission that is related to or in connection with this Sub-Agreement;
- (b) Compensation for the death, disability, or other hazards which may be suffered by the employees, vendors, agents or other representatives of arising from performance in connection with this Sub-Agreement; and/or
- (c) Any expenditure incurred by Sub-recipient in excess of its contribution as specified in this Sub-Agreement.

(ii) SCUS has no obligation to provide other or additional support to the Sub-recipient for implementation of the current program or for any other purposes. This provision shall survive the termination of this Agreement.

**(d) Applicable Laws and Jurisdiction**

This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut. Except as provided in this Paragraph, the parties shall settle any controversy or claim arising out of or relating to this Agreement, or the breach thereof, by binding arbitration in Connecticut. Either party to this Agreement may initiate arbitration by serving notice on the other parties of an intent to arbitrate. The notice shall specify with particularity the claims or issues that are to be arbitrated. Within ten (10) days of sending the notice to all parties, the party initiating the process shall obtain a list of available arbitrators from the local office of the American Arbitration Associations ("AAA") and shall provide the list to the other parties. The parties shall select a mutually acceptable arbitrator within ten (10) days of receiving the list, and in the event the parties are unable to agree on an arbitrator within ten (10) days, any party may petition the Presiding Judge of the Superior Court to select a single arbitrator from the AAA list. The parties shall have the discovery rights available under Connecticut's civil procedural rules, except that all discovery must be concluded within 60 days of the selection of an arbitrator and the arbitration hearing must be concluded within 30 days of the close of discovery. The hearing will be conducted in accordance with Connecticut rules of evidence. The arbitrator's final decision shall be rendered within thirty (30) days of the final hearing day. Judgment upon the arbitrator's final award may be entered in any court having jurisdiction thereof. The parties shall bear in equal shares the arbitrator's fees and costs. The prevailing party in the arbitration shall be awarded its reasonable attorney's fees and all



costs, other than the arbitrator's fees and costs. The foregoing notwithstanding, any dispute arising from or in connection with the use of trademarks and/or other intellectual property may be brought before a Connecticut court of competent jurisdiction, and the party seeking such action shall be entitled to seek injunctive or other equitable relief. For the purposes of seeking equitable relief hereunder, the parties agree that the trademarks and other intellectual property have significant intrinsic and monetary value and injury by infringement or improper use would be irreparable, without the need to show inadequate monetary or other remedy at law.

(i) In performing its obligations and exercising its rights under the Sub-agreement, Sub-recipient shall fully comply with all applicable law (including without limitation all statutes, decrees, ordinances, administrative orders, rules, regulations, and other mandatory directives, policies, and instructions with binding legal effect), in the United States.

(ii) Compliance costs are eligible for reimbursement under the Sub-agreement if they are (1) included in the Budget, and (2) comply with the Funder Applicable Cost Principles or requirements as well as any other pertinent Subagreement provision(s). However, the Subrecipient is solely responsible, without reimbursement under the Subagreement, for all costs, risks, damages, and other liability incurred by it as a result of its failure to comply with the applicable law.

**(e) No Joint Venture; Independent Contractor; Sub-recipient Personnel**

(i) Nothing in this Agreement shall be deemed to create a joint venture, agency or partnership between the Parties and the employees of one shall not be deemed to be employees of the other.

(ii) The Parties are independent contractors with respect to each other and neither Party shall have the power to obligate or bind the other, except as specifically provided in this Agreement.

(iii) Sub-recipient personnel shall at all times be under the Sub-recipient's sole supervision, direction and control, and shall not be deemed as SCUS personnel for any purpose. Any job descriptions, employment contracts, letters or job offers should identify positions as that of the Sub-recipient and not SCUS. The Sub-recipient is solely responsible for payment of all wages, salaries, and other amounts due or to become due to such personnel in connection with the Subagreement and for all reports and obligations to social security, income tax withholding, unemployment compensation, worker's compensation, and the like. The Sub-recipient shall indemnify and hold SCUS harmless against any claim or liability (including, without limitation, fines, penalties and reasonable attorney's and expert consultant fees and costs) resulting from the Sub-recipient's failure to comply with the provisions of this Article.

**(f) Confidentiality**

"Confidential Information" means written, graphic or pictorial non-public information (in any medium) and designated by the disclosing Party as being confidential or any other information, whether written, oral or observed, which under the given circumstances would reasonably be understood by the receiving Party to be confidential. Both Parties acknowledge that any information obtained in performing this Agreement regarding the operation of a Party or its products, services, policies, systems, programs, procedures, donor relations, beneficiary information or any other aspect of its business, is Confidential Information. Both Parties will hold such Confidential Information secret and will not

(i) Use such Confidential Information for any purpose other than performance of this Agreement or

(ii) Disclose such Confidential Information, directly or indirectly, to any other person, without in each instance the prior written consent of the other Party.

**(g) Prohibition Against Terrorist Financing**

The Sub-recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with and the provision of resources and support to individuals and organizations associated with

terrorism. It is the legal responsibility of the Sub-recipient to ensure compliance with these Executive Orders and laws.

The Sub-recipient, the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts. The Sub-recipient must notify SCUS immediately, in the event that it becomes aware that a Partner individual or entity is in violation of this condition.

The following steps may enable the Sub-recipient to comply with its obligations:

(i) Before providing any material support or resources to an individual or entity, the Sub-recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : [https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/fuzzy\\_logic.aspx](https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/fuzzy_logic.aspx), or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided to the Sub-recipient.

(ii) Before providing any material support or resources to an individual or entity, the Sub-recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: [https://www.un.org/sc/suborg/en/sanctions/1267/aq\\_sanctions\\_list](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list).

(iii) Before providing any material support or resources to an individual or entity, the Sub-recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

(iv) The Sub-recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

(v) The Sub-recipient may be asked on a semi-annual basis to update the compliance information originally provided during the pre-award phase of the partnership. Information needed for the compliance check is subject to change and SCUS will notify all Sub-recipients as early as possible regarding any such changes.

#### **(h) Child Safeguarding Policy**

The Sub-recipient has received, read and agrees to comply with SCUS's Child Safeguarding Policy (Appendix 3).

All sub-recipients are required to participate in mandatory Child Safeguarding training. There are two separate training modules. First, all sub-recipient staff having direct contact with children or their data must complete the Child Safeguarding Foundations Course located on Save the Children's partner portal. Second, all sub-recipients are required to attend a live Child Safeguarding webinar annually.

All partner employees must undergo proper vetting including but not limited to, criminal background checks and sexual offender registry search, and partner organizations must use reasonable processes for "clearing" any discrepancy to ensure that employee does not pose a risk to any child or vulnerable adult.

The Child Safeguarding Policy requires all concerns and/or suspected or known policy violations to be reported within 24 hours. All sub-recipients are required to report, via Save the Children's internal reporting database, as well as to any external authorities, as required by law. Child Safeguarding Focal Points (CSFPs) are embedded throughout the US to assist sub-recipients in reporting suspected or known violations, as well as to answer and consult on any Child Safeguarding issues within the sub-recipient's program.

Reports may be filed in name or anonymously in English or Spanish by calling toll-free within the US at 1-844-287-1892. Online submissions can be made at [SavetheChildren.EthicsPoint.com](http://SavetheChildren.EthicsPoint.com). Reports sent via mail must be addressed to: Director, Child Safeguarding, 899 N. Capitol Street, NE, Suite 900, Washington, DC 20002.

Initial:           <sup>DS</sup>  
SB            
**Mrs. Stacey Bettencourt, Superintendent**

**(i) Zero-tolerance Fraud Policy**

The Sub-recipient represents that its responsible officer(s) have received and reviewed SCUS' Code of Ethics and Business Conduct (Appendix 4) and SCUS Zero-Tolerance for Fraud, Bribery and Corruption Policy (Appendix 5), and that Sub-recipient will comply with these policies in all activities undertaken pursuant to this agreement, including, without limitation:

- (a) Sub-recipient represents and warrants that it has complied and will comply with all applicable anti corruption laws.
- (b) Sub-recipient shall promptly report to SCUS any credible information or allegation of fraud, bribery, or corruption relating to its work with SCUS:
  - a. Reports may be submitted to the Sub-recipient's key contact(s) at SCUS; or
  - b. Reports may be made directly to SCUS's Legal Department via [hotline@savechildren.org](mailto:hotline@savechildren.org) or file an anonymous report:
    - i. online at <http://SavetheChildren.EthicsPoint.com> or
    - ii. via phone +1 (844) 287-1892 in the United States. If you are outside of the United States and would like to report by phone, go to <http://SavetheChildren.EthicsPoint.com> for a full listing of contact numbers by country.
  - c. Sub-recipient shall preserve all documents pertaining to any credible information or allegation of fraud, bribery, or corruption relating to its work with SCUS and shall cooperate fully in any investigation or audit commenced by SCUS or its donors, including making documents, facilities, and personnel available to SCUS or its donors
- (c) Sub-recipient shall promptly and fully reimburse SCUS for any losses or penalties arising from any incident of fraud, bribery, or corruption involving their employees or agents and shall hold SCUS harmless from and against any claims, demands or expenses (including attorney's or other professional fees) arising from or relating to Sub-recipient's noncompliance with the terms of the anti-corruption clauses of this Agreement.
- (d) SCUS shall have the right to terminate this Agreement with immediate effect, and shall have no further obligation to Sub-recipient if SCUS reasonably believes that Sub-recipient is in noncompliance with the anti-corruption clauses of this Agreement.

.All Sub-recipient staff should be informed of this policy.

Initial:           <sup>DS</sup>  
SB            
**Mrs. Stacey Bettencourt, Superintendent**

**(j) Social Media Policy**

The Sub-recipient agrees to abide by the SCUS Social Media Policy (Appendix 5), and all Sub-recipient staff should be informed of this policy.

If you see or hear something you believe is violation of SCUS's Social Media Policy share your concern by reporting it to your Program Specialist or contact the Ethics Hotline:

Phone toll-free within the US: 1-844-287-1892

Fax: 1-475-999-3293

Web: Savethechildren.ethicspoint.com

**Initial:** \_\_\_\_\_

**Mrs. Stacey Bettencourt, Superintendent**

**(k) Intellectual Property Ownership and Use**

(i) Definitions:

(01) **"Pre-existing Materials"** shall be defined as all data, reports, curricula, specifications, outlines, drafts, software, pictures, photographs, videotapes, other materials and intellectual properties, proprietary information, know-how and/or trade secrets fixed in writing or other tangible media developed by Sub-recipient separate and apart from this Sub-award.

(01) **"Third Party Materials"** shall be defined as all data, reports, curricula, specifications, outlines, drafts, software, pictures, photographs, videotapes and any other materials and intellectual properties fixed in writing or other tangible media developed separate and apart from this Agreement and owned by or exclusively licensed to a third party.

(02) **"Work Product"** shall be defined as all data, reports, curricula, specifications, outlines, drafts, software, pictures, photographs, videotapes and any other materials and intellectual properties fixed in writing or other tangible media first developed under this Agreement.

(ii) Incorporating Third Party Materials: Sub-recipient shall not incorporate any Third Party Materials that include a copyright or exclusive licensing notice in favor of a third party into any Work Product, unless Sub-recipient identifies such Third Party Materials and any limitations and Sub-recipient acquires a world-wide, royalty-free license to copy, use, publish and reproduce such Third Party Materials to the extent necessary for Sub-recipient and SCUS to exercise their rights in the Work Product.

(iii) Ownership of Work Product: Sub-recipient shall be the sole and exclusive owner of the Work Product, including all rights and interests that may qualify for protection under the laws of copyright. The Work Product will acknowledge SCUS as contributing to the development of the Work Product.

(iv) License of Work Product and Pre-existing Materials Incorporated in Work Product: (a) Sub-recipient hereby grants a royalty free, irrevocable, non-exclusive, world-wide license to SCUS, and to receive, copy, use but not alter to the extent that a derivative work is created, publish and reproduce the Work Product. (b) To the extent Sub-recipient incorporates any Pre-existing Materials into the Work Product, Sub-recipient further grants SCUS, as applicable, a royalty free, irrevocable, non-exclusive license to receive, copy, use but not alter to the extent that a derivative work is created, publish and reproduce the Pre-existing Materials as incorporated in the Work Product. Sub-recipient shall be acknowledged as the owner of the Pre-existing Materials as appropriate.

(v) Specific Indemnity by Sub-recipient: Sub-recipient will comply with all applicable laws and regulations concerning copyright and trademark in the development of Work Product under this Agreement. Sub-recipient hereby indemnifies and holds SCUS harmless for any losses, claims, damages, liabilities and related expenses, including counsel fees, incurred by or asserted against

SCUS arising by virtue of Sub-recipient's reckless or intentional infringement of any applicable law or regulation concerning copyright and trademark.

(vi) Photo: A photograph of a person involves three rights: the ownership of the photograph (generally held by the photographer), the right to reproduce that photograph (often held through agreement by the employer or contractor of the photographer), and the privacy interest of the persons in the photographs (always held by those persons unless expressly released in writing, or waived by virtue of being engaged in a public activity or being a public/famous person). Use of photographs for which consent has not been obtained fails to respect the rights of the individuals being served and exposes SCUS and Sub-recipient to liability for breach of privacy rights. Each Party will obtain appropriate documentation of consent and release from the photographer, and/or the non-public persons in non-public settings, or of a parent or guardian if persons are minors before publishing photos in reports or materials generated under this Agreement.

**(l) Order of Precedence:**

In the event of a conflict or inconsistency between provisions of this Sub-agreement, the conflict or inconsistency will be resolved by giving precedence in the following order:

- (i) Funder Terms and Conditions
- (ii) SCUS Terms and Conditions
- (iii) Project Budget
- (iv) Project Plan

**(m) Prior Approvals**

(i) Any changes to the terms and conditions of the sub-agreement must be in writing and agreed upon by both parties (Sub-recipient and SCUS authorized representatives).

(ii) The Sub-recipient shall not enter into any sub-award agreement without the prior written authorization and approval of SCUS.

**(n) Insurance**

A) The Sub-recipient is solely responsible for all applicable taxes, benefits, worker's compensation insurance or equivalent, health insurance, all risk property insurance and a comprehensive general liability insurance with financially sound and reputable insurance companies, and other insurance as required under the applicable laws and naming SCUS as an additional insured. A copy of this Certificate is to be sent to SCUS as described in the cover letter of this sub-award.

B) The Sub-recipient warrants that it shall obtain and maintain adequate insurances against all risks in respect of any property and any equipment used for the execution of this Subagreement.

C) The Sub-recipient shall be solely liable for the loss or theft of, or damage to, any and all items purchased with Subagreement funds (including items in the possession of its lower-tier Sub-recipients), and, as soon as reasonably practicable after any such loss, theft or damage, shall replace such items at its own expense in compliance with the procurement requirements set forth below in Article 7 (Procurement). In addition, the Sub-recipient shall be solely liable for the loss or theft of any Subagreement funds held in cash by the Subagreement or any of its agents or lower-tier Subrecipients and shall have no recourse to SCUS or the Funder for any such loss or theft.

**(o) Conflict of Interest**

SCUS requires that all conflicts of interest involving employees (or the families of employees) must be disclosed in writing to the Program Specialist cover sheet section 5). All Sub-recipients should have and maintain a copy of their own Conflict of Interest policy and it should be available upon request from SCUS.

Some examples of conflicts of interest:

01. When an employee or family member has a connection to, or significant financial interest in, another party which does or seeks to do business with SCUS.
02. When an employee engages in an independent business venture or works for another organization in a way that prevents the employee from devoting the time and effort to SCUS required by his or her position.
03. When an employee diverts a business opportunity of SCUS to another person or organization.
04. When an employee participates in an employment-related decision regarding a family member or other person with whom the employee has a close personal relationship.

Conflicts of interest:

01. Must be reported promptly and in writing to the Program Specialist; and
02. You must not take part in decisions related to the transaction. (If you are in doubt about a potential conflict, speak with your Program Specialist.)

Initial: <sup>DS</sup> SB

**Mrs. Stacey Bettencourt, Superintendent**

**(p) Procurement**

The procurement requirements of this sub-award require that Sub-recipients follow their organizations policies and procedures for vendor selection and purchasing based on the Sub-recipient defined requirements. SCUS in no way imposes procurement requirements on Sub-recipients that are not in support of the Sub-recipient policies and procedures.

(i) In the event that the Sub-recipient does not have an established Procurement Policy, SCUS requires that procurement of goods and services of single transactions costing more than \$3,500 be supported by documentation of at least three written bids from potential vendors and a written statement by the Sub-recipient listing the reasons for selecting the chosen supplier of such goods or services. Exceptions to this requirement are if the chosen supplier is approved by SCUS.

(ii) IMPORTANT NOTE: Procurement of Project/Program materials and computers per the budget attached are encouraged to be purchased within the first 3 months and no later than the first 6 months of programming as these items are to be available to the Project/Program participants (students) for this sub-award period. Failure to complete the procurement of these goods in a timely manner will likely result in the deduction of those funds from this Sub-award by SCUS which will include a budget revision and sub-award modification.

(iii) IMPORTANT NOTE: Because of the crucial nature of these staff positions, Literacy, Healthy Choices, and Early Steps to School Success Coordinators as applicable and as listed in the Program Plan (Appendix 1) and budget (Appendix 2) must be formally employed by the Sub-recipient as close as feasibly possible to the sub-award start date. Any cost savings due to the time lag in hiring these staff positions will likely result in the deduction of funds from this Sub-award by SCUS in the amount of budgeted funds per day not worked which will include a budget revision and sub-award modification.

(iv) IMPORTANT NOTE: This sub-award should not be used to fund the purchase of capital assets with a value of \$5,000 or greater.

(v) IMPORTANT NOTE: Because of the high level of accountability, any procurement and resulting expenditure towards this sub-award that is deemed to be inappropriate according to the Project Plan, budget, and/or generally accepted accounting principles will result in the deduction of those funds from this Sub-award by SCUS which will require reclassification of such expenditures from the SCUS sub-award and documentation in support of the accounting adjustment.

**(q) Representations and Warranties**

The Sub-recipient represents and warrants that: (i) it is authorized and has the right and ability to undertake the obligations as set forth in this Sub-agreement; (ii) it is properly registered in all jurisdictions as may be required to perform its obligations under this Sub-agreement; (iii) it fully complies with Executive Order 13224 - BLOCKING PROPERTY AND PROHIBITING TRANSACTIONS WITH PERSONS WHO COMMIT, THREATEN TO COMMIT, OR SUPPORT TERRORISM.

**(q) Indemnification**

Sub-recipient shall hold harmless and indemnify SCUS and its directors, officers, agents and employees from and against all causes of action, losses, claims, liabilities, damages (including but not limited to costs, reasonable attorneys' fees, and amounts paid in reasonable settlement thereof) which arise or are alleged to arise as a result of the negligent acts, errors or omissions or willful misconduct of Sub-recipient, its directors, officers, agents or employees. Additionally, the Sub-recipient shall indemnify and hold harmless SCUS for and from all costs, risks, delays, losses, damages and other liability incurred by SCUS due to the Sub-recipient's noncompliance with such laws or failure to secure such licenses, permits, and other approvals. This paragraph shall survive the expiration or termination of this Agreement for a period equal to the running of any applicable statute of limitations, including all tolling periods.

**10 Title, Use, and Disposition of Property**

Title shall vest with the Sub-recipient for purchases made under this award.

**11 Remedies for Non-Compliance**

If the Sub-recipient fails to comply with applicable statutes, regulations or the terms and conditions of this award, SCUS may impose additional conditions, as described below in Section 12 "Specific Conditions." If SCUS determines that noncompliance cannot be remedied by imposing additional conditions, SCUS may take one or more of the following actions, as appropriate in the circumstances:

- (a) Temporarily withhold cash payments pending correction of the deficiency by the Sub-recipient.
- (b) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- (c) Wholly or partly suspend or terminate this award.
- (d) Take other remedies that may be legally available.

**12 Specific Conditions**

- (a) SCUS may impose additional specific award conditions as needed, in accordance with paragraphs (b) and (c) of this section, under the following circumstances:
  - (1) When a Sub-recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
  - (2) When a Sub-recipient fails to meet expected performance goals contained in the award;
  - or
  - (3) When a Sub-recipient is not otherwise responsible.
- (b) These additional award conditions may include items such as the following:
  - (1) Requiring payments as reimbursements rather than advance payments;
  - (2) Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
  - (3) Requiring additional, more detailed financial reports;
  - (4) Requiring additional Project/Program monitoring;
  - (5) Requiring the Sub-recipient to obtain technical or management assistance; or
  - (6) Establishing additional prior approvals.

(c) SCUS will notify the Sub-recipient as to:

- (1) The nature of the additional requirements;
- (2) The reason why the additional requirements are being imposed;
- (3) The nature of the action needed to remove the additional requirement, if applicable;
- (4) The time allowed for completing the actions if applicable, and
- (5) The method for requesting reconsideration of the additional requirements imposed.

(d) Any specific conditions must be promptly removed once the conditions that prompted them have been corrected.

### **13 Termination**

#### **(a) Termination by SCUS**

SCUS may unilaterally terminate this Agreement at any time, in whole or in part, for any of the following reasons:

- (i) Sub-recipient material noncompliance; or
- (ii) the Sub-recipient's financial insolvency, bankruptcy, assignment in favor of creditors, or similar or comparable status; or
- (iii) Donor termination or non-funding of all or part of SCUS Award with the Donor.
- (iv) For any reason, the Sub-recipient is unable to continue with the implementation of the Project under the terms and conditions of this Agreement including its annexes.

#### **(b) Mutual Termination**

The Parties may mutually agree to terminate the Agreement at any time, in whole or in part, upon such terms and conditions as may be agreed between them.

#### **(c) Terms of Termination**

- (i) Termination shall be effected by written notice to the terminated Party. The notice shall identify the basis for termination, the reason(s) therefore, the effective date of the action, a statement identifying which part (or all) of the remainder of the Agreement Term or the program activities is terminated, and procedures and standards, as appropriate, for phasedown costs and submission of final invoices.
- (ii) The termination shall be effective on the date stated in the notice.
- (iii) Unless otherwise stated in the termination notice, or as otherwise approved on a case by case basis, SCUS shall not be obligated to reimburse the Sub-recipient for any expenses incurred after the termination effective date. The Sub-recipient shall, with due regard to economy, effect an expeditious but orderly phasedown of program activities and implementation efforts. Reasonable phasedown costs will be reimbursed. Notwithstanding termination, SCUS's obligation to reimburse termination costs under this Article shall in all respects be subject to funding from the Funder and, if required, Funder approval.

#### **(d) Force Majeure**

Any delay or failure of required obligations by the Sub-recipient, shall be excused if and to the extent caused by acts of God, fire, storm, lockout, strike, terrorist act, flood, sabotage, embargo, war (whether declared or not), riot, or other causes beyond the reasonable control of the Sub-recipient.

If the Sub-recipient asserts Force Majeure as an excuse for failure to perform their obligations, then the Sub-recipient must:

- (i) Notify SCUS of the likelihood or actual occurrence of an event described in this clause;
- (ii) Prove that reasonable steps were undertaken to minimize delay or damages caused by foreseeable events; and
- (iii) Fulfill all non-excused obligations.



Upon review of the Sub-recipient's notice, SCUS shall determine whether the term of the Agreement shall be extended for a reasonable time period to complete activities interrupted by the delays or whether the Subagreement shall be terminated without further liability to either party.

**(e) Duties Upon of Termination**

Upon Sub-recipient's written request, SCUS will return or destroy all Identifiable Student Data within its possession or control, unless it is required to be retained pursuant to applicable law, or it is impracticable to delete because it is held electronically in archive or back-up systems in accordance with general systems archiving or backup policies and remains subject to the confidentiality obligations in this Agreement.

**14 Assignment**

The Sub-recipient shall not assign, transfer, subcontract, subaward, or attempt to do any of the foregoing, except for the following types of general support services: communication, translation, photocopying of documents or similar services, without the prior written consent of SCUS (absent which such action or attempted action shall have no effect as against SCUS). SCUS may subcontract its duties under this Agreement, provided that any subcontract shall require the subcontractor to (a) comply with all applicable federal and state laws governing the privacy of any Student Data received by the subcontractor; (b) refrain from disclosing Student Data to any person other than the Sub-recipient or SCUS without the prior consent of the parent of the student whose Student Data is to be disclosed; and (c) use any Student Data it receives only for the purposes for which the disclosure of Student Data was made, i.e., performing the duties of SCUS under this Agreement.

**15 Severability**

If any provision of this Sub-agreement is deemed by any court of competent jurisdiction to be void, voidable, invalid or unenforceable for any reason, the remainder of the provisions shall not be affected and shall remain valid and enforceable.

**16 Non-Waiver**

Failure by SCUS to insist upon strict compliance with any provision of this Sub-agreement shall not be deemed to be a waiver or relinquishment of, or otherwise to affect or modify, any of SCUS's rights or Sub-recipient's duties hereunder, nor shall any waiver or relinquishment of any such right or duty in one case be construed as a waiver or relinquishment in another case.

Attachment 2-Scope of Work and Additional Partnership Requirements  
Save the Children Subgrant Agreement

**Save the Children Program Component  
Early Childhood Development**

**Early Steps to School Success (ESSS) Expectations:**

**Partner and Save the Children Responsibilities:**

- To achieve the following goals of ESSS:
  - 1) Children will enter school with the skills necessary for school success.
  - 2) Caregivers will have the knowledge and skills to support their children's education.
  - 3) Home/school connections will be strong.
  - 4) Early childhood knowledge and skills in the community will be increased.
  
- To meet the ESSS program objectives:
  - 1) Caregivers and children together will participate in Early Steps from pregnancy or early enrollment, until the child enters kindergarten.
  - 2) Caregivers will develop knowledge and skills to promote their child's early development with a special emphasis on social/emotional development and early literacy and language development.
  - 3) Caregivers will read to their children on a daily basis.
  - 4) Caregivers will participate in school and community-based activities.
  - 5) School activities and Early Steps activities will be linked.
  - 6) Early Steps staff will have early childhood knowledge and demonstrate competencies that are consistent with current evidence-based practices.
  - 7) The program provides home visiting services to families year round.
  
- To adhere to the principles of the program:
  - 1) Partners will enroll pregnant families and the youngest children (preferably under one year) and the neediest families as defined by the partner.
  - 2) Program experiences and activities are individualized according to the needs and interests of the child and family.
  - 3) Caregivers are supported and encouraged to participate in planning for their children's transitions to school.
  - 4) Cultural values of families are respected and honored.
  - 5) Service delivery options (home visiting and parent/child groups) are based on the needs of the family and staff safety.
  - 6) The program will collaborate with existing community efforts.
  - 7) The program will support the multiple dimensions of child development: cognitive, physical, social and emotional development.
  - 8) Caregivers will be supported in their role as the child's first and primary teachers.
  - 9) Children will be in safe environments.
  - 10) Program experiences and activities will be consistent with evidence-based practices.

**Partner Site Responsibilities:**

- Hire a qualified Early Childhood Coordinator whose language reflects that of the population served. Ex. An Early Childhood Coordinator who provides services to monolingual Spanish families, must be bilingual. Partners are encouraged to include the ESSS Program Specialist with hiring process.

Attachment 2-Scope of Work and Additional Partnership Requirements  
Save the Children Subgrant Agreement

- Hire a Community Ambassador(s) responsible for:
  - Building community relationships, organizing Community Early Learning Collaborative meetings, trainings, and other Vroom related activities, including data collection, and/or
  - Building community awareness, organizing and holding weekly parent/child activities for families throughout the community with children 3-5, organizing parent trainings, data collection, etc.
  
- Provide regular, ongoing supervision and support to the Early Childhood Coordinator (ECC) that includes:
  - Regular meetings between the ECC and Site Supervisor.
  - Monthly review of the data.
  - Observation of at least 2 home visits conducted by the ECC per year.
  - Observation of at least 1 Parent/Child Group conducted by the ECC per year.
  - Regular meetings between Save the Children's Early Childhood Program Specialist and Site Supervisor.
  - An annual review of the ECC's performance completed by their supervisor.
  - Review of mileage reimbursement requests, and sign-in/sign-out logs to ensure consistency with home visit documentation (Family Planning Forms) signed by Caregivers.
  
- Utilize the Early Childhood Coordinator for ESSS functions only. Early Childhood Coordinator responsibilities do not include acting as a substitute teacher at any given time during the school day, assisting with bus or lunch duties, running sports or other extra-curricular activities, using preparation/planning time for other non-early childhood activities (e.g., monitoring assemblies, assisting with non-early childhood related classroom activities).
  
- Provide an environment that allows for flexibility in scheduling to accommodate the needs of families with young children receiving services in a home-based environment.
  - This may include making evening and weekend visits and providing services on days, including during the summer, when schools are closed.
  
- Provide an orientation to the Early Childhood Coordinator and Ambassador(s) upon hire that includes information on:
  - Benefits including leave and health insurance
  - Time sheet completion
  - Mileage reimbursement submission
  - Policies on reporting Child Abuse and Neglect
  - Policies related to Confidentiality
  
- Ensure that the Early Childhood Coordinator:
  - Plans monthly site visits with the Early Childhood Specialist that include 1-2 home visits, a file review, recent training follow-up and a meeting with the Site Supervisor.
  - Inputs data weekly with all data entered by the 5th of the month following when data was collected.
  - Uses data to support continuous quality improvement.
  
- Enroll and maintain enrollment of 20 children in the Home Visiting component of each ESSS program. This includes pregnant women and children ages birth to 3. Initially, all enrollment slots must be filled within 6 months of program start-up. As a slot become available, it must be filled within one month of becoming vacant.

Attachment 2-Scope of Work and Additional Partnership Requirements  
Save the Children Subgrant Agreement

- Enroll 30 3-5 year olds in the 3-5 Book Bag Exchange component of each ESSS program. This includes enrolling children who transition from the Home Visiting component.
- Enroll a minimum of 10 pre-kindergartners (3-5 year olds) in the community 3-5 Kindergarten Readiness Groups.
- Provide each family in the home visiting component with a minimum of 2 home visits per month that last approximately an hour and includes the Book Bag Exchange. Collect documentation of the number of times the child is read to or engaged in a literacy-based activity from the family.
- Make up missed home visits so that each family participating in the Home Visiting component receives an average of 2\* visits per month in any given period.
- Hold a minimum of 1 Parent/Child Group per month for all children and families enrolled in ESSS or on the waiting list. (These group activities can also be open to other children and families in the community.)
- Hold a minimum of 2 Kindergarten Readiness Groups per week (sites with Vroom funding).
- Identify a qualified PPVT Examiner (and/or PLS Examiner) to test eligible 3 and 5 year olds.
- Complete PPVT or PLS testing on all eligible 3 and 5 year olds.
- Conduct a quality check (Parent Satisfaction Survey) with all families annually with caregiver feedback used internally for program quality improvement.  
<https://savechildrenusa.sharepoint.com/sites/USPAPartners/ESSS/Site%20Supervisors/Form/AllItems.aspx>
- Participate in activities that support continuous quality improvement, i.e. monthly data review, a Program Quality Assessment (PQA), etc.

**Save the Children Responsibilities:**

- Provide training and technical assistance including:
  - o Orientation training within the first 90 days of programming for all Early Childhood Coordinators, partnership site coordinators, Early Childhood Program Specialists, or other relevant curriculum partners.
  - o 3-4 Group Trainings (Clusters) per year for all Early Childhood Coordinators and Ambassadors.
  - o Regular training, technical assistance and coaching via monthly site visits and phone calls.
  - o Distance learning and support via facilitated national discussions, monthly audio and web-based conference training.

**Additional information about the ESSS program can be found on the Partner Portal at:**

<https://savechildrenusa.sharepoint.com/sites/USPAPartners/ESSS/SitePages/Early%20Steps%20to%20School%20Success.aspx>

- Additionally, Save the Children considers the following characteristics essential for successful ESSS partnerships:

Attachment 2-Scope of Work and Additional Partnership Requirements  
Save the Children Subgrant Agreement

- Identified need in the community for early childhood development services for children ages birth to five.
- Agency/school interest and vested support in serving families with children ages birth to five.
- Agency/school already providing some services for children ages pre-birth to 3<sup>rd</sup> grade.
- Partner is a school-based program or community-based agency with strong connections to the school.
- Partner has facility capacity, including space for parent/child group meetings.
- Partner has the organizational capacity to add on and develop a new program (i.e. ability to manage program and supervise staff).
- Support from the school/agency leadership for the program.
- Partner would not be duplicating services provided by other organizations.

**DATA USE AGREEMENT AND  
CONSENT TO RELEASE CONFIDENTIAL STUDENT EDUCATION RECORDS**

**THIS DATA USE AGREEMENT AND CONSENT TO RELEASE CONFIDENTIAL STUDENT DATA AGREEMENT** (“Agreement”) is entered into as of the date last signed below by and between the Board of Education of the “District” (as named in the signature block below), **Save the Children Federation, Inc.**, (“Data Recipient”), and **Renaissance Learning, Inc.** (“Renaissance”). Collectively referred to as the “Parties”, and each, a “Party”.

**WHEREAS**, the District has selected Renaissance to provide services (“Services”) that require Renaissance to receive and collect: student, classroom, and school-level data (“Stored Data”).

**WHEREAS**, the District has requested that Renaissance share the Stored Data with Data Recipient; and

**WHEREAS**, Renaissance agrees to assist District in providing the Stored Data to Data Recipient.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants contained herein, the parties hereby agree as follows:

1. **PURPOSE.** The purpose of this Agreement is to explicitly state the District’s consent for Renaissance to release the Stored Data to Data Recipient.
2. **TERM.** This Agreement shall become effective on the date first written above and, subject to any earlier termination as provided herein, shall remain in effect until 10 days after District gives written notice to Renaissance. The obligation of indemnification set forth in Paragraph 6 shall survive the termination of this Agreement.
3. **CONTRACTOR RELATIONSHIPS.** It is agreed that the legal relationship between Renaissance, Data Recipient and the District is of a contractual nature. District and Data Recipient agree that Renaissance is at all times acting as a contractor and is, in performing its duties under this Agreement, acting for the District. The District acknowledges that it is contracting with Renaissance and requesting Renaissance to share the Stored Data with Data Recipient because the District needs the assistance of Renaissance to share the Stored Data. The District also acknowledges that both Renaissance and Data Recipient have a legitimate educational interest in the Stored Data.
4. **CONFIDENTIAL INFORMATION.**
  - a) Consent to Release Student Education Records. The District authorizes Renaissance to release the Stored Data which includes student “education records” as defined in the Family Educational Rights and Privacy Act (FERPA) and any confidential information or records as defined by applicable state law, whether as aggregate data or personally identifiable information, to Data Recipient.
  - b) Redisclosure of Student Education Records. Data Recipient agrees that it will not redisclose the Stored Data without the prior consent of the parent or eligible student to whom the education record and/or student record refers.
  - c) District Record of Disclosure. The District will maintain a record of disclosure, as required by 34 C.F.R. § 99.32(b), containing the name of Data Recipient and the legitimate interests which Data Recipient has to the Stored Data.
  - d) Student Education Records. Consistent with this Agreement, Data Recipient will comply with the relevant requirements of FERPA, the Individuals with Disabilities Education Act (IDEA), and any applicable state student records law, regarding the confidentiality of student “education records” as defined in FERPA and other confidential student information. Data Recipient will limit internal access to the Stored Data to only those employees who reasonably need access to the Stored Data in order to perform Data Recipient’s responsibilities to the District.
5. **NOTIFICATION TO PARENTS AND STUDENTS.** The District agrees that, if required by law, it will disclose Renaissance and Data Recipient as contractors retained to provide various institutional services and functions on the annual FERPA notice sent to parents and students in the District pursuant to 34 C.F.R. § 99.7.
6. **INDEMNIFICATION.**
  - a) General Indemnification. To the fullest extent permitted by law, the District and Data Recipient each agrees to indemnify, defend and hold harmless Renaissance, its board, its officers and, employees from and against any and all claims, demands, suits, liabilities, injuries, causes of action, losses, costs, expenses, damages or penalties, including, without limitation, defense costs arising or resulting from, or occasioned by or in connection with any release of the Stored Data by, respectively, the District or Data Recipient or their subcontractors; including but not limited to: breach of its duty to comply with any laws or regulations applicable to this Agreement, including but not limited to FERPA, IDEA, or any state Student Records Law or the breach of any provision in this Agreement by the District or Data Recipient. The obligation of indemnification set forth in this Paragraph shall survive the termination of this Agreement. It is expressly

understood and agreed that this indemnification agreement is not joint and that neither the District nor Data Recipient is responsible for any breach by the other party.

b) Investigation or Order from the Family Policy Compliance Office. District and Data Recipient agree they will notify Renaissance if either of them is contacted by the Family Policy Compliance Office, or any successor government office or agency charged with enforcing FERPA, or any state agency charged with enforcing state student records laws regarding any services or disclosure of records contemplated by this Agreement. Such notice shall be made in writing within three (3) business days of the first contact the government agency makes with District or Data Recipient.

**7. GENERAL PROVISIONS.**

a) Amendment. This Agreement may only be amended in writing signed by all Parties.

b) Entirety. This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter hereof, and supersedes any other negotiations, agreements or communications, whether written or oral, that have been made between any Parties with respect to the subject matter hereof.

c) Governing Law. This Agreement shall be governed by the laws of the State of Wisconsin.

d) Severability. In case any provision in this Agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected.

e) Authority to Execute. Each Party represents and warrants to the other Parties that this Agreement has been duly authorized, executed and delivered by and on behalf of each such Party, and constitutes the legal, valid and binding agreement of said Party.

f) No Waiver. No course of dealing or failure of any Party to enforce strictly any term, right or condition of this Agreement shall be construed as a waiver of such term, right or condition. No express waiver of any term, right or condition of this Agreement shall operate as a waiver of any other term, right or condition.

g) Assignment. This Agreement only be assigned in writing signed by all Parties.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the last date written below.

\_\_\_\_\_ (“DISTRICT”)

**SAVE THE CHILDREN FEDERATION, INC.**

District name

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RENAISSANCE LEARNING, INC.**

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Save the Children, US Programs Technology Guidelines

### Technology Goals

Save the Children U.S. Programs is committed to using computer technologies and communication networks to strengthen our ability to reach and affect the lives of children. Our vision is to use technology to achieve greater results, analyze student success patterns, measure the effectiveness of our initiatives, and streamline communications. Partners must be committed to having and maintaining the technology infrastructure to take part in these efforts.

A Partner must have a reasonable number of serviceable computers in a computer lab and/or library to be used by children who participate in the programs supported by Save the Children. It is recommended that there be 1 computer for every 5-10 children participating in our afterschool and SummerBoost programs. Every Partner must have a qualified Technology Specialist who will be responsible for ensuring the appropriate technology is accessible by program staff and children. Program staff must be committed to using the tools provided.

Save the Children's Literacy programs utilize web-based software (Renaissance Place) and information hosting provided by Renaissance Learning. Their literacy software, (Accelerated Reader, STAR Reading, and STAR Early Literacy) use computerized quizzes and assessments to measure students' comprehension and progress. All Partners are required to use the hosted version of Renaissance Place that is directly provided by Renaissance Learning.

Save the Children utilizes a web-based system for monitoring and evaluation purposes of our school age and early childhood programs: SCORE (Save the Children's Online Reporting and Evaluation system) for tracking school age and early childhood child program participants. Partners are required to use the SCORE system to track the children enrolled in Save the Children's US Programs. In addition, a web-based portal, our USP Partner Portal, is utilized to give Partners access to Save the Children training and technical assistance resources and to ease collaboration with our staff.

### Technology Guidelines

The following are guidelines and technical requirements for computers which will be used in our programs. The Partner's Technology Specialist should use these requirements to assess the readiness of the site to access and utilize Save the Children's systems, including SCORE, the USP Partner Portal, and for Renaissance Learning software where literacy programming is taking place. The Technology Specialist should participate in the budget creation process and identify computers needed. Save the Children is willing to work with Partners to help bridge equipment gaps and, where possible, consider alternate approaches.

- One computer for every 5-10 children in school-aged literacy program (Based on average daily attendance: Afterschool or Summer)



- Apple Macintosh computers are compatible with Renaissance Learning products, but at least one Microsoft Windows PC is required for Save the Children applications (including SCORE, the Early Steps System and the USP Portal). **Save the Children applications do not run on Apple computers.**
- High speed Internet access
- Browser: See specifics below.
- Technology consultant/specialist needed to work on Renaissance Place set-up (if new model) and maintenance (new & existing models)
- Telephone (preferably speaker phone) located near a computer
- Adequate number of quality printers

## Save the Children Technology Requirements

Below are minimum technical requirements for computers to run Save the Children’s US Programs monitoring & evaluation system (SCORE) and Save the Children’s USP Portal. Both applications are web-based, and therefore will not be housed on a Partner’s server.

Please refer to Renaissance Learning’s “Renaissance Place Technical Recommendations” (Appendix 1) for specific guidelines related to their products.

| Technology Component       | Save the Children Technology Requirements   |
|----------------------------|---|
| <b>Computer</b>            | There must be at least one PC available on site. Save the Children applications do not run on Apple computers.  |
| <b>Web Browser</b>         | Recommended: Internet Explorer (IE) 11 or Chrome / Minimum: Internet Explorer (IE) 9*<br><i>*SCORE will run in Chrome, however not all functionality of the USP Portals is supported in Chrome. Our official supported browser for USP Systems is IE.</i> |
| <b>Operating System</b>    | Recommended: Windows 7 or higher / Minimum: Windows Vista*<br><i>*Windows XP is no longer supported, and IE 11 cannot be installed. Please upgrade your OS to a minimum of Windows Vista.</i>   |
| <b>Processor &amp; RAM</b> | Follow minimum requirements for your operating system   |
| <b>Screen Resolution</b>   | 1280x720 or higher  |
| <b>Printer(s)</b>          | Required  |
| <b>Internet Connection</b> | Broadband Internet Connection (DSL, Satellite, or Cable)  |
| <b>Other Requirements</b>  | <ul style="list-style-type: none"> <li>• Excel 2007 or higher</li> <li>• JavaScript should be turned on in the browser for best user interface experience</li> </ul>  |

## Appendix 1: Renaissance Place Technical Recommendations

# Renaissance Place™ Technical Recommendations: Client Workstation Recommendation

- ▶ Throughout this document, you will see both Recommended and Minimum requirements. Please follow the Recommended requirements for optimal performance and access to all the latest features.
- ▶ As of August 1, 2016, we no longer support Internet Explorer 8 for use with Renaissance Place. This is reflected in the chart below.
- ▶ Windows XP is no longer receiving automatic updates from Microsoft and has become vulnerable to security risks, viruses, and malware. Because of the potential risks, we strongly encourage you to upgrade Windows XP computers before the 2016–2017 school year begins. Continuing to support this operating system also depends on the availability of a compatible browser. We will notify you when we officially discontinue support for Windows XP, at least six months in advance if possible.
- ▶ We plan to end support for Macintosh OS X v10.6 and Safari 5.1 within the next year. If you are still using OS X v10.6 or Safari 5.1, we recommend that you update to a newer operating system/browser in time for the 2016–2017 school year. As updates are applied to your Renaissance Place site over the next few months, STAR student testing will no longer be supported in Safari 5.1.
- ▶ As of July 2016, Windows 10, Macintosh OS X v10.11, and Safari 9 are supported for use with Renaissance Place. This is reflected in the chart below.

| Client                        | Windows   |   | Macintosh  |   |
|-------------------------------|---|---|--|---|
|                               | Recommended   | Minimum                                       | Recommended  | Minimum   |
| Web Browser <sup>a</sup>      | Internet Explorer 10.x–11.x <sup>b</sup> ,<br>Firefox 27.0 or later,<br>or Chrome 26 or later   | Internet Explorer 9.x<br>or Firefox 14.x–26.x | Safari 6.0–9.1,<br>Firefox 27.0 or later,<br>or Chrome 26 or later | Safari 5.1 <sup>c</sup><br>or Firefox 14.x–26.x |
| Operating System <sup>d</sup> | Windows 7–10  | Vista   | OS X v10.7–v10.11  | OS X v10.6 <sup>e</sup>                         |
| Screen Resolution             | 1024 × 768 display resolution   | 1024 × 600 display resolution                 | 1024 × 768 display resolution                                      | 1024 × 600 display resolution                   |
| Internet Connection           | Broadband Internet connection (DSL, satellite, or cable)  |   |  |   |
| Mobile Devices                | <p><b>Chromebooks</b></p> <ul style="list-style-type: none"> <li>▶ All Renaissance Place products are compatible on Chromebooks and other Chrome OS devices—simply enter your school's Renaissance Place URL in the web browser. Adobe Flash Player is required for English in a Flash and some resources.</li> </ul> <p><b>iOS Native Apps</b></p> <ul style="list-style-type: none"> <li>▶ Accelerated Reader on iOS: iPad®, iPod touch®, or iPhone® running iOS 5.x or later.<br/><a href="https://itunes.apple.com/us/app/accelerated-reader/id440734561">https://itunes.apple.com/us/app/accelerated-reader/id440734561</a></li> <li>▶ Accelerated Reader 360 on iOS: iPad® 2+ running iOS 8.x or later.<br/><a href="https://itunes.apple.com/us/app/accelerated-reader-360/id948069576">https://itunes.apple.com/us/app/accelerated-reader-360/id948069576</a></li> <li>▶ STAR on iOS: The STAR App is being retired. As updates are applied to your Renaissance Place site over the next few months, students will need to use the Safari browser to take STAR tests.</li> </ul> <p><b>NEO 2 (an eLearning device from Renaissance Learning)</b></p> <ul style="list-style-type: none"> <li>▶ Accelerated Reader SmartApplet: NEO 2 and NEO Manager.</li> <li>▶ KeyWords RP Reports: NEO 2 and NEO Manager, and KeyWords SmartApplet 3.3 or later.</li> <li>▶ MathFacts in a Flash SmartApplet: NEO 2 and NEO Manager.</li> <li>▶ Responder SmartApplet: NEO 2 and Renaissance Responder Scoring Software.</li> </ul> <p><b>Tablets</b></p> <ul style="list-style-type: none"> <li>▶ Accelerated Reader, Accelerated Math, Accelerated Math 2.0, and MathFacts in a Flash student applications are supported using a web browser on tablets 7 inches or larger. Simply enter your school's Renaissance Place URL in the web browser. <b>Note:</b> Devices running versions of Android older than 4.0 (pre-Ice Cream Sandwich), including first-generation Kindle Fire and Nook Color, are not supported. Performance may also be degraded on single-core processor devices.</li> <li>▶ STAR testing is supported using a web browser on tablets 7" or larger. Students must use Safari 6 or later, Chrome 23 or later, Firefox 27 or later, Silk on Kindle Fire HD, or Internet Explorer 11. Simply enter your school's Renaissance Place URL in the web browser. Note students should use Firefox when testing in STAR Early Literacy on Android devices.</li> <li>▶ The Accelerated Reader 360 Instructional Reading component works on most tablets 7" or larger, and is recommended on Android tablets running Chrome and iPads. Simply enter your school's Renaissance Place URL in the web browser. Follow the Renaissance Place recommendations for the Accelerated Reader 360 Independent Reading component.</li> </ul> |   |  |   |
| Components                    | <ul style="list-style-type: none"> <li>▶ Adobe Reader 9 or later<sup>a</sup></li> <li>▶ Adobe Flash Player 10.0 or later<sup>a</sup></li> <li>▶ RLI Print Plug-In (only used in Accelerated Math)</li> </ul>  |   |  |   |

(table continued on next page)

- Follow the recommended requirements when accessing the Accelerated Reader student interface, Accelerated Math student interface, Accelerated Math 2.0 teacher functions, Accelerated Math Instructional Practice, STAR Custom administrator functions, STAR student testing, and STAR Growth Proficiency Chart. If you are using a browser or system listed in the minimum sections, you may have a degraded experience or the features may not be accessible.
- Internet Explorer 10.x and 11.x are supported when launched in Desktop mode on Windows 8.x and 10. Internet Explorer in the Windows 8.x UI and the Microsoft Edge browser on Windows 10 are not supported.
- Macintosh OS X v10.6 running 32-bit must use Firefox to view reports.
- Renaissance Place is compatible with 64-bit Windows operating systems when accessed in a 32-bit browser. You may use either Firefox, Chrome, or the 32-bit version of Internet Explorer to log into Renaissance Place.
- You must meet the minimum requirements for your operating systems. Newly released versions of these components may or may not be compatible.

## Renaissance Place—Technical Recommendations: Client Workstation Recommendation

| Client | Windows   |         | Macintosh   |         |
|--------|---|---------|-------------|---------|
|        | Recommended   | Minimum | Recommended | Minimum |
| Other  | <ul style="list-style-type: none"> <li>▶ <b>Accelerated Math or Accelerated Math 2.0 (paper assignments only):</b> A 6ppm or higher laser printer is required. Paper assignments may be scored in a browser or with an AccelScan mark reader, Renaissance Responder Scoring Device, and/or NEO 2.</li> <li>▶ <b>Accelerated Reader 360 Instructional Reading:</b> The Accelerated Reader 360 App is recommended for iPads. All other computers/ devices require Chrome 32 or later and the AR 360 Chrome Reader to read paid eBooks from Google Play for Education. You will be prompted to install the Chrome Reader the first time you preview or read a paid book in Chrome.</li> <li>▶ <b>Accelerated Reader Recorded Voice Quizzes, English in a Flash, STAR Early Literacy, and STAR Math with Audio support:</b> Sound card and headphones or speakers.</li> </ul> |         |             |         |

## Additional Client Requirements and Recommendations

- ▶ ActiveX controls and plug-ins need to be enabled if using Internet Explorer on Microsoft Windows operating systems.
- ▶ Depending on which Renaissance Place applications/features will be used, there are a number of client applications/plugins that are required. They include Adobe Reader, Adobe Flash, and the Renlearn Print Plug-In. The AccelScan application is required if scoring Accelerated Math or Accelerated Math 2.0 paper assignments using a scanner. Renaissance Responder Scoring Software must be installed on teachers' computers if students are using NEO 2s or Renaissance Responder scoring devices with Accelerated Math or Accelerated Math 2.0. All client applications/ plugins should be installed as a local administrator to the workstation. Access <http://support.renaissance.com/techkb/techkb/11065065e.asp> to view a chart showing the client applications/plugins and where they are used in the software.
- ▶ If using a firewall, proxy, and/or content filter, some changes may need to be made for Renaissance Place applications to function properly.
  - ▶ Numerous errors will occur in the software if the proxy server caches Renaissance Place web pages. Accessing the site via HTTPS may prevent the proxy from caching pages, however you may want to configure your network so that users bypass the proxy server entirely when accessing Renaissance Place.
  - ▶ STAR Early Literacy and STAR Math with Audio support require students to download MP3 files from Renaissance Place; if you use content filtering be sure to allow this type of activity.
  - ▶ Allow access to Renaissance Learning resources to be sure the software functions as designed. Add an exception within your firewall, proxy, or content filtering software to allow inbound and outbound HTTP and HTTPS communication with the \*.renlearn.com domain as well as access to and from \*.renlearnrp.com and \*.renaissance.com. For a complete list of Renaissance Learning resources used by Renaissance Place, see Knowledge Base article #9945206 <http://support.renaissance.com/techkb/techkb/9945206e.asp>.
  - ▶ Allow inbound and outbound HTTP and HTTPS communication access to [ajax.googleapis.com](http://ajax.googleapis.com) (hosted by Google) and [ajax.aspnetcdn.com](http://ajax.aspnetcdn.com) (hosted by Microsoft). Certain Renaissance Place features access JavaScript libraries from these content delivery networks; you must allow access to the sites to be sure the software functions as designed.
- ▶ If pop-up blockers have been installed on the workstations, you will need to either disable or uninstall your pop-up blocker, or allow pop-ups from your Renaissance Place website. See Knowledge Base article #4751376 <http://support.renaissance.com/techkb/techkb/4751376e.asp> for more information.
- ▶ Verify you have adequate bandwidth to support task usage estimates. See Knowledge Base article #9943205 <http://support.renaissance.com/techkb/techkb/9943205e.asp>.
- ▶ The AccelScan application is required if scoring Accelerated Math or Accelerated Math 2.0 paper assignments using the scanner. Scanner warranty information can be viewed online in the *AccelScan User's Guide*, available at <http://doc.renlearn.com/KMNet/R00324104GF2920.pdf>.

As technology advances it becomes necessary for software companies to drop support for older operating systems and third-party software. Although Renaissance Learning will not discontinue support for older products immediately, we will continue to evaluate system requirements and do our best to provide advance notice when it becomes necessary to raise our requirements. It is the responsibility of customers to keep their computers, networks, operating systems, and third-party software up-to-date and functional. We will do our best to support new technologies as they become available but cannot recommend them until they are properly vetted and proven compatible.

**If you have any technical questions about Renaissance Place, call: (800) 338-4204**



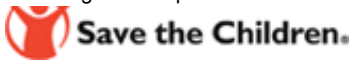
Renaissance Learning® | P.O. Box 8036 | Wisconsin Rapids, WI 54495-8036 | (800) 338-4204 | [www.renaissance.com](http://www.renaissance.com) | [support@renaissance.com](mailto:support@renaissance.com)

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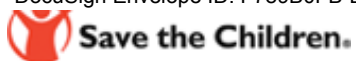
# Approved Plan Report

Run Date:

5/29/2020

|                            |                     |
|----------------------------|---------------------|
| <b>Program Year:</b>       | 2020-2021           |
| <b>State:</b>              | California          |
| <b>Site:</b>               | Tipton Elementary   |
| <b>Approval Date/Time:</b> | May 13 2020 11:53PM |

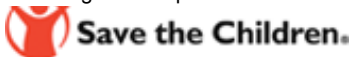
| Plan Page Name              | Plan Heading Name           | Question                                | Response                          |
|-----------------------------|-----------------------------|---|-----------------------------------|
| <b>Site Details</b>         | <i>General</i>              | District                                | TIPTON ELEMENTARY                 |
|                             |                             | Site Name                               | Tipton Elementary                 |
|                             | <i>Shipping Address</i>     | Address 1                               | P.O. Box 787                      |
|                             |                             | Address 2                               | 370 North Evans                   |
|                             |                             | Address 3                               |                                   |
|                             |                             | City                                    | Tipton                            |
|                             |                             | State                                   | California                        |
|                             |                             | Zip                                     | 93272                             |
|                             |                             | County                                  | Tulare                            |
|                             |                             | Phone                                   | 559-752-4213                      |
|                             |                             | Fax                                     |                                   |
|                             |                             | Website                                 | www.tiptonschool.org              |
|                             | Notes                       |   |                                   |
|                             | <i>Mailing Address</i>      | Address 1                               | P.O. Box 787                      |
|                             |                             | Address 2                               | 370 North Evans                   |
|                             |                             | Address 3                               |                                   |
|                             |                             | City                                    | Tipton                            |
|                             |                             | State                                   | California                        |
|                             |                             | Zip                                     | 93272                             |
| <b>Fiscal Agent Details</b> | <i>Fiscal Agent Details</i> | Fiscal Agent                            | Tipton Elementary School District |
|                             |                             | Fiscal Agent Relationship for this Plan | Sub award                         |
|                             |                             | Address 1                               | 370 N. Evans Road                 |
|                             |                             | Address 2                               |                                   |



# Approved Plan Report

Run Date: 5/29/2020

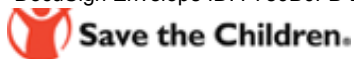
|                               |  |  |  |
|-------------------------------|--|--|--|
| <b>Fiscal Agent Details</b>   | <i>Fiscal Agent Details</i>                | Address 3  |  |
|                               |  | City   | Tipton   |
|                               |  | State  | California   |
|                               |  | Zip  | 93272  |
| <b>District Dates</b>         | <i>District Date Details</i>               | First Day of School  | 08/03/2020   |
|                               |  | Last Day of School   | 06/04/2021   |
|                               |  | Fall Break From  | 11/25/2020   |
|                               |  | Fall Break To  | 11/27/2020   |
|                               |  | Winter Break From  | 12/21/2020   |
|                               |  | Winter Break To  | 01/08/2021   |
|                               |  | Spring Break From  | 03/29/2021   |
|                               |  | Spring Break To  | 04/05/2021   |
|                               |  | Other Breaks/Holidays  |  |
|                               |  | State Testing Dates  |  |
| <b>Plan General Questions</b> | <i>General Interest Questions</i>          | I have read and agree to the Technology Requirements for USP Systems   | Yes  |
|                               |  | Is your district able to act as a distribution point for Gifts in Kind donations? This works best if you have access to a secure space of at least 1,000 square feet, a fork lift or power jack, and a loading dock. However, sites without those items are still able to act as a distribution center for some donations. | No   |
|                               | <i>General Family Engagement Questions</i> | Does your school have goals and objectives related to Family Engagement included in your School Improvement Plan?  | Yes  |
|                               |  | Additional Comments (Type N/A if you answered No or N/A above)   | It is included in the LCAP plan that is updated annually.  |
|                               |  | Does your school currently employ a staff person, such as a Family Resource Coordinator or Home School Liaison/Coordinator, responsible for leading Family Engagement?   | Yes  |
|                               |  | If Yes above, please enter this persons role/title (Type N/A if you answered No or N/A above)  | We have a parent liason that offers support services. Our teaching staff is also responsible for off |
|                               | <i>Emergency Preparedness</i>              | Does your school have a multi-hazard plan (i.e., a plan for a variety of hazards or disasters)?  | Yes  |
|                               |  | If your school does have a multi-hazard plan, does it include information for others who may use the school (e.g., Head Start, after-school programs)?   | Yes  |



# Approved Plan Report

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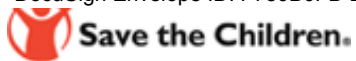
| Plan General Questions | <i>Emergency Preparedness</i>                                |  |  |
|------------------------|--|--|--|
|                        |  | If your school does have a multi-hazard plan, does it include information on how to care for students or staff with disabilities or access and functional needs/special needs? | Yes  |
|                        |  | What resources (e.g., supplies, technical expertise, training) would MOST help your school get better prepared for disasters or emergencies?                                   | Advice, training and support for safety plans                      |
|                        |  | What is your top safety, security, and/or disaster preparedness concern(s)?  | Active Shooter   |
|                        |  | If your school gets funding from others (e.g., state department of education, PTA) to help with disaster preparedness activities, who does it get funding from?                | Maybe Dept of Ed of California                                     |
|                        |  | What disasters/hazards do you feel your school is LEAST prepared for?  | Evacuate with a good plan and supporting children with unification |
|                        |  | What disasters/hazards do you feel your school is MOST prepared for?   | Earthquake   |
|                        |  | Does your school have a plan for how to reunite children with their families after a disaster?   | Yes  |
|                        |  | How often do you practice a drill (e.g., fire, tornado, earthquake) during the school year?  | Once a month   |
| Site Demographics      | <i>Projected Number of Children at Site for Program Year</i> |  |  |
|                        |  | # Females  | 260  |
|                        |  | # Males  | 277  |
|                        |  | Total School Population  | 537  |
|                        |  | Pre-K  | 8  |
|                        |  | K  | 48   |
|                        |  | Grade 1  | 64   |
|                        |  | Grade 2  | 49   |
|                        |  | Grade 3  | 58   |
|                        |  | Grade 4  | 65   |
|                        |  | Grade 5  | 69   |
|                        |  | Grade 6  | 57   |
|                        |  | Grade 7  | 44   |
|                        |  | Grade 8  | 75   |
|                        |  | % of Students Eligible for free/reduced lunch  | 95   |
|                        |  | Is there a summer program other than Save the Children's at your school?   | No   |
|                        |  | If Yes, Please Describe  |  |
|                        | <i>RL Licenses</i>   | # STAR Early Literacy Licenses Needed  |  |
|                        |  | # STAR Reading Licenses Needed   |  |



# Approved Plan Report

Run Date: 5/29/2020

| Site Demographics                           | RL Licenses   | # Accelerated Reading Licenses Needed  |            |
|---|---|--|------------|
| <b>Early Steps to School Success</b>        | <i>Program Description and Requirements</i>                             | I have read and agree to the Program Description and Requirements                      | Yes        |
|   | <i>Early Step to School Success</i>                                     | # of Staff – Budgeted  | 1          |
|   |   | # of Staff – Targeted  | 1          |
|   |   | # of Community Meetings Per Month – Budgeted   | 1          |
|   |   | # of Community Meetings Per Month – Targeted   | 1          |
|   |   | # of Parent/Child Groups per Month – Budgeted  | 1          |
|   |   | # of Parent/Child Groups per Month – Targeted  | 1          |
|   |   | # of Transition to Kindergarten Meetings per Year – Budgeted                           | 1          |
|   |   | # of Transition to Kindergarten Meetings per Year – Targeted                           | 1          |
|   | <i>Home Visiting Program</i>  | # of 0-3 Year Old Children – Budgeted  | 20         |
|   |   | # of 0-3 Year Old Children – Targeted  | 20         |
|   |   | # of Home Visits Per Month – Budgeted  | 2          |
|   |   | # of Home Visits Per Month – Targeted  | 2          |
|   |   | # of Months – Budgeted   | 12         |
|   |   | # of Months – Targeted   | 12         |
|   | <i>Book Bag Exchange Program</i>  | # of 3-5 Year Old Children – Budgeted  | 30         |
|   |   | # of 3-5 Year Old Children – Targeted  | 30         |
|   |   | # of Months – Budgeted   | 9          |
|   |   | # of Months – Targeted   | 9          |
|   |   | # of Times Book Bags Sent Home per Month – Budgeted                                    | 2          |
|   |   | # of Times Book Bags Sent Home per Month – Targeted                                    | 2          |
|   | <i>ESSS Notes</i>   | Notes  |            |
|   | <i>Home Visiting Program Operations</i>                                 | Start Date   | 07/01/2020 |
| End Date                                    |   | 06/30/2021   |            |
| <i>Book Bag Exchange Program Operations</i> | Start Date  | 08/24/2020   |            |
|   | End Date  | 05/28/2021   |            |
|   | Frequency of Book Bag Exchange  | Weekly   |            |
|   | Please explain how the Book Bag Exchange Program will work at your Site | Will continue to partner with Head Start preschool program which is located on campus. |            |



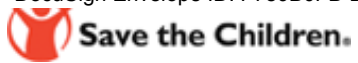
# Approved Plan Report

Run Date:

5/29/2020

|                             |                                    |   |       |
|-----------------------------|------------------------------------|---|-------|
| <b>Budget Summary</b>       | <i>In-School Literacy</i>          | SC Funded   |       |
|                             |                                    | Site Funded   |       |
|                             |                                    | Combined  |       |
|                             | <i>Afterschool Literacy</i>        | SC Funded   |       |
|                             |                                    | Site Funded   |       |
|                             |                                    | Combined  |       |
|                             | <i>Afterschool Healthy Choices</i> | SC Funded   |       |
|                             |                                    | Site Funded   |       |
|                             |                                    | Combined  |       |
|                             | <i>ESSS</i>                        | SC Funded   | 73313 |
|                             |                                    | Site Funded   | 7504  |
|                             |                                    | Combined  | 80817 |
|                             | <i>SummerBoost Camp</i>            | SC Funded   |       |
|                             |                                    | Camp Site Funded  |       |
|                             |                                    | Combined  |       |
|                             | <i>Sponsorship</i>                 | SC Funded   |       |
|                             |                                    | Site Funded   |       |
|                             |                                    | Combined  |       |
|                             | <i>Community Engagement</i>        | SC Funded   |       |
|                             |                                    | Site Funded   |       |
|                             |                                    | Combined  |       |
|                             | <i>Literacy Book</i>               | SC Funded   |       |
|                             |                                    | Site Funded   |       |
|                             |                                    | Combined  |       |
| <i>Total Site</i>           | SC Funded                          | 83313   |       |
|                             | Site Funded                        | 7504  |       |
|                             | Combined                           | 90817   |       |
| <b>Site Classifications</b> | <i>21st Century Information</i>    | Funded by 21st Century Grant?                                 | No    |
|                             |                                    | Did Save the Children contribute to the writing of the grant? |       |
|                             |                                    | Did Save the Children apply as the lead recipient?            |       |





# Approved Plan Report

Run Date: 5/29/2020

|                             |                    |  |                    |
|-----------------------------|--------------------|--|--------------------|
| <b>Site Classifications</b> | <i>KinderBoost</i> | Is this Site planning to implement KinderBoost for the program year? | No                 |
|                             | <i>Plan Codes</i>  | Plan Sub-Award Analysis Code   | 999002553          |
|                             | <i>Signers</i>     | Authorized Signer  | Stacey Bettencourt |

|                                   |                            |           |              |                |            |
|-----------------------------------|----------------------------|-----------|--------------|----------------|------------|
| Save The Children                 | School Population          | 537       |              |                |            |
| Tipton                            | estimated daily attendance | In School | After School | Summer Program | ESSS       |
| Tipton Elementary School District |                            |           |              |                | 50         |
| CA                                | Cost per child             | #DIV/0!   | #DIV/0!      | #DIV/0!        | \$1,616.34 |
|                                   | 7/1/2020                   |           |              |                |            |
|                                   | 6/30/2021                  |           |              |                |            |

| Partner Budget   |               |               |               |                            |          |               |
|--|---------------|---------------|---------------|----------------------------|----------|---------------|
|  | Total Budget  | STC           | Cost Share    | Cost Share Source of Funds | Variance |               |
| <b>In School</b>   |               |               |               |                            |          |               |
| <b>Personnel Cost</b>                                    |               |               |               |                            |          |               |
| Certified Staff  | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Classified Staff   | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Fringe   | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| <b>Total In School Personnel Cost</b>                    | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          |               |
| <b>Program Cost</b>                                      |               |               |               |                            |          |               |
| Books  | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Materials and Equipment                                  | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Training and Travel and Other                            | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| <b>Total In School Program Cost</b>                      | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          |               |
| <b>Total In School Cost</b>                              | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          | <b>\$0.00</b> |
| <b>After School Literacy</b>                             |               |               |               |                            |          |               |
| <b>Personnel Cost</b>                                    |               |               |               |                            |          |               |
| Certified Staff  | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Classified Staff   | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Fringe   | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| <b>Total After School Literacy Personnel Cost</b>        | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          |               |
| <b>Program Cost</b>                                      |               |               |               |                            |          |               |
| Books  | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Materials and Equipment                                  | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Training, Travel, and Transportation and Other           | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| <b>Total After School Literacy Program Cost</b>          | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          |               |
| <b>Total After School Literacy Cost</b>                  | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          | <b>\$0.00</b> |
| <b>After School Healthy Choices</b>                      |               |               |               |                            |          |               |
| <b>Personnel Cost</b>                                    |               |               |               |                            |          |               |
| Certified Staff  | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Classified Staff   | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Fringe   | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| <b>Total After School Healthy Choices Personnel Cost</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          |               |
| <b>Program Cost</b>                                      |               |               |               |                            |          |               |
| Materials and Equipment                                  | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Training and Travel and Other                            | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| <b>Total After School Healthy Choices Program Cost</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          |               |
| <b>Total After School Healthy Choices Cost</b>           | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          | <b>\$0.00</b> |
| <b>Summer</b>  |               |               |               |                            |          |               |
| <b>Personnel Cost</b>                                    |               |               |               |                            |          |               |
| Certified Staff  | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Classified Staff   | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Fringe   | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| <b>Total Summer Personnel Cost</b>                       | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          |               |
| <b>Program Cost</b>                                      |               |               |               |                            |          |               |
| Materials and Equipment                                  | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| Training and Travel and Other                            | \$0.00        | \$0.00        | \$0.00        |                            |          |               |
| <b>Total Summer Program Cost</b>                         | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          |               |
| <b>Total Summer Cost</b>                                 | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |                            |          | <b>\$0.00</b> |

| <b>ESSS</b>                                      | <b>Total Budget</b> | <b>STC</b>         | <b>Cost Share</b> | <b>Cost Share Source of Funds</b> | <b>Variance</b> |
|--|---------------------|--------------------|-------------------|-----------------------------------|-----------------|
| <b>Personnel Cost</b>                            |                     |                    |                   |                                   |                 |
| Certified Staff                                  | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| Classified Staff                                 | \$44,533.00         | \$40,208.00        | \$4,325.00        | General Fund                      |                 |
| Fringe   | \$32,731.76         | \$29,552.88        | \$3,178.88        | General Fund                      |                 |
| <b>Total ESSS Personnel Cost</b>                 | <b>\$77,264.76</b>  | <b>\$69,760.88</b> | <b>\$7,503.88</b> |                                   |                 |
| <b>Program Cost</b>                              |                     |                    |                   |                                   |                 |
| Books  | \$400.00            | \$400.00           | \$0.00            |                                   |                 |
| Materials and Equipment                          | \$1,600.00          | \$1,600.00         | \$0.00            |                                   |                 |
| Training and Travel and Other                    | \$1,552.00          | \$1,552.00         | \$0.00            |                                   |                 |
| <b>Total ESSS Program Cost</b>                   | <b>\$3,552.00</b>   | <b>\$3,552.00</b>  | <b>\$0.00</b>     |                                   |                 |
| <b>Total ESSS Cost</b>                           | <b>\$80,816.76</b>  | <b>\$73,312.88</b> | <b>\$7,503.88</b> |                                   | <b>\$0.00</b>   |
| <b>Sponsorship</b>                               |                     |                    |                   |                                   |                 |
| <b>Personnel Cost</b>                            |                     |                    |                   |                                   |                 |
| Certified Staff                                  | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| Classified Staff                                 | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| Fringe   | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| <b>Total Sponsorship Personnel Cost</b>          | <b>\$0.00</b>       | <b>\$0.00</b>      | <b>\$0.00</b>     |                                   |                 |
| <b>Program Cost</b>                              |                     |                    |                   |                                   |                 |
| Materials and Equipment                          | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| Training and Travel                              | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| <b>Total Sponsorship Program Cost</b>            | <b>\$0.00</b>       | <b>\$0.00</b>      | <b>\$0.00</b>     |                                   |                 |
| <b>Total Sponsorship Cost</b>                    | <b>\$0.00</b>       | <b>\$0.00</b>      | <b>\$0.00</b>     |                                   | <b>\$0.00</b>   |
| <b>Vroom/ 3-5</b>                                |                     |                    |                   |                                   |                 |
| <b>Personnel Cost</b>                            |                     |                    |                   |                                   |                 |
| Certified Staff                                  | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| Classified Staff                                 | \$4,800.00          | \$4,800.00         | \$0.00            |                                   |                 |
| Fringe   | \$1,200.00          | \$1,200.00         | \$0.00            |                                   |                 |
| <b>Total Vroom/ 3-5 Personnel Cost</b>           | <b>\$6,000.00</b>   | <b>\$6,000.00</b>  | <b>\$0.00</b>     |                                   |                 |
| <b>Program Cost</b>                              |                     |                    |                   |                                   |                 |
| Materials and Equipment                          | \$3,652.00          | \$3,652.00         | \$0.00            |                                   |                 |
| Training and Travel and Other                    | \$348.00            | \$348.00           | \$0.00            |                                   |                 |
| <b>Total Vroom/ 3-5 Program Cost</b>             | <b>\$4,000.00</b>   | <b>\$4,000.00</b>  | <b>\$0.00</b>     |                                   |                 |
| <b>Total Vroom/ 3-5 Cost</b>                     | <b>\$10,000.00</b>  | <b>\$10,000.00</b> | <b>\$0.00</b>     |                                   | <b>\$0.00</b>   |
| <b>Community Engagement</b>                      |                     |                    |                   |                                   |                 |
| <b>Personnel Cost</b>                            |                     |                    |                   |                                   |                 |
| Certified Staff                                  | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| Classified Staff                                 | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| Fringe   | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| <b>Total Community Engagement Personnel Cost</b> | <b>\$0.00</b>       | <b>\$0.00</b>      | <b>\$0.00</b>     |                                   |                 |
| <b>Program Cost</b>                              |                     |                    |                   |                                   |                 |
| Materials and Equipment                          | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| Training and Travel and Other                    | \$0.00              | \$0.00             | \$0.00            |                                   |                 |
| <b>Total Community Engagement Program Cost</b>   | <b>\$0.00</b>       | <b>\$0.00</b>      | <b>\$0.00</b>     |                                   |                 |
| <b>Total Community Engagement Cost</b>           | <b>\$0.00</b>       | <b>\$0.00</b>      | <b>\$0.00</b>     |                                   | <b>\$0.00</b>   |
| <b>Total Budget</b>                              | <b>\$90,817</b>     | <b>\$83,313</b>    | <b>\$7,504</b>    |                                   | <b>\$0.00</b>   |

**Budget Narrative**

The following budget narrative describes the total funds necessary  
 to support programs at Tipton  
 by Tipton Elementary School District over the period of  
7/1/2020 through 6/30/2021

| I. IN-SCHOOL                   |   |                           |                |                     |              |                           |                    |    |   |
|--------------------------------|---|---------------------------|----------------|---------------------|--------------|---------------------------|--------------------|----|---|
| <b>Certified Staff</b>         |   | #                         | %              | annual salary       |              | <i>Save the Children:</i> | <i>Cost Share:</i> |    |   |
|                                | @ |                           |                |                     |              | \$                        | -                  | \$ | - |
|                                | @ |                           |                |                     |              | \$                        | -                  |    |   |
|                                | @ | #                         | per hour       | # hours/ day        | # days/ year | \$                        | -                  |    |   |
|                                | @ |                           |                |                     |              | \$                        | -                  |    |   |
|                                | @ |                           |                |                     |              | \$                        | -                  |    |   |
| <b>Total Certified Staff:</b>  |   |                           |                |                     |              | \$                        | -                  | \$ | - |
| <b>Classified staff:</b>       |   | #                         | %              | annual salary       |              | <i>Save the Children:</i> | <i>Cost Share:</i> |    |   |
|                                | @ |                           |                |                     |              | \$                        | -                  | \$ | - |
|                                | @ |                           |                |                     |              | \$                        | -                  |    |   |
|                                | @ | #                         | per hour       | # hours/ day        | # days/ year | \$                        | -                  | \$ | - |
|                                | @ |                           |                |                     |              | \$                        | -                  | \$ | - |
|                                | @ |                           |                |                     |              | \$                        | -                  |    |   |
| <b>Total Classified Staff:</b> |   |                           |                |                     |              | \$                        | -                  | \$ | - |
| <b>Fringe:</b>                 |   | %                         | Total Salaries | Cost Share Salaries |              | <i>Save the Children:</i> | <i>Cost Share:</i> |    |   |
| Certified Staff                | @ |                           | \$ -           | \$ -                |              | \$                        | -                  | \$ | - |
| Classified Staff               | @ |                           | \$ -           | \$ -                |              | \$                        | -                  | \$ | - |
| <b>Total Fringe:</b>           |   |                           |                |                     |              | \$                        | -                  | \$ | - |
| <b>Books</b>                   |   |                           | Total Cost     |                     |              | <i>Save the Children:</i> | <i>Cost Share:</i> |    |   |
|                                |   |                           |                |                     |              | \$                        | -                  |    |   |
|                                |   |                           |                |                     |              | \$                        | -                  |    |   |
| <b>Total Books</b>             |   |                           |                |                     |              | \$                        | -                  | \$ | - |
| <b>Materials and Equipment</b> |   |                           | Total Cost     |                     |              | <i>Save the Children:</i> | <i>Cost Share:</i> |    |   |
| Office Supplies                |   |                           |                |                     |              | \$                        | -                  |    |   |
|                                |   |                           |                |                     |              | \$                        | -                  |    |   |
| Technology                     |   |                           |                |                     |              | \$                        | -                  |    |   |
|                                |   |                           |                |                     |              | \$                        | -                  |    |   |
| <b>Total Materials</b>         |   |                           |                |                     |              | \$                        | -                  | \$ | - |
| <b>Training and Travel</b>     |   | #                         | Cost per mile  | Total miles/ mo     | # months     | <i>Save the Children:</i> | <i>Cost Share:</i> |    |   |
| Mileage                        | @ |                           |                |                     |              | \$                        | -                  |    |   |
|                                | @ |                           |                |                     |              | \$                        | -                  |    |   |
|                                | @ |                           |                |                     |              | \$                        | -                  |    |   |
|                                | @ |                           |                |                     |              | \$                        | -                  |    |   |
| Other                          |   | #                         | Cost           |                     |              | \$                        | -                  |    |   |
|                                |   |                           |                |                     |              | \$                        | -                  |    |   |
| <b>Total Travel</b>            |   |                           |                |                     |              | \$                        | -                  | \$ | - |
| <b>Other</b>                   |   | Other Costs - if approved | Direct Total   | %                   | Total Cost   | <i>Save the Children:</i> | <i>Cost Share:</i> |    |   |
|                                |   | \$ -                      |                |                     | \$ -         | \$                        | -                  |    |   |
| <b>Total Other</b>             |   |                           |                |                     |              | \$                        | -                  | \$ | - |
|                                |   |                           |                |                     |              | <i>Save the Children:</i> | <i>Cost Share:</i> |    |   |

**TOTAL IN-SCHOOL**

\$ - \$ -

**II. AFTER-SCHOOL Literacy**

| Certified Staff               |          |              | #            | % | annual salary | Save the Children: | Cost Share: |
|-------------------------------|----------|--------------|--------------|---|---------------|--------------------|-------------|
|                               | @        |              |              |   |               | \$ -               | \$ -        |
|                               | @        |              |              |   |               | \$ -               |             |
| #                             | per hour | # hours/ day | # days/ year |   |               |                    |             |
|                               | @        |              |              |   |               | \$ -               |             |
|                               | @        |              |              |   |               | \$ -               |             |
| <b>Total Certified Staff:</b> |          |              |              |   |               | \$ -               | \$ -        |

| Classified staff:              |          |              | #            | % | annual salary | Save the Children: | Cost Share: |
|--------------------------------|----------|--------------|--------------|---|---------------|--------------------|-------------|
|                                | @        |              |              |   |               | \$ -               | \$ -        |
|                                | @        |              |              |   |               | \$ -               |             |
| #                              | per hour | # hours/ day | # days/ year |   |               |                    |             |
|                                | @        |              |              |   |               | \$ -               |             |
|                                | @        |              |              |   |               | \$ -               |             |
|                                | @        |              |              |   |               | \$ -               |             |
| <b>Total Classified Staff:</b> |          |              |              |   |               | \$ -               | \$ -        |

| Fringe:              |   | % | Total Salaries | Cost Share Salaries | Save the Children: | Cost Share: |
|----------------------|---|---|----------------|---------------------|--------------------|-------------|
| Certified Staff      | @ |   | \$ -           | \$ -                | \$ -               | \$ -        |
| Classified Staff     | @ |   | \$ -           | \$ -                | \$ -               | \$ -        |
| <b>Total Fringe:</b> |   |   |                |                     | \$ -               | \$ -        |

| Books              | # | Total Cost | Save the Children: | Cost Share: |
|--------------------|---|------------|--------------------|-------------|
|                    |   |            | \$ -               |             |
|                    |   |            | \$ -               |             |
| <b>Total Books</b> |   |            | \$ -               | \$ -        |

| Materials and Equipment |  | Total Cost | Save the Children: | Cost Share: |
|-------------------------|--|------------|--------------------|-------------|
| Materials and Supplies  |  |            | \$ -               |             |
|                         |  |            | \$ -               |             |
|                         |  |            | \$ -               |             |
| Technology              |  |            | \$ -               |             |
|                         |  |            | \$ -               |             |
|                         |  |            | \$ -               |             |
| <b>Total Materials</b>  |  |            | \$ -               | \$ -        |

| Training, Travel, and Transportation |              |               |                 |          | Save the Children: | Cost Share: |
|--------------------------------------|--------------|---------------|-----------------|----------|--------------------|-------------|
| Training and Travel                  |              |               |                 |          |                    |             |
| Mileage                              | #            | Cost per mile | Total miles/ mo | # months |                    |             |
|                                      | @            |               |                 |          | \$ -               |             |
|                                      | @            |               |                 |          | \$ -               |             |
| Other                                | #            | Cost          |                 |          |                    |             |
|                                      |              |               |                 |          | \$ -               |             |
|                                      |              |               |                 |          | \$ -               |             |
| Transportation                       |              |               |                 |          |                    |             |
| Fuel Cost                            | # buses      | Cost/ mi      | Total miles/ mo | # months |                    |             |
|                                      |              |               |                 |          | \$ -               |             |
|                                      |              |               |                 |          | \$ -               |             |
| OR                                   | Gas Vouchers | Cost/ Voucher | # students/ wk  | # weeks  |                    |             |
|                                      |              |               |                 |          | \$ -               |             |
|                                      |              |               |                 |          | \$ -               |             |
| <b>Total Travel</b>                  |              |               |                 |          | \$ -               | \$ -        |

| Other                     |              |   |            |                           |                    |
|---------------------------|--------------|---|------------|---------------------------|--------------------|
| Other Costs - if approved | Direct Total | % | Total Cost | Save the Children:        | Cost Share:        |
|                           | \$ -         |   | \$ -       | \$ -                      | \$ -               |
| <b>Total Other</b>        |              |   |            | \$ -                      | \$ -               |
|                           |              |   |            | <b>Save the Children:</b> | <b>Cost Share:</b> |
| <b>TOTAL AFTER-SCHOOL</b> |              |   |            | \$ -                      | \$ -               |

**III. AFTER-SCHOOL Healthy Choices**

**Certified Staff**

|                               | # | %        | annual salary | Save the Children: | Cost Share: |
|-------------------------------|---|----------|---------------|--------------------|-------------|
|                               | @ |          |               | \$ -               | \$ -        |
|                               | @ |          |               | \$ -               |             |
|                               | # | per hour | # hours/ day  | # days/ year       |             |
|                               | @ |          |               |                    | \$ -        |
|                               | @ |          |               |                    | \$ -        |
| <b>Total Certified Staff:</b> |   |          |               | \$ -               | \$ -        |

**Classified staff:**

|                                | # | %        | annual salary | Save the Children: | Cost Share: |
|--------------------------------|---|----------|---------------|--------------------|-------------|
|                                | @ |          |               | \$ -               | \$ -        |
|                                | @ |          |               | \$ -               |             |
|                                | # | per hour | # hours/ day  | # days/ year       |             |
|                                | @ |          |               |                    | \$ -        |
|                                | @ |          |               |                    | \$ -        |
| <b>Total Classified Staff:</b> |   |          |               | \$ -               | \$ -        |

**Fringe:**

|                      | % | Total Salaries | Cost Share Salaries | Save the Children: | Cost Share: |
|----------------------|---|----------------|---------------------|--------------------|-------------|
| Certified Staff      | @ | \$ -           | \$ -                | \$ -               | \$ -        |
| Classified Staff     | @ | \$ -           | \$ -                | \$ -               | \$ -        |
| <b>Total Fringe:</b> |   |                |                     | \$ -               | \$ -        |

**Materials and Equipment**

| Materials and Supplies | Total Cost | Save the Children: | Cost Share: |
|------------------------|------------|--------------------|-------------|
|                        |            | \$ -               |             |
|                        |            | \$ -               |             |
| Snacks                 | # kids     | Cost/ child/ day   | # Days      |
|                        |            |                    |             |
|                        |            |                    |             |
| Technology             |            | \$ -               |             |
| <b>Total Materials</b> |            | \$ -               | \$ -        |

**Training and Travel**

| Training and Travel |   |               |                 |          | Save the Children: | Cost Share: |
|---------------------|---|---------------|-----------------|----------|--------------------|-------------|
| Mileage             | # | Cost per mile | Total miles/ mo | # months |                    |             |
|                     | @ |               |                 |          | \$ -               |             |
|                     | @ |               |                 |          | \$ -               |             |
| Other               | # | Cost          |                 |          |                    |             |
|                     |   |               |                 |          | \$ -               |             |
|                     |   |               |                 |          | \$ -               |             |
| <b>Total Travel</b> |   |               |                 |          | \$ -               | \$ -        |

**Other**

| Other Costs - if approved                | Direct Total | % | Total Cost | Save the Children:        | Cost Share:        |
|--|--------------|---|------------|---------------------------|--------------------|
|  | \$ -         |   | \$ -       | \$ -                      | \$ -               |
| <b>Total Other</b>                       |              |   |            | \$ -                      | \$ -               |
|  |              |   |            | <b>Save the Children:</b> | <b>Cost Share:</b> |
| <b>TOTAL AFTER SCHOOL Healthy Choice</b> |              |   |            | \$ -                      | \$ -               |

**IV. SUMMER**

**SUMMER BOOST**

| Certified Staff               |   |                      |                      | Save the Children:   | Cost Share:          |
|-------------------------------|---|----------------------|----------------------|----------------------|----------------------|
|                               | # | %                    | annual salary        |                      |                      |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -                 |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | \$ -                 | <input type="text"/> |
|                               | # | per hour             | # hours/ day         | # days/ year         |                      |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -                 |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -                 |
| <b>Total Certified Staff:</b> |   |                      |                      | \$ -                 | \$ -                 |

| Classified staff:              |   |                      |                      | Save the Children:   | Cost Share:          |
|--------------------------------|---|----------------------|----------------------|----------------------|----------------------|
|                                | # | %                    | annual salary        |                      |                      |
| <input type="text"/>           | @ | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -                 |
| <input type="text"/>           | @ | <input type="text"/> | <input type="text"/> | \$ -                 | <input type="text"/> |
|                                | # | per hour             | # hours/ day         | # days/ year         |                      |
| <input type="text"/>           | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -                 |
| <input type="text"/>           | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -                 |
| <input type="text"/>           | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -                 |
| <input type="text"/>           | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -                 |
| <b>Total Classified Staff:</b> |   |                      |                      | \$ -                 | \$ -                 |

| Fringe:              |   | %                    | Total Salaries | Cost Share Salaries | Save the Children: | Cost Share: |
|----------------------|---|----------------------|----------------|---------------------|--------------------|-------------|
| Certified Staff      | @ | <input type="text"/> | \$ -           | \$ -                | \$ -               | \$ -        |
| Classified Staff     | @ | <input type="text"/> | \$ -           | \$ -                | \$ -               | \$ -        |
| <b>Total Fringe:</b> |   |                      |                |                     | \$ -               | \$ -        |

| Materials and Equipment |  | Total Cost           | Save the Children: | Cost Share:          |
|-------------------------|--|----------------------|--------------------|----------------------|
| Materials and Supplies  |  | <input type="text"/> | \$ -               | <input type="text"/> |
|                         |  | <input type="text"/> | \$ -               | <input type="text"/> |
| <b>Total Materials</b>  |  |                      | \$ -               | \$ -                 |

| Training and Travel |  | #                    | Cost per mile        | Total miles/ mo      | # months             | Save the Children: | Cost Share:          |
|---------------------|--|----------------------|----------------------|----------------------|----------------------|--------------------|----------------------|
| Mileage             |  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | <input type="text"/> |
|                     |  | @                    | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | <input type="text"/> |
| Other               |  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | <input type="text"/> |
|                     |  | @                    | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | <input type="text"/> |

| Transportation      |  | # buses              | Cost/ mi             | Total miles/ mo      | # months             | Save the Children: | Cost Share:          |
|---------------------|--|----------------------|----------------------|----------------------|----------------------|--------------------|----------------------|
| Fuel Cost           |  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | <input type="text"/> |
|                     |  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | <input type="text"/> |
| OR Gas Vouchers     |  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | <input type="text"/> |
|                     |  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | <input type="text"/> |
| <b>Total Travel</b> |  |                      |                      |                      |                      | \$ -               | \$ -                 |

|                          |  |  |  |  |  |      |      |
|--------------------------|--|--|--|--|--|------|------|
| <b>Total Summerboost</b> |  |  |  |  |  | \$ - | \$ - |
|--------------------------|--|--|--|--|--|------|------|

| KINDER BOOST                  |   |                      |                      | Save the Children:   | Cost Share:          |
|-------------------------------|---|----------------------|----------------------|----------------------|----------------------|
| Certified staff:              |   |                      |                      |                      |                      |
|                               | # | %                    | annual salary        |                      |                      |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -                 |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | \$ -                 | <input type="text"/> |
|                               | # | per hour             | # hours/ day         | # days/ year         |                      |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -                 |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -                 |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -                 |
| <b>Total Certified Staff:</b> |   |                      |                      | \$ -                 | \$ -                 |

| Classified staff:              |                      |                      |                      | #                         | %                    | annual salary        | Save the Children:   | Cost Share:        |             |
|--------------------------------|----------------------|----------------------|----------------------|---------------------------|----------------------|----------------------|----------------------|--------------------|-------------|
| <input type="text"/>           | @                    | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
| <input type="text"/>           | @                    | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
|                                |                      |                      |                      | #                         | per hour             | # hours/ day         | # days/ year         |                    |             |
| <input type="text"/>           | @                    | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
| <input type="text"/>           | @                    | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
| <input type="text"/>           | @                    | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
| <b>Total Classified Staff:</b> |                      |                      |                      |                           |                      |                      | \$ -                 | \$ -               |             |
| Fringe:                        |                      |                      |                      | %                         | Total Salaries       | Cost Share Salaries  | Save the Children:   | Cost Share:        |             |
| Certified Staff                | @                    | <input type="text"/> | <input type="text"/> | \$ -                      | \$ -                 | \$ -                 | \$ -                 | \$ -               |             |
| Classified Staff               | @                    | <input type="text"/> | <input type="text"/> | \$ -                      | \$ -                 | \$ -                 | \$ -                 | \$ -               |             |
| <b>Total Fringe:</b>           |                      |                      |                      |                           |                      |                      | \$ -                 | \$ -               |             |
| Materials and Equipment        |                      |                      |                      | Materials and Supplies    |                      | Total Cost           | Save the Children:   | Cost Share:        |             |
| <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
| <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
| <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
| <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
| <b>Total Materials</b>         |                      |                      |                      |                           |                      |                      | \$ -                 | \$ -               |             |
| Training and Travel            |                      |                      |                      | Training and Travel       |                      |                      | Save the Children:   | Cost Share:        |             |
| Mileage                        | #                    | Cost per mile        | Total miles/ mo      | # months                  |                      |                      | \$ -                 | \$ -               |             |
| <input type="text"/>           | @                    | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
| Other                          | #                    | Cost                 |                      |                           |                      |                      | \$ -                 | \$ -               |             |
| <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
| <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | \$ -                 | \$ -               |             |
| Transportation                 |                      |                      |                      | # buses                   | Cost/ mi             | Total miles/ mo      | # months             |                    |             |
| Fuel Cost                      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               |             |
| <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               |             |
| <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               |             |
| OR:                            |                      |                      |                      | Cost/ Voucher             | # students/ wk       | # weeks              |                      |                    |             |
| Gas Vouchers                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               |             |
| <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               |             |
| <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               |             |
| <b>Total Travel</b>            |                      |                      |                      |                           |                      |                      | \$ -                 | \$ -               |             |
| <b>Total Kinderboost</b>       |                      |                      |                      |                           |                      |                      | \$ -                 | \$ -               |             |
| Other                          |                      |                      |                      | Other Costs - if approved | Direct Total         | %                    | Total Cost           | Save the Children: | Cost Share: |
| <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -                      | -                    | <input type="text"/> | \$ -                 | \$ -               | \$ -        |
| <b>Total Other</b>             |                      |                      |                      |                           |                      |                      | \$ -                 | \$ -               |             |
| <b>Save the Children:</b>      |                      |                      |                      |                           |                      |                      | \$ -                 | \$ -               |             |
| <b>Cost Share:</b>             |                      |                      |                      |                           |                      |                      | \$ -                 | \$ -               |             |
| <b>TOTAL SUMMER</b>            |                      |                      |                      |                           |                      |                      | \$ -                 | \$ -               |             |

**V. EARLY STEPS TO SCHOOL SUCCESS**

| Certified staff:              |   |                      |                      | #                    | %                    | annual salary        | Save the Children: | Cost Share: |
|-------------------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|--------------------|-------------|
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | \$ -        |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | \$ -        |
|                               |   |                      |                      | #                    | per hour             | # hours/ day         | # days/ year       |             |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | \$ -        |
| <input type="text"/>          | @ | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | \$ -        |
| <b>Total Certified Staff:</b> |   |                      |                      |                      |                      |                      | \$ -               | \$ -        |



| <b>Classified staff:</b>   |   |   |      | #            | %             | annual salary      | Save the Children:  | Cost Share:        |             |          |   |
|--|---|---|------|--------------|---------------|--------------------|---------------------|--------------------|-------------|----------|---|
| Early Childhood Coordinator  | @ | 1 | 100% | \$ 44,533.00 | \$            | 40,208.00          | \$                  | 4,325.00           |             |          |   |
|  | @ |   |      |              | \$            | -                  | \$                  | -                  |             |          |   |
|  | @ |   |      |              | \$            | -                  | \$                  | -                  |             |          |   |
|  | @ |   |      |              | \$            | -                  | \$                  | -                  |             |          |   |
| <b>Total Classified Staff:</b>   |   |   |      |              |               | \$ 40,208.00       | \$                  | 4,325.00           |             |          |   |
| <b>Fringe:</b>   |   |   |      | #            | %             | Total Salaries     | Cost Share Salaries | Save the Children: | Cost Share: |          |   |
| Certified Staff  | @ |   |      | \$0.00       | \$            | -                  | \$                  | -                  | \$          | -        |   |
| Classified Staff   | @ |   | 74%  | \$40,208.00  | \$            | 4,325.00           | \$                  | 29,552.88          | \$          | 3,178.88 |   |
| <b>Total Fringe:</b>   |   |   |      |              |               | \$                 | 29,552.88           | \$                 | 3,178.88    |          |   |
| <b>Books</b>   |   |   |      | Total Cost   |               | Save the Children: | Cost Share:         |                    |             |          |   |
| Book Bag Replacement Books   |   |   |      | \$           | 400.00        | \$                 | 400.00              |                    |             |          |   |
|  |   |   |      | \$           | -             | \$                 | -                   |                    |             |          |   |
| <b>Total Books</b>   |   |   |      | \$           | 400.00        | \$                 | 400.00              | \$                 | -           |          |   |
| <b>Materials and Equipment</b>   |   |   |      | Total Cost   |               | Save the Children: | Cost Share:         |                    |             |          |   |
| Materials and Supplies   |   |   |      | \$           | 1,600.00      | \$                 | 1,600.00            |                    |             |          |   |
| PPVT & PLS Testing, Parent-Child Groups, Transition Activities and                     |   |   |      | \$           | 1,600.00      | \$                 | -                   |                    |             |          |   |
|  |   |   |      | \$           | -             | \$                 | -                   |                    |             |          |   |
| Technology   |   |   |      | \$           | -             | \$                 | -                   |                    |             |          |   |
|  |   |   |      | \$           | -             | \$                 | -                   |                    |             |          |   |
| <b>Total Materials</b>   |   |   |      | \$           | 1,600.00      | \$                 | 1,600.00            | \$                 | -           |          |   |
| <b>Training, Travel, and Transportation</b>  |   |   |      | #            | Cost per mile | Total miles/ mo    | # months            | Save the Children: | Cost Share: |          |   |
| Home Visit Mileage Reimbursement   |   |   |      | @            | 1 \$ 0.58     | 120                | 12                  | \$                 | 835.20      |          |   |
| Travel to Cluster Meetings, Annual PLG, GIK pick-up and other ESSS related work travel |   |   |      | @            | 1 \$ 0.58     | 80                 | 12                  | \$                 | 556.80      |          |   |
| Other  |   |   |      |              |               | #                  | Cost                | \$                 |             |          |   |
| Travel Training Meals Reimbursement (up to 4 meals)                                    |   |   |      |              |               | 4                  | \$ 15.00            | \$                 | 60.00       |          |   |
| Professional Development: Work-Related Early   |   |   |      |              |               | 1                  | \$ 100.00           | \$                 | 100.00      |          |   |
| <b>Total Travel</b>  |   |   |      |              |               |                    |                     | \$                 | 1,552.00    | \$       | - |
| <b>Other</b>   |   |   |      | Direct Total | %             | Total Cost         | Save the Children:  | Cost Share:        |             |          |   |
| Other Costs - if approved  |   |   |      | \$           | 73,312.88     | \$                 | -                   | \$                 | -           | \$       | - |
| <b>Total Other</b>   |   |   |      | \$           | -             | \$                 | -                   | \$                 | -           | \$       | - |
| <b>TOTAL ESSS</b>  |   |   |      | \$           | 73,312.88     | \$                 | 73,312.88           | \$                 | 7,503.88    |          |   |

| <b>VI. Sponsorship</b>        |  |  |  | # | % | annual salary | Save the Children: | Cost Share: |    |   |
|-------------------------------|--|--|--|---|---|---------------|--------------------|-------------|----|---|
| <b>Certified staff:</b>       |  |  |  | @ |   |               | \$                 | -           | \$ | - |
|                               |  |  |  | @ |   |               | \$                 | -           | \$ | - |
|                               |  |  |  | @ |   |               | \$                 | -           | \$ | - |
|                               |  |  |  | @ |   |               | \$                 | -           | \$ | - |
| <b>Total Certified Staff:</b> |  |  |  |   |   |               | \$                 | -           | \$ | - |

| Classified staff:                    |   |   |               | #               | %                  | annual salary      | Save the Children: | Cost Share:         |                    |             |
|--------------------------------------|---|---|---------------|-----------------|--------------------|--------------------|--------------------|---------------------|--------------------|-------------|
|                                      | @ |   |               |                 |                    |                    | \$ -               | \$ -                |                    |             |
|                                      | @ |   |               |                 |                    |                    | \$ -               |                     |                    |             |
|                                      |   |   |               | #               | per hour           | # hours/ day       | # days/ year       |                     |                    |             |
|                                      | @ |   |               |                 |                    |                    | \$ -               |                     |                    |             |
|                                      | @ |   |               |                 |                    |                    | \$ -               |                     |                    |             |
| <b>Total Classified Staff:</b>       |   |   |               |                 |                    |                    | \$ -               | \$ -                |                    |             |
| Fringe:                              |   |   |               |                 |                    | %                  | Total Salaries     | Cost Share Salaries | Save the Children: | Cost Share: |
| Certified Staff                      | @ |   |               |                 |                    |                    | \$ -               | \$ -                | \$ -               | \$ -        |
| Classified Staff                     | @ |   |               |                 |                    |                    | \$ -               | \$ -                | \$ -               | \$ -        |
| <b>Total Fringe:</b>                 |   |   |               |                 |                    |                    | \$ -               | \$ -                | \$ -               | \$ -        |
| Materials and Equipment              |   |   |               |                 |                    |                    |                    |                     |                    |             |
| Materials and Supplies               |   |   |               |                 |                    | Total Cost         | Save the Children: | Cost Share:         |                    |             |
|                                      |   |   |               |                 |                    |                    | \$ -               |                     |                    |             |
|                                      |   |   |               |                 |                    |                    | \$ -               |                     |                    |             |
| Technology                           |   |   |               |                 |                    |                    | \$ -               |                     |                    |             |
|                                      |   |   |               |                 |                    |                    | \$ -               |                     |                    |             |
| <b>Total Materials</b>               |   |   |               |                 |                    |                    | \$ -               | \$ -                |                    |             |
| Training, Travel, and Transportation |   |   |               |                 |                    |                    |                    |                     |                    |             |
| Training and Travel                  |   |   |               |                 |                    |                    |                    |                     |                    |             |
| Mileage                              |   | # | Cost per mile | Total miles/ mo | # months           | Save the Children: | Cost Share:        |                     |                    |             |
|                                      | @ |   |               |                 |                    | \$ -               |                    |                     |                    |             |
|                                      | @ |   |               |                 |                    | \$ -               |                    |                     |                    |             |
| Other                                |   | # | Cost          |                 | Save the Children: | Cost Share:        |                    |                     |                    |             |
|                                      |   |   |               |                 | \$ -               |                    |                    |                     |                    |             |
|                                      |   |   |               |                 | \$ -               |                    |                    |                     |                    |             |
| <b>Total Travel</b>                  |   |   |               |                 |                    |                    | \$ -               | \$ -                |                    |             |
|                                      |   |   |               |                 |                    |                    | \$ -               | \$ -                |                    |             |
|                                      |   |   |               |                 |                    |                    | \$ -               | \$ -                |                    |             |
| <b>TOTAL Sponsorship</b>             |   |   |               |                 |                    |                    | \$ -               | \$ -                |                    |             |

| VI. Vroom / 3-5                |   |   |      |             |          |               |                    |                     |                    |             |
|--------------------------------|---|---|------|-------------|----------|---------------|--------------------|---------------------|--------------------|-------------|
| Certified staff:               |   |   |      | #           | %        | annual salary | Save the Children: | Cost Share:         |                    |             |
|                                | @ |   |      |             |          |               | \$ -               | \$ -                |                    |             |
|                                | @ |   |      |             |          |               | \$ -               |                     |                    |             |
|                                |   |   |      | #           | per hour | # hours/ day  | # days/ year       |                     |                    |             |
|                                | @ |   |      |             |          |               | \$ -               | \$ -                |                    |             |
|                                | @ |   |      |             |          |               | \$ -               |                     |                    |             |
| <b>Total Certified Staff:</b>  |   |   |      |             |          |               | \$ -               | \$ -                |                    |             |
| Classified staff:              |   |   |      | #           | %        | annual salary | Save the Children: | Cost Share:         |                    |             |
| Vroom Ambassador/ECC Stipend   | @ | 1 | 100% | \$ 4,800.00 |          |               | \$ 4,800.00        | \$ -                |                    |             |
|                                | @ |   |      |             |          |               | \$ -               |                     |                    |             |
|                                |   |   |      | #           | per hour | # hours/ day  | # days/ year       |                     |                    |             |
|                                | @ |   |      |             |          |               | \$ -               |                     |                    |             |
|                                | @ |   |      |             |          |               | \$ -               |                     |                    |             |
| <b>Total Classified Staff:</b> |   |   |      |             |          |               | \$ 4,800.00        | \$ -                |                    |             |
| Fringe:                        |   |   |      |             |          | %             | Total Salaries     | Cost Share Salaries | Save the Children: | Cost Share: |
| Certified Staff                | @ |   |      |             |          |               | \$ -               | \$ -                | \$ -               | \$ -        |
| Classified Staff               | @ |   | 25%  | \$ 4,800.00 |          |               | \$ -               | \$ -                | \$ 1,200.00        | \$ -        |
| <b>Total Fringe:</b>           |   |   |      |             |          |               | \$ 1,200.00        | \$ -                |                    |             |

**Materials and Equipment**

| Materials and Supplies   | Total Cost  | Save the Children: | Cost Share: |
|--|-------------|--------------------|-------------|
| Materials and Supplies to Support Kinder-Readiness and Community | \$ 3,652.00 | \$ 3,652.00        |             |
|  |             | \$ -               |             |
| <b>Technology</b>  |             |                    |             |
|  |             | \$ -               |             |
|  |             | \$ -               |             |
| <b>Total Materials</b>   |             | <b>\$ 3,652.00</b> | <b>\$ -</b> |

**Training and Travel**

| Training and Travel                              | # | Cost per mile | Total miles/ mo | # months | Save the Children: | Cost Share: |
|--|---|---------------|-----------------|----------|--------------------|-------------|
| Mileage  |   |               |                 |          |                    |             |
| Mileage Reimbursement for KR and CE Activities @ | 1 | \$ 0.58       | 50              | 12       | \$ 348.00          |             |
| @  |   |               |                 |          | \$ -               |             |
| <b>Other</b>                                     |   |               |                 | <b>#</b> | <b>Cost</b>        |             |
|  |   |               |                 |          | \$ -               |             |
|  |   |               |                 |          | \$ -               |             |
| <b>Total Travel</b>                              |   |               |                 |          | <b>\$ 348.00</b>   | <b>\$ -</b> |

**Other**

| Other Costs - if approved | Direct Total | % | Total Cost | Save the Children:        | Cost Share:        |
|---------------------------|--------------|---|------------|---------------------------|--------------------|
|                           | \$ 10,000.00 |   | \$ -       | \$ -                      |                    |
| <b>Total Other</b>        |              |   |            | <b>\$ -</b>               | <b>\$ -</b>        |
|                           |              |   |            | <b>Save the Children:</b> | <b>Cost Share:</b> |
| <b>TOTAL Vroom / 3-5</b>  |              |   |            | <b>\$ 10,000.00</b>       | <b>\$ -</b>        |

**VII. Community Engagement**

**Certified staff:**

|                               | # | %        | annual salary | Save the Children: | Cost Share:        |             |
|-------------------------------|---|----------|---------------|--------------------|--------------------|-------------|
| @                             |   |          |               | \$ -               | \$ -               |             |
| @                             |   |          |               | \$ -               |                    |             |
|                               | # | per hour | # hours/ day  | # days/ year       | Save the Children: | Cost Share: |
| @                             |   |          |               |                    | \$ -               | \$ -        |
| @                             |   |          |               |                    | \$ -               |             |
| <b>Total Certified Staff:</b> |   |          |               | <b>\$ -</b>        | <b>\$ -</b>        |             |

**Classified staff:**

|                                | # | %        | annual salary   | Save the Children: | Cost Share:        |             |
|--------------------------------|---|----------|-----------------|--------------------|--------------------|-------------|
| @                              |   |          | (4200 per site) | \$ -               | \$ -               |             |
| @                              |   |          | (7280 per site) | \$ -               |                    |             |
|                                | # | per hour | # hours/ day    | # days/ year       | Save the Children: | Cost Share: |
| @                              |   |          |                 |                    | \$ -               | \$ -        |
| @                              |   |          |                 |                    | \$ -               |             |
| <b>Total Classified Staff:</b> |   |          |                 | <b>\$ -</b>        | <b>\$ -</b>        |             |

**Fringe:**

|                      | % | Total Salaries | Cost Share Salaries | Save the Children: | Cost Share: |
|----------------------|---|----------------|---------------------|--------------------|-------------|
| Certified Staff @    |   | \$ -           | \$ -                | \$ -               | \$ -        |
| Classified Staff @   |   | \$ -           | \$ -                | \$ -               | \$ -        |
| <b>Total Fringe:</b> |   |                |                     | <b>\$ -</b>        | <b>\$ -</b> |

**Materials and Equipment**

| Materials and Supplies | Cost/ site | # sites | Save the Children: | Cost Share: |
|------------------------|------------|---------|--------------------|-------------|
|                        |            |         | \$ -               |             |
|                        |            |         | \$ -               |             |
| <b>Technology</b>      |            |         |                    |             |
|                        |            |         | \$ -               |             |
|                        |            |         | \$ -               |             |
| <b>Total Materials</b> |            |         | <b>\$ -</b>        | <b>\$ -</b> |

**Training and Travel**

Training and Travel

| Mileage              | #                    | Cost per mile        | Total miles/ mo      | # months             | Save the Children: | Cost Share:          |
|----------------------|----------------------|----------------------|----------------------|----------------------|--------------------|----------------------|
| <input type="text"/> | @                    | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | <input type="text"/> |
| <input type="text"/> | @                    | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ -               | <input type="text"/> |
| Other                | #                    | Cost                 |                      |                      | Save the Children: | Cost Share:          |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |                      |                      | \$ -               | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |                      |                      | \$ -               | <input type="text"/> |
| <b>Total Travel</b>  |                      |                      |                      |                      | \$ -               | \$ -                 |

**Other**

| Other Costs - if approved         | Direct Total | %                    | Total Cost | Save the Children:        | Cost Share:          |
|-----------------------------------|--------------|----------------------|------------|---------------------------|----------------------|
| <input type="text"/>              | \$ -         | <input type="text"/> | \$ -       | \$ -                      | <input type="text"/> |
| <b>Total Other</b>                |              |                      |            | \$ -                      | \$ -                 |
|                                   |              |                      |            | <b>Save the Children:</b> | <b>Cost Share:</b>   |
| <b>TOTAL Community Engagement</b> |              |                      |            | \$ -                      | \$ -                 |

**Save the Children: Cost Share:**

**TOTAL Budget \$83,312.88 \$7,503.88**



|  |   |
|--|---|
| <b>Policies and Procedures Reference No.</b> | CS-01.5   |
| <b>Policy Title</b>                          | Policy on Child Safeguarding (“Child Safeguarding Policy” or CSP)   |
| <b>Category</b>                              | Big 9 Policies  |
| <b>Author</b>                                | National Director of Child Safeguarding   |
| <b>Vice President with Oversight</b>         | Vice President, Legal & Risk Management   |
| <b>Approver</b>                              | Senior Management Team  |
| <b>Purpose and Description</b>               | These policies and related procedures describe Save the Children’s commitment to Child Safeguarding. The purpose of the policy is to ensure that Save the Children is safe for children by promoting awareness and mitigating the <i>risk of or actual</i> harm that may come to children by employees, representatives, programming or operations. |
| <b>Compliance Requirement</b>                | <input type="checkbox"/> Statute:<br><input type="checkbox"/> Regulation:<br><input checked="" type="checkbox"/> Industry Standards:<br><input type="checkbox"/> Not Applicable   |
| <b>Audience</b>                              | <input checked="" type="checkbox"/> SCUS<br><input checked="" type="checkbox"/> All Head Start<br><input checked="" type="checkbox"/> SCAN<br><input checked="" type="checkbox"/> Sub-awardees, partners, vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products (collectively, “Partners”)    |
| <b>Effective date</b>                        | 02/01/2019  |
| <b>Revision date</b>                         | 07/01/2020  |
| <b>Retirement Rationale</b>                  | N/A   |

## DEFINITION & ACRONYMS

- A. Child or Children<sup>1</sup>:** Anyone under 18 years of age.
- B. Child Abuse:** Anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. The main categories of Child Abuse are Physical Abuse, Emotional Abuse, Neglect/Negligent Treatment, Sexual Exploitation & Abuse and Exploitation.
- 1. Physical Abuse:** Non-accidental use of physical force that inadvertently or deliberately causes a risk of or actual injury or suffering to a child. *Physical force* includes but is not limited to hitting, shaking, kicking, pinching, pushing/pulling, grabbing, burning, female genital mutilation, torture, and other physical acts. *Physical injury or suffering* may include but is not limited to bruises, marks, soft tissue swelling, hematomas, fractures, sprains, dislocation, burns, damage to organs, death, permanent disfigurement, and any other non-trivial injury.
  - 2. Emotional Abuse:** Harm to a child’s emotional, intellectual, mental or psychological development. This may occur as an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment (e.g., bad name-calling, threats, yelling/screaming/cursing at, teasing, constant criticism, belittling, persistent shaming, etc.), failure to meet a child’s emotional needs, and rejecting, ignoring, terrorizing, isolating or confining a child.
  - 3. Neglect/Negligent Treatment:** The failure to meet a child’s basic physical and/or psychological needs either deliberately or through negligence. Neglect includes but is not limited to failing to provide adequate food, sufficient or seasonally-appropriate clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or treatment or providing inappropriate medical treatment (e.g., administering medication when not authorized); or failing to provide a safe physical environment (e.g., exposure to violence, unsafe programming location, unsafe sleeping practices, releasing a child to an unauthorized adult, access to weapons or harmful objects, failing to child-proof a space that children will occupy, etc.).
  - 4. Sexual Exploitation & Abuse (SEA):** All forms of sexual violence and coercion, sexual solicitation, manipulation or trickery including incest, early and forced marriage, rape, involvement in or exposure to indecent images/video (aka pornography), sexual slavery/trafficking, and statutory rape. Sexual abuse may include but is not limited to indecent touching or exposure, explicit sexual language towards or about a child and grooming. Sexual abuse does not always involve touching. *Sexual Exploitation* is any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes including but not limited to profiting monetarily, socially or politically from the sexual exploitation of another. Be aware that technology is a tool sometimes used to sexually exploit a child.

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<sup>1</sup> “Child or Children” is not qualified only as a beneficiary child; rather, this term is inclusive of all persons under the age of 18.



The sexual exploitation and abuse of children under the age of 18 is child abuse and a policy violation. It may also constitute a criminal offense, depending upon the age of consent, local laws and customs.<sup>2</sup>

- **Grooming** is the process in which an adult builds a relationship with a child or the child's caretaker to gain the child's or the caretaker's trust for the purposes of sexually abusing and/or exploiting the child. Grooming typically occurs in phases, and it can happen online or face to face, by a stranger or by someone the child or caretaker knows. Since it is a gradual process, it can sometimes be difficult to detect. Here are a few indicators that an adult may be grooming a child or his/her caretaker:
  - a. Favoring the child over others
  - b. Providing the child with rewards or privileges
  - c. Isolating the child from others
  - d. Expressing interest in a child who is particularly vulnerable or in need of support (e.g., previous abuse of the child by another)
  - e. Befriending the parents or caretakers who are responsible to protect the child
  - f. Providing the child with alcohol or drugs
  - g. Building intimacy (i.e., having inside jokes or telling the child that nobody understands him/her like the groomer does)
  - h. Threatening, blackmailing, intimidating, or scaring a child by saying the groomer will do something to the child's family or friends

5. **Exploitation**<sup>3</sup>: The actual or attempted abuse of a position of vulnerability, power differential, or trust for the benefit of the individual leveraging their position, power, privilege, or wealth (through enticement, manipulation, coercion or trickery) to engage a child in labor, domestic servitude, forced criminality, soldiering or organ harvesting. Typically, the person(s) exploiting a child does so in order to profit monetarily, socially, or politically. It can happen to one or a group of children, in the community of origin, outside of the community, or internationally. The exploitation of a child may include but is not limited to:

- domestic servitude (e.g., cleaning, childcare, cooking, etc.)
- forced labor (commonly in factories or agriculture)
- forced criminal activities such as pickpocketing, begging, transporting drugs, manufacturing drugs, selling pirated merchandise
- used for benefit fraud
- forced to become a child soldier or join a gang

**C. Child Data:** Paper or electronic information containing Personally Identifiable Information (PII) collected for our programmatic or operational purposes.

**D. Child Protection:** Child protection is making the world safe for children. It is our programmatic area of work aimed at protecting children from all forms of abuse and exploitation in all regions of the world. Child Protection responses are macro-level in scale and involve holistic approaches

<sup>2</sup> Sexual Exploitation of anyone under 18 is a violation of this policy. Sexual exploitation of any beneficiary, irrespective of age, is a violation of our Code of Conduct.

<sup>3</sup> Exploitation of anyone benefitting from Save the Children programs or activities is a violation of the Code of Conduct.



to meet the social and legal protection needs of children and their families within vulnerable communities.

- E. Child Safeguarding:** The set of policies, procedures and practices that we employ to ensure that Save the Children is a child safe organization. Child Safeguarding is making Save the Children *safe* for children. It involves our collective and individual responsibility and preventative actions to ensure that all children are protected from deliberate or unintentional acts that lead to the *risk of or actual* harm by Save the Children staff, representatives and third parties, who come into contact with children or impact them through our development interventions, humanitarian responses and operations. This includes our direct program implementation, work through partners and management of children's personal data.
- F. Child Welfare:** Child Welfare is making the community safe for children. It includes claims of child abuse that happen *external* to Save the Children *and/or* that are required by law or local norms to be reported to local authorities, which may include familial, communal or institutional child abuse allegations.
- G. Guest:** Any non-employee, non-representative invited into Save the Children to visit programs or partake in an event or activity sponsored by Save the Children.
- H. Personally Identifiable Information:** Any information that can be used on its own or with other information to identify, contact, or locate a single person or to identify an individual in context.<sup>4</sup>
- I. Public Communication:** Dialogue in the public sphere in order to deliver a message to a specific audience. Speaking events, newspaper editorials, advertisements, email and Social Media are a few forms of public communication.<sup>5</sup>
- J. Representative:** Employees, volunteers, interns, consultants, Board members, Partners and others who work with children on Save the Children's behalf, visit Save the Children's programs, or who have access to sensitive information about children in Save the Children's programs.
- K. Social Media:** Forms of electronic communication/content used to share information, comments, messages, images, video and other content via a Social Network.<sup>6</sup>

**Save the Children has zero tolerance for Child Abuse.**

<sup>4</sup> PII definition can be found at:

[https://savechildrenusa.sharepoint.com/lc/Lists/Legal%20Resource%20Index/Attachments/145/Personally%20Identifiable%20Information%20\(PII\)%20Definition.pdf](https://savechildrenusa.sharepoint.com/lc/Lists/Legal%20Resource%20Index/Attachments/145/Personally%20Identifiable%20Information%20(PII)%20Definition.pdf)

<sup>5</sup> Social Media Policy can be found at:

<https://savechildrenusa.sharepoint.com/hr/policylibrary/Documents/Social%20Media%20Policy.pdf#search=social%20media>

<sup>6</sup> See Social Media Policy



## POLICIES<sup>7</sup>

### I. Policy on Commitment to Children

Save the Children is committed to conducting its programs and operations in a manner that is safe for the children it serves and to helping protect the children with whom Save the Children is in contact. All Save the Children representatives are *explicitly prohibited* from engaging in any activity that may result in any kind of Child Abuse. Save the Children's policy to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at the risk of any kind of Child Abuse.

All Save the Children Representatives are expected to conduct themselves in a manner consistent with this commitment and obligation. Any violations of this policy will be treated as a serious infraction and will result in disciplinary action being taken, up to and including termination and any other available legal remedy.

In furtherance of this Policy, Save the Children has adopted procedures, described below, to promote:

- a. **Prevention of Child Abuse:** Striving, through awareness, good practice and training, to minimize the risks to children and take positive steps to help protect children who are the subject of any concerns.
- b. **Reporting of Child Abuse:** Ensuring that all Representatives know the steps to take and whom to contact when concerns arise regarding the safeguarding of children.
- c. **Responding to Child Abuse:** Engaging in action that supports and protects children when concerns arise regarding their well-being; supporting those who raise such concerns; investigating, or cooperating with any subsequent investigation; and taking appropriate corrective action to prevent the recurrence of such activity.
- d. **Training to Promote Awareness of Child Safeguarding Obligations:** Ensuring that all Representatives are adequately trained and supported in preventing, reporting and responding to safeguarding concerns; and ensuring that all Representatives are notified of and made aware of the expectation to comply with this Policy.

Save the Children will take all reasonable steps to make the organization safe as it conducts its routine operations, program implementation (via non-emergency direct implementation, emergency and humanitarian responses, recovery and development work), policy and campaigning efforts.

### 2. Policy to Comply with Applicable Laws and Regulations

It is Save the Children's policy to ensure compliance with host country and local child welfare and protection legislation, or international standards, whichever affords greater protection, and with U.S. law, where applicable. The requirements of this Child Safeguarding Policy are in addition to any other applicable legal requirements, including but not limited to donor requirements.

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<sup>7</sup> SCI's Child Safeguarding Policy can be found at

[https://savethechildren1.sharepoint.com/tools/QualityFramework/Documents/SCI\\_POL\\_%20Child%20Safeguarding%20Policy.pdf](https://savethechildren1.sharepoint.com/tools/QualityFramework/Documents/SCI_POL_%20Child%20Safeguarding%20Policy.pdf)

SCI Key Guidance in Child Safeguarding Documents can be found at

<https://savethechildren1.sharepoint.com/How/People/SCDocuments/Key%20guidance%20in%20child%20safeguarding%20documents.pdf>



### **3. Policy Regarding Sexual Activity with Children**

It is Save the Children's policy that any individual under the age of 18 is a child and is "underage," regardless of the legal age of consent of the country in which s/he lives and/or in which the offense occurs. An underage child cannot legally give informed consent to sexual activity. Sexual activity with a Child with or without their consent will be treated as a serious infraction and will result in disciplinary action being taken, including termination, and the pursuit of any other available legal remedy.

Consensual sexual activity with a child over the legal age of consent of the country in which s/he lives and/or in which the offense occurs, but below 18 years will be treated as a serious infraction and may result in disciplinary action being taken, up to and including termination, and the pursuit of any other available legal remedy.

### **4. Policy on Accountability of SCUS Management**

SCUS Management is committed to taking all appropriate corrective actions. Disciplinary, legal or other applicable actions in response to any violation of the Child Safeguarding Policy will be taken against any individual who has committed a Child Safeguarding violation and/or anyone who knew of such a violation and failed to act or report. SCUS Management will continuously evaluate findings of violations to the Child Safeguarding Policy to identify and address gaps and/or weaknesses in applicable policies, procedures and protocols.

### **5. Policy on Confidentiality in Child Safeguarding Matters**

SCUS has a duty to manage sensitive information in a manner that is respectful, professional and that complies with the applicable law. Staff must keep all information about any suspected or reported incidents strictly confidential, and must divulge only that information to an SCUS Local or National Child Safeguarding Focal Point<sup>8</sup> (CSFP, identified on SaveNet) or SCI<sup>9</sup> (identified on OneNet), Legal Department, Human Resources team and/or any other senior staff directly involved in the investigation, except as may be required by law. (In the case of incidents abroad/overseas, the relevant Country Office Director may be privy to such information.)

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<sup>8</sup> The National Child Safeguarding Focal Point and National Director of Child Safeguarding are synonymous and interchangeable throughout this Policy. <https://savechildrenusa.sharepoint.com/lc/Pages/Child-Safeguarding-Focal-Point.aspx>

<sup>9</sup> Found on the left-hand menu on an excel spreadsheet. <https://savethechildrenl.sharepoint.com/how/childsafeguarding/>

## PROCEDURES

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| <b>I</b> | <p><b>Prevention of Child Safeguarding Incidents</b></p> <p>Department- and program-specific guidance for the prevention of safeguarding violations is located in the Annex of this policy.</p> <p style="text-align: center;"><b>A. <u>Mitigating Child Safeguarding Risks in Project Planning and Implementation</u></b></p> <ol style="list-style-type: none"> <li>1. Risk Assessments will be conducted for all programming and activities involving children or those having a direct impact on children. All programs <i>from design until exit</i> will be evaluated to ensure it meets the standards for safeguarding children. In addition to programming, other activities carried out by Save the Children, contractors or partners may include but are not limited to research, advocacy, media campaigns and events (involving child travel and/or child participation).</li> <li>2. Where possible and practical, the “Two-Adult Rule,” wherein two or more adults supervise all activities where children are involved and are present at all times, shall be followed.<sup>10</sup></li> <li>3. Representatives must <b>never</b>: <ul style="list-style-type: none"> <li>• act in ways that may be abusive or place Children at risk of abuse;</li> <li>• hit, physically assault or physically abuse Children <i>or</i> threaten to do so;</li> <li>• engage in behaviors that are physically inappropriate or sexually provocative;</li> <li>• engage in sexual activity or have a sexual relationship with anyone under the age of 18 years irrespective of the age of majority/consent or local custom;<sup>11</sup></li> <li>• stay alone overnight with one or more Children benefitting from Save the Children programs who are not part of their family, whether in their house, project premises or elsewhere;</li> <li>• have a Child beneficiary, who is not a part of their family, stay overnight at their home;</li> <li>• sleep in the same bed as a Child beneficiary or sleep in the same room as a Child beneficiary, who is not a part of the their family;</li> <li>• invite Children to stay overnight in a compound, hotel or other accommodations, domestically or internationally, with a non-relative Save the Children representative<sup>12</sup>;</li> <li>• exchange personal contact information or ask for Children’s personal information;</li> <li>• develop relationships with Children which could in any way be deemed exploitative or abusive;</li> <li>• use language, make suggestions or offer advice to Children which is inappropriate, offensive or abusive;</li> <li>• do things for Child beneficiaries of a personal nature that they can do themselves (e.g., toileting, dressing, feeding, washing, etc.);</li> <li>• condone or participate in behavior of Children which is unsafe or illegal;</li> </ul> </li> </ol> |
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<sup>10</sup> Two-Adult Rule must be used because it: (1) significantly reduces the risk of an incident of abuse; (2) protects against false accusations; (3) reduces liability and a possible claim of negligence; and (4) offers additional help if there is an accident or emergency.

<sup>11</sup> Mistaken belief in the age of a child is not a defense.

<sup>12</sup> Child-beneficiaries may attend Save the Children events hosted in hotels. Children traveling with Save the Children must be given reasonable accommodations that abide by this policy.



- act in ways that shame, humiliate, belittle or degrade Children, or otherwise perpetrate any form of emotional abuse;
- discriminate against, show unfair preferential or differential treatment towards particular Child beneficiaries to the exclusion of others;
- ask to meet Children away from other adults or spend excessive time alone with Child beneficiaries away from others in a manner which could be interpreted as inappropriate; and/or
- expose Child beneficiaries to inappropriate images, films, music and websites including mature content, indecent images (pornography) and violence.

**This is not an exhaustive or exclusive list.** Representatives must, at all times, avoid actions that could be construed to constitute poor practice or potentially abusive behavior. Representatives must never place themselves in a position where they are made vulnerable to allegations of misconduct.

**B. Safe Recruitment**

*Safe Recruitment* means using recruitment processes that help keep children safe, including robust safety checking. Save the Children will only recruit representatives who are suited to work with children. Strict child safe recruitment practices apply to all candidates, which include but are not limited to confirming the candidate's identity, obtaining references, conducting interviews and completing a Background Record Check (BRC) to include criminal and sexual offender database searches.

**C. Background Record Checks - Any exception to the BRC process must be approved by the General Counsel.**

**i. Staff, Interns, Volunteers, Fellows, Trustees & Consultants**

Save the Children shall conduct **background record checks (BRCs)** on all Save the Children Staff, Interns, Volunteers, Fellows, Trustees & Consultants. To appropriately screen for Child Safeguarding indicators, BRCs must minimally include comprehensive criminal and sexual offender histories. Any BRC discrepancies must be reviewed by the National Director of Child Safeguarding and cleared by the General Counsel prior to any direct contact between the individual and children or their data.

**ii. Other Representatives & Visitors**

Save the Children shall conduct a BRC for all Representatives (e.g., donors, sponsors, site visitors, invited guests, etc.) prior to the individual's contact with children or child data and/or as it deems appropriate and permitted by law. In the alternative, non-employee Representatives may provide a letter from his/her employer identifying that: (a) a comprehensive BRC for criminal and sexual offender histories has been conducted; (b) date of last BRC; (c) there is no history of a criminal or sexual nature; and (d) there are no known concerns indicating that the individual would pose a risk to children or vulnerable adults. **(Letter template, Annex VII)**

BRCs are screening tools and are not intended to replace or remove other processes and procedures designed to keep children in our programs safe. All Save the Children staff must continue to ensure proper supervision, as outlined in this policy.

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|          | <p style="text-align: center;"><b>iii. Journalists, Celebrities &amp; Talent</b></p> <p>Save the Children works with journalists, celebrities &amp; talent to promote and make visible the programs we implement across the globe. Protecting children from harm is paramount to successfully and safely delivering programs. Understanding the unique challenges for vetting journalists, celebrities and talent, the following protocol will be exercised without exception:</p> <ol style="list-style-type: none"> <li>1. Child Safeguarding phone briefing<sup>13</sup></li> <li>2. Risk Assessment</li> <li>3. Active Supervision within the program</li> <li>4. Talent Vetting Template<sup>14</sup></li> </ol> <p style="text-align: center;"><b>D. Policy Acknowledgements and Verbal Briefings</b></p> <p>All site and program visitors must receive and review the Child Safeguarding (short form) and sign the accompanying acknowledgement form prior to contact with Children or Child Data. On the ground, representatives and visitors will receive a verbal briefing on Child Safeguarding, for which the visit lead will be responsible. Verification of briefings will be sent to <a href="mailto:CSQuestions@savechildren.org">CSQuestions@savechildren.org</a>. (See <u>Verbal Briefing, Annex IV</u>)</p> <p style="text-align: center;"><b>E. Active Supervision of Representatives and Visitors in the Field</b></p> <p>The visit lead is responsible to ensure that all visitors are appropriately supervised during any contact with Children or Child Data and that behavior complies with this Policy. (See <b>Annex III</b> for guidance on supervising visitors.) All SCUS Staff hosting or leading visitors will understand how to safely and appropriately intervene if the Child(ren) are believed to be at risk or harmed by a visitor.</p> |
| <b>2</b> | <p><b><u>Reporting of Child Safeguarding Incidents</u></b></p> <p>All Representatives shall know the steps to take and whom to contact when concerns arise regarding the safety of children. Failure to report a concern, reasonable suspicion or knowledge of misconduct in accordance with this Policy will be treated as a serious infraction and may result in disciplinary action.</p> <p style="text-align: center;"><i><u>If a child is in imminent danger, call 9-1-1 or the local authorities immediately.</u></i></p> <p>All Head Start program visitors must wear a badge indicating that they have been properly vetted and have permission to be on site/at the program.</p> <p><b><u>Reporting Specifics</u></b></p> <p><b><u>Mandated Reporters</u></b> (Note: All Head Start and Early Head Start staff are Mandated Reporters)</p> <p>“Mandated Reporters” are required by US law to report all Child Abuse concerns to the appropriate local authority. Each state has its own definition of “Mandated Reporter,” reporting requirements and reporting hotline. Individuals designated as “Mandated Reporters” typically have frequent contact with children and may include:</p> <ul style="list-style-type: none"> <li>• Social Workers</li> </ul>   |

<sup>13</sup> 1-3 are the processes for Media and Journalists and are managed by Media, Communications and Fundraising (MCF)

<sup>14</sup> Celebrity and Talent Acquisition are responsible for completing this tool



- Child care providers, teachers, principals, and other school personnel
- Physicians, nurses and other health care workers
- Entities that provide organized activities for children (e.g., camps, youth center, rec centers)

If a Child Safeguarding Policy violation is suspected or known, please note that there may be a dual reporting requirement - local authorities and the Save the Children reporting system. Not all policy violations will be reportable to local authorities (e.g., failure to use the Two-Adult Rule) and the local Child Safeguarding Focal Point or National Child Safeguarding Focal Point should be contacted if additional support or instruction is needed.

#### **A. All SCUS Staff & Representatives**

All reports of suspected or known violations to this Policy must be submitted via EthicsPoint/NavEx within 24-hours of occurrence or upon learning of the violation. For overseas reporting requirements, please refer to **section C** below (“Staff Overseas”). All Representatives covered by this Policy may report the concern:

- i. to their direct supervisor (if an SCUS employee);
- ii. to the local or National Child Safeguarding Focal Point;
- iii. directly to EthicsPoint/NavEx anonymously or in name.

The report always should include:

- Date, time and location of the incident;
- Nature of what happened;
- Relevant actions that are happening at the time of the report to keep the Child(ren) safe; and
- Any immediate help or actions required

Head Start and other school staff (via direct implementation or partner programs) must record the date that the concern was reported to Licensing, OHS regional offices and/or state and local authorities as applicable.

A suspected or known Child Safeguarding violation can be reported anonymously or in name online at **SavetheChildren.EthicsPoint.com** or via phone **844-287-1892** (in the US). If you are outside of the US and would like to report by phone, go to [SavetheChildren.EthicsPoint.com](http://SavetheChildren.EthicsPoint.com) for a full listing of contact numbers by country. The US hotline processes reports in English and Spanish.

#### **B. Manager Responsibilities**

Any manager or local Child Safeguarding Focal Point who has knowledge of or receives a report of a known or suspected violation of this Policy **must** report it immediately by filing a report online at [SavetheChildren.EthicsPoint.com](http://SavetheChildren.EthicsPoint.com).

#### **C. Staff Overseas**

As an SCUS Representative, when **traveling or working** overseas in SCI offices, suspected or known allegations of Child Abuse must be reported to *both* SCI and SCUS.



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|   | <p>Secondes and SCI Representatives must report all concerns and/or suspected or known Child Safeguarding violations alleged to have occurred in SCI Country Offices to Datix<sup>15</sup> within 24 hours of its occurrence or knowledge of the incident.</p> <p><b>D. <u>Reporting to Senior Management Team at SCUS</u></b></p> <p>On a quarterly basis, the General Counsel and National Director of Child Safeguarding shall report aggregated incident data to the Senior Management Team (SMT), and the General Counsel shall report such data at a minimum annually to the designated trustees on the Board of Trustees. The General Counsel or the National Director of Child Safeguarding shall immediately report all exceptional cases, as defined below in 3(C), to appropriate members of the SMT and the designated trustee on the Board of Directors.<sup>16</sup></p>  |
| 3 | <p><b><u>Responding to Child Safeguarding Incidents</u></b></p> <p><b>A. <u>Child Safeguarding Focal Points</u></b></p> <p>SCUS shall establish and maintain local Child Safeguarding Focal Points (CSFPs) to support direct implementation, emergency domestic responses and partner programming. An integral part of the SCUS framework, CSFPs are Save the Children employees trained and appointed to support programs and operations in our continued effort to ensure that Save the Children is safe for the Children. Their responsibilities include:</p> <ul style="list-style-type: none"> <li>• Be the first point of contact for Child Safeguarding concerns raised by members of staff and other SCUS representatives;</li> <li>• Liaise with the national team on employee-related Child Safeguarding issues prior to initiation of any action or inquiry into the incident at the local level;</li> <li>• Support staff during the investigation process;</li> <li>• Provide basic advice &amp; guidance on Child Safeguarding concerns;</li> <li>• Conduct and/or facilitate staff training on Child Safeguarding with support from the National Child Safeguarding Focal Point;</li> <li>• Provide consultation on <i>child welfare</i> issues by helping members of staff to identify issues of abuse and neglect and how to report to the local authorities; and</li> <li>• Ensure that suspected or known Child Safeguarding violations are reported via EthicsPoint and any other accompanying reports (i.e., child protective services, licensing, OHS) are filed.</li> </ul> <p>CSFPs are available to receive Child Safeguarding reports and provide overall support to the wider implementation of policies and procedures to safeguard children, namely the Child Safeguarding Policy and other related policies and documents such as the Code of Conduct and Reporting Grievances Policy.</p> <p>A list of the local and National Child Safeguarding Focal Points can be found on SaveNet (Operations → Child Safeguarding → Resource Page → Child Safeguarding Focal Point).<sup>17</sup></p> |

<sup>15</sup> Datix is an online system, and all SCI and Member staff have access to it. The link to Datix can be found on the right hand menu at <https://savethechildren1.sharepoint.com/how/childsafeguarding/>. If the online system is not working, there is an offline form that must be completed and submitted within 24 hours of the alleged incident.

<sup>16</sup> While the process for SCI reporting is not explicit in the current policy, SCI has begun to report quarterly to its Board. The SCI policy addresses escalation of "serious child safeguarding cases" to the SCI Board on page 8 of its policy.

[https://savethechildren1.sharepoint.com/tools/QualityFramework/Documents/SCI\\_POL\\_%20Child%20Safeguarding%20Policy.pdf](https://savethechildren1.sharepoint.com/tools/QualityFramework/Documents/SCI_POL_%20Child%20Safeguarding%20Policy.pdf)

<sup>17</sup> **SCUS** Child Safeguarding Focal Points can be found at <https://savechildrenusa.sharepoint.com/lc/Pages/Child-Safeguarding-Focal-Point.aspx>

**SCI** Child Safeguarding Focal Points can be found on the left-hand menu at <https://savethechildren1.sharepoint.com/how/childsafeguarding/>



### B. Investigating and Follow-up of Child Safeguarding Allegations

SCUS takes every allegation of a violation of our Child Safeguarding Policy seriously. The National Director of Child Safeguarding is responsible to ensure all credible allegations are investigated, logged and tracked in the reporting database.

The National Director of Child Safeguarding or designee is accountable for conducting investigations, interviewing all involved SCUS personnel and making recommendations that will inform the necessary corrective actions and/or remedial measures.<sup>18</sup> During the investigation process, reasonable efforts should be made to contact the caretaker of the Child(ren) identified in the report or known to be put at risk of or actually harmed within our programs. Whenever possible, the Child(ren) should be interviewed and such interviews conducted by a skilled and trained child interviewer.

Representatives covered by this policy must cooperate fully with any investigation or inquiry by SCUS and preserve all records relating to any alleged violation of this Child Safeguarding Policy. Although we cannot guarantee confidentiality, the reported concerns will remain confidential to the extent possible.

1. Initial Assessment: Upon receipt of a report, an initial screening will be conducted by the National Director of Child Safeguarding. A full account of the matter, any immediate personnel action and all documentation will be recorded in EthicsPoint/NavEx.
2. The designated personnel with investigative capacity will develop a Terms of Reference for the internal investigation and conduct it in accordance with the Investigation Workflow Process.
3. Reporting to Applicable Authorities: **In the US**, referrals must be made to Child Protective Services (CPS) or the police as soon as possible, but no later than 24 hours of the incident. Be advised that nearly all U.S. states impose penalties in the form of **fin**es or **imprisonment** for a **Mandated Reporter** who fails to timely report suspected or known child abuse, including physical, sexual and emotional abuse, neglect and/or maltreatment.

**If the incident happens abroad**, then it will be the responsibility of SCI to determine a path for investigation<sup>19</sup>, which may be done in partnership with SCUS. In addition, the relevant authorities in that location must be informed so that the appropriate response can be launched in accordance with local procedures. Irrespective of the local outcome or response, Save the Children staff must report (verbally and in writing) to a senior staff member at the organization/project where they are working or via the established reporting system.

<sup>18</sup> Corrective actions or remedial measures may involve Human Resources, who are responsible for using the facts from the investigation to determine any necessary personnel action. Child Safeguarding recommendations will also be made relative to training, coaching or program implementation issues (e.g., processes, procedures).

<sup>19</sup> See SCI's guidance on **Reporting, Response & Case Management Procedures and Investigation Procedures**. (Not yet posted to OneNet)





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|   | <p><b>C. <u>Investigation in Exceptional Cases</u></b></p> <p>In cases where the allegations are likely to result in serious harm to a Child, reputational injury, or other exceptional cases (collectively, “Exceptional Cases”), the National Director of Child Safeguarding shall consult with the General Counsel and others within the Senior Management Team, as appropriate, on how the investigation should proceed, including to determine whether SCUS should retain an external party to investigate the allegations.</p> <p><b>D. <u>Documentation</u></b></p> <p>All individuals with documents pertaining to an investigation will ensure that such documents are preserved and have been provided to the lead internal investigator or National Director of Child Safeguarding for upload to EthicsPoint/NavEx.<sup>20</sup> Representatives must not forward <i>any</i> sensitive information to personal email accounts or add non-Save the Children email accounts to emails containing information about possible Child Safeguarding violations, Child Data or personnel information. Any documents shared with external parties or stakeholders must be approved by the General Counsel via the National Director of Child Safeguarding.</p> <p>All conversations pertaining to the investigation will be properly documented and provided to the lead internal investigator or National Director of Child Safeguarding.</p> <p>A final report will be completed for all incidents that have been investigated and uploaded to EthicsPoint/NavEx. Reports shall include the findings and Child Safeguarding recommendations (e.g., processes, procedures and/or personnel actions) for Human Resources review and determine corrective or personnel actions.</p> |
| 4 | <p><b><u>Training to Promote Awareness of Child Safeguarding Obligations</u></b></p> <p>All SCUS staff must undertake an initial training on the Child Safeguarding Policy within the first three months (90 days) after induction to SCUS and must take refresher trainings every two years.</p> <p>Head Start employees and other staff who are directly implementing programs are also required to take any state required Mandated Reporter training.</p> <p>Managers at all levels are responsible for ensuring those reporting to them are made aware of and understand this Policy and are given trainings as described above.</p> <p>Other required training will depend as it relates to job specific responsibilities.</p>   |
| 5 | <p><b><u>Agreements with Partners</u></b></p> <p>All agreements with Partners must include the requirements of this Policy, including a provision in which the Partner agrees to comply with this Policy (subject to the Exception Approval Procedure contained herein).</p>   |

<sup>20</sup> Sensitive documents shall be sent with the label of “confidential” via the internal email system only. Whenever possible, documents should be password protected, and the recipient should receive the password in a separate email.



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|          | <p>All partner agreements must include language about proper vetting of employees, including criminal background checks and sexual offender registry search, and ensure that any processes for “clearing” a discrepancy does not place any Child or vulnerable adult at risk of harm or injury.</p> <p>All Partners are responsible for reporting any suspected or known violations of this Policy as outlined above.</p> <p>All Partners will conduct a Risk Assessment to ensure programming is safe for children. Partners will ensure its staff members have been vetted via safe recruiting practices.</p> <p>Partners receiving funds from donors with relevant requirements must comply with those child safeguarding requirements.</p>   |
| <b>6</b> | <p><b><u>Communications Materials (interviews, photography and filming)</u></b></p> <p>Any communications materials that include images of or information about children are subject to the Communications Guidelines attached as <b>Annex I</b> and included as part of this Policy.</p>  |
| <b>7</b> | <p><b><u>Guests on Site, Program or Project Visits</u></b></p> <p>All Representatives of Save the Children on project visits involving children are subject to the Program Visit Child Safeguarding Guidelines attached as <b>Annex II</b> and included as part of this Policy. As a condition to the visit, all Representatives visiting projects involving Children in Save the Children programs are required to sign the Child Safeguarding Policy Acknowledgement attached as <b>Annex VI</b> prior to the visit. Once at the project, there shall be a <u>verbal briefing (Annex IV)</u> made to the guests regarding safe conduct.</p>  |
| <b>8</b> | <p><b><u>Research and Monitoring, Evaluation, Assessment &amp; Learning (MEAL)</u></b></p> <p>All research and MEAL activities require an ethical review in accordance with the law, donor requirements and/or ethical standards. The review process will ensure compliance with this Policy.</p>  |
| <b>9</b> | <p><b><u>Social Media and Child Safeguarding</u></b></p> <p>As a representative of SCUS, please be mindful when using your personal social media accounts. Remember, the Child Safeguarding Policy and Code of Conduct applies to your personal and professional lives, and all use of social media should be governed by the principles of respecting and protecting Children. To ensure that Children are safe and represented with dignity and care, the following guidance has been developed:</p> <ol style="list-style-type: none"> <li>a. <b>Sensitive, Confidential or Internal Communications about Children:</b> Discussing or sharing, via Public Communication<sup>21</sup>, any sensitive, confidential or internal matters concerning Children, their data or Child Safeguarding violations is strictly prohibited.</li> <li>b. <b>Use of Social Media:</b> It is not acceptable for Representatives to accept or make friend requests from/to any beneficiary who is a Child and/or has been or continues to be a recipient of services through Save the Children. Similarly, making contact with a Child’s caretaker or guardian for purposes of connecting with a Child for reasons unrelated to Save the Children is not allowed.</li> </ol> |

<sup>21</sup> As defined by the Social Media Policy



Always exercise caution and professional judgment when communicating with an unknown social media request or a person you have reason to believe is under the age of 18.

- c. **Following Children via Social Media:** Where profiles are often public, you may want to follow a Child due to her/his public persona or relevancy to your work. This is acceptable as long as you have undertaken due diligence to ensure that this is appropriate and in alignment with this Policy and the Code of Conduct.
- d. **Communicating with Children:** If part or all of your work includes communicating with Children, this must be done via professional channels such as your work email address or an official social media account. Personal social media should never be used to conduct work activities, especially as it relates to communications with Children. If you have had an occasion to communicate with a Child through anything other than a Save the Children account, your line manager must be informed and alternative means of communication arranged.
- e. **Public Profile:** If your social media are in public settings, always remember that any content you generate can be viewed by anyone, including Children.
- f. **Child Beneficiary Sends a Social Media Request:** If a Child contacts you or sends a social media request to your personal account, consult with your line manager for guidance and direction on how to proceed.
- g. **Posts and Blogging:** If your social media or blogs are public and accessible to Children, specifically beneficiaries through Save the Children, you should be cautious with the information that you are sharing about yourself and loved ones, including images of your friends, family and Children (whether a beneficiary or not), and exercise caution and good judgment when posting pictures or videos of Children.

If your blog is public and content contained therein refers to work that is performed on behalf or because of your association with Save the Children, you are responsible for adhering to this Policy. Photos, video, artwork or stories of beneficiary Children that have not been obtained with proper consent and for purposes of Save the Children business cannot be used for personal accounts without permission from Media and Communications. After approval, any photo, video, artwork or story referring to Children in Save the Children programs must adhere to the Communications Guidelines in **Annex I** of this Policy.

The use of personal cell phones or other personal recording devices must not be used in Save the Children programming or operational spaces where children are present. Official Save the Children mobile devices or media equipment should be used for photography and/or filming.

If you see any inappropriate or indecent content, communication, images or video of Children online, please report this immediately to the social media's reporting system. If you believe that any inappropriate or indecent content is connected to or implies a connection to Save the

|           |   |
|-----------|---|
|           | <p>Children, you must immediately report this to your direct manager or National Director of Child Safeguarding within one (1) business day.</p> <p>All Representatives are required to report any suspected or known social media violations in the same manner as any other Child Safeguarding Policy violation. You are not expected to provide evidence or proof but any that you may have should be included in your report. You are not to investigate the concern; however, you may take whatever action is necessary to ensure the safety of Children involved.</p>   |
| <b>10</b> | <p><b><u>Child Data</u></b></p> <p>All Representatives are expected to comply with the processes for collecting, storing, transmitting and destroying Child Data or PII. Information about Child Data Protection and PII can be found on the Child Safeguarding SaveNet page.</p>   |
| <b>11</b> | <p><b><u>Children with Different Abilities or Disabilities</u></b></p> <p>Children with different abilities or disabilities are at an increased risk of abuse. Where children with special needs benefit from our programs, we must make all necessary accommodations to ensure their inclusion and safety. To promote the best delivery of services to children with different abilities or disabilities, please:</p> <ul style="list-style-type: none"> <li>• Consult with the child to better understand his/her needs.</li> <li>• Consult with parents/caretakers to better understand the needs of the child, as well as any limitations to activities offered.</li> <li>• Be aware of attitudes that the child, his/her family, the community and other children in the program/activity may have towards the child with special needs and encourage inclusion and participation to the full extent possible.</li> </ul> <p>Programs and activities shall be designed to be inclusive and mindful of children with unique or special needs. For children whose different abilities or disabilities may not be visible or patent, staff shall make reasonable efforts to adjust program activities to promote inclusion and offer alternative activities in which all children can join. The validity of a special need must never be questioned or dismissed.</p> |
| <b>12</b> | <p><b><u>Child Participation and Inclusion</u></b></p> <p>To promote the safety, inclusion and equitable participation of all children irrespective of their abilities, racial heritage, tribal affiliations, religious beliefs, languages, gender or gender association, LGBTI+ identity and/or medical/physical conditions, all programs and activities shall be assessed to ensure consideration of such factors from its inception through delivery. The aforementioned factors are not an exhaustive list. These aspects must be included in the Monitoring and Evaluation frameworks for such activities.</p>   |
| <b>13</b> | <p><b><u>Budgeting</u></b></p> <p>The cost of implementing the standards associated with this Child Safeguarding Policy must be reflected in all operational plans, budgets and funding proposals.</p>  |



## TRAINING REQUIREMENTS

| Training Course                                | Frequency                                | Training moment             |
|--|--|-----------------------------|
| Child Safeguarding Policy Foundations Training | Upon induction, and then every two years | Within 45 days of induction |

## MONITORING MECHANISMS

| What are you monitoring? | Data source                      | Action Owner    | Escalation levels  | Frequency |
|--------------------------|----------------------------------|-----------------|--|-----------|
| Relevant Trainings       | Human Resources training tracker | Human Resources | Vice President who has oversight of the policies and procedures manuals. | Annual    |

## EXCEPTION APPROVAL PROCEDURE

| Procedure/ Action   | Action Owner                       |
|---|------------------------------------|
| Exceptions to this policy requires written approval by the Vice President & General Counsel | Person seeking exception to policy |
| File and retain exception approval  | Vice President & General Counsel   |

## VERSION CONTROL

| Version number | Version Date     | Revisions made                                 |
|----------------|------------------|--|
| CS-01.5        | February 1, 2019 | Revision of existing Child Safeguarding Policy |
| CS-01.4        | April 12, 2017   | Updated Format                                 |
| CS-01.3        | July 25, 2016    | Revision of existing Child Safety Policy       |

## ANNEX I



## COMMUNICATIONS GUIDELINES

### Guidelines for Ethical Reporting about Children

We have a responsibility to the children we represent to tell their stories in a responsible and ethical manner. The child's best interest should always be our primary consideration. We work with some of the world's most vulnerable children and communities. We want people to be motivated to support Save the Children's work. To do this, we need to show the injustice children face in a way that creates an emotional response and compels people to act to make the world a better place for children. In doing so, we *must* respect the dignity and humanity of the children we serve and we must not exploit their situation in order to raise funds or attract attention for our cause.

Children and youth have all the rights of adults. In addition, they have the right to be protected from harm. Reporting on children and youth carries this added dimension and restriction, especially in the current era when it is nearly impossible to limit a story's reach. This document is meant to support the best intentions of ethical reporting – serving the public's interest for truth without compromising the rights of children.

In some instances, the act of reporting on children places them or other children at risk of exploitation, retribution or stigmatization. When in doubt, we must err on the side of caution and ensure the right of the child to be protected from harm.

### Guidelines for Interviewing Children

- 1) Do no harm to any child. Avoid questions, attitudes or comments that are judgmental or insensitive to cultural values, that place a child in danger or expose a child to humiliation, or that reactivate a child's pain and grief from traumatic events.
- 2) Ensure that the child and guardian know they are talking with a reporter. Explain the purpose of the interview and its intended use.
- 3) Assess any potential risks to the child or children, including:
  - a) Reprisals;
  - b) Stigmatization, rejection or attacks by family or communities;
  - c) Legal prosecution; and/or
  - d) Misguided or malicious attempts by outsiders to "rescue" the child from a difficult situation.
- 4) No staging: Do not ask children to tell a story or take an action that is not part of their own history. Do not ask children to promote products contributed by corporate supporters.
- 5) Obtain permission from the child and the child's guardian for all interviews, videotaping and, when possible, documentary photographs. When possible and appropriate, this permission should be in writing. Permission must be obtained under circumstances that ensure the child and guardian are



not coerced in any way and understand they are part of a story that might be disseminated locally and globally. This is usually ensured only if the permission is obtained in the child's language and if the decision is made in consultation with an adult the child trusts.

- 6) Pay attention to where and how the child is interviewed. Limit the number of interviewers and photographers. Try to make certain that a child is comfortable and able to tell her/his story without outside pressure, including pressure from the interviewer. In film, video and radio interviews, consider what the choice of visual or audio background might imply about the child, her/his life and the story. Ensure that the child will not be endangered or adversely affected by showing her/his home, community or general whereabouts.
- 7) If a child discloses bad practice during an interview (such as abuse, criminal activity or a violation of any Save the Children policy), the person carrying out the interview should know the local procedures for reporting this. Staff should also be familiar with Save the Children's Child Safeguarding Policy.
- 8) No payments or any other forms of compensation are to be provided to children or parents in exchange for their interview, photo or consent.

#### **Guidelines for Reporting on Children (Including Solicitation Materials)**

- 1) Do not further stigmatize any child. Avoid categorizations or descriptions that expose a child to negative reprisals – including additional physical or psychological harm, or to lifelong abuse, discrimination or rejection by their local communities.
- 2) Always provide an accurate context for the child's story or image.
- 3) Do not give any information that could lead to a child being identified or traced. For example, if the child is from a small village, it might be easy for the child to be identified by another villager. Provide the region or district where the child lives, rather than naming the village. Do not name the school the child attends. Use first names only.
- 4) **Always change the name and obscure the visual identity** of any child who is identified as:
  - a) A victim of sexual abuse or exploitation;
  - b) A perpetrator of physical or sexual abuse;
  - c) Charged or convicted of a crime;
  - d) A current or former child combatant;
  - e) HIV positive, living with AIDS or has died from AIDS, unless the child, a parent or a guardian gives fully informed consent; or
  - f) Any child who does not wish to be named and identifiable, or whose parent/guardian does not wish the child to be named and identifiable.

- 5) **Always change the name and consider obscuring the visual identity** of a child identified as:
  - a) An asylum seeker, refugee or internally displaced person; and/or
  - b) Orphaned, abandoned or separated from parents/guardians.<sup>22</sup>
  
- 6) **Do not change a child's identity when it is important to the child and the story.** In certain cases, using a child's identity – name and/or recognizable image – is in the child's best interest; however, when a child's identity is used, s/he must still be protected against harm and supported through any stigmatization or reprisals. Some examples of these special cases are:
  - a) When a child initiates contact with the reporter, wanting to exercise her/his right to freedom of expression and to have her/his opinion heard;
  - b) When a child is part of a sustained program of activism or social mobilization and wants to be so identified;
  - c) When a child is engaged in a psychosocial program and is claiming her/his name and identity as a part of healthy development; and/or
  - d) When a child has died and the parent/guardian wants the child's name to be used in order to raise awareness of a problem or change policy.
  
- 7) When changing a child's name to protect their identity, ask them at the time of the interview what name they would prefer to be used. If the child does not state a preference for a certain name, work with someone from the community to select a name that is culturally appropriate given the child's gender, ethnicity, religious background, etc. Whenever possible, choose a name that is short and easily pronounced or understood by an audience that may be unfamiliar with the child's culture.
  
- 8) Confirm the accuracy of what the child has to say, either with other children or an adult, preferably with both.
  
- 9) When in doubt about whether a child is at risk, report on the general situation for children rather than on an individual child, no matter how newsworthy the story.
  
- 10) Do not invent a tragic future the child may face "if we don't help." If the child's image or story are to be used in this way, the child and parent or guardian must see the creative treatment and give additional consent.

## **Guidelines for Use of Videos and Photos including Children**

### Quality Indicator Definitions

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<sup>22</sup> In the case of orphans, please be sure to mention when they are in the care of relatives or guardians.



- **Clarity:** Please take clear photos and videos, test sound quality and write conversationally while remaining grammatically correct.
- **Composition:** Videos, stories and images should convey a story with a clear beginning, middle and end or imagery that conveys emotion or action.
- **Context:** Include setting or background for the story or reference that references Save the Children's work. Describe the problem we are trying to solve or the solution to a problem (e.g., feeding a hungry child or distributing books at a library).
- **Compelling:** Take pictures and videos that would make you want to stop what you are doing and take action.

Compliance Indicator - Protection:

- **Coverage/Clothing:** Children must not be photographed, filmed or otherwise pictorially represented in any state of undress. Genitalia and breasts must not be exposed with very strict discretion around shirtless children to ensure the child's image does not serve as fodder for pedophiles or potential wrongdoers.
- **Dignity:** Does the image, video or story present the child in a state or quality of being worthy of honor or respect? Is the subject portrayed as a helpless victim or as a brave survivor contributing to his/her own success?
- **Care:** Children in grave health or dangerous situations are not to be depicted without care (e.g. a baby alone and crying; under attack, severe acute malnutrition, fresh wounds or extreme physical trauma, etc.).
- **Releases:** Releases are required, and may be obtained verbally in case of emergencies. Releases include informing the child and her/his guardian *in their preferred language* of the intended use of the photo, film or story and protecting the identity of high-risk children such as those in conflict settings, exploited workers, former slaves and those affected by deadly infectious diseases including HIV/ AIDS and Ebola.

## ANNEX II

### PROGRAM VISIT CHILD SAFEGUARDING GUIDELINES

#### Standards & Procedures for Child Safeguarding and Site Visits:

I.1 Uphold the agency Child Safeguarding Policy standards through background checks, policy review, signed policy acknowledgements, verbal briefings, and general application to all Save the Children site visitors. Examples of visitors include staff, interns, consultants, volunteers, vendors, policymakers, talent, corporate or foundation partners, board members, etc.

##### Procedure before Site Visit:

- Prior to any contact with children, the Save the Children organizer of the site visit will provide expectations for site visits to the visitor(s).
- The organizer of the site visit will provide a copy of Save the Children's Child Safeguarding Policy (CSP) to the site visitor(s) prior to visit. Save the Children visitor(s) must review the policy and return a signed CSP acknowledgement to the organizer of the site visit.
- The organizer will scan and send the forms to [CSQuestions@savechildren.org](mailto:CSQuestions@savechildren.org).
- Signed copies of CSP acknowledgements, per standard SC policies and practice, will be retained in the CS Policy Library on SaveNet.
- If a visitor participates in multiple visits, s/he only needs to sign a policy acknowledgement every two years.
- In some cases, staff at sites will have additional Child Safeguarding or Ethics Conduct forms for visitor(s) to review and sign.

I.2 Adhere to the Two-Adult Rule and Supervision Guidelines, as Outlined in the Child Safeguarding Policy.

##### Procedure during Site Visit:

- Save the Children staff must adhere to the Two-Adult Rule: two or more adults are required to supervise all activities where children are involved and are present at all times.
- Children must **never** be left alone with any visitor(s). (See **Annex III**)

I.3 Provide a Verbal Briefing for All Site Visitors.

##### Procedure during Site Visit:

- Prior to or at the onset of the site visit, all visitors shall receive a verbal briefing to foster compliance with expected behaviors as outlined in this Policy. (See **Annex IV**)

I.4 Protect the Privacy and Sensitive Personally Identifiable Information (PII) of Children and Families.

##### Procedure before Site Visit:



- Site staff must explain the Consent for Photos, Videos, Original Artwork and/or Interviews to all participants of the upcoming site visit, including all caretakers, guardians and parents of children at the site. If an authorized adult or guardian/caretaker of a child has not signed the consent prior to the visit, the child cannot be included in photographs, video, quotes or other materials intended for publication, marketing or other business use. Copies of the consent forms should be filed at the site as per standard SC policies and practices. (See Procedure 8: Social Media and Child Safeguarding)

#### During Site Visit:

- Please follow Save the Children's safeguarding guidelines for social media and communications.

#### After Site Visit:

- Please follow SC's child safeguarding guidelines for social media and communications.

I.5 Ensure all site visits are authorized, and visit procedures are followed.

#### Procedure:

##### Before Program, Site &/or Sponsorship Visits:

- All visitors must completed a background record check (BRC) in advance of the visit. (See Procedure I(C)(ii))
- The BRC is valid for two (2) years. The BRC must be completed and cleared before the visit.
- Exceptions to the BRC process may only be granted by the General Counsel.
- Prior to domestic (US) and international program visits, parent/guardian consent forms must be signed in the parent's/guardian's preferred language prior to any photography or filming of Children in the programs, and use of photos or films must adhere to the guidance provided in this policy.

##### Additional Guidance for Sponsorship Visits:

- Prior to domestic (US) and international sponsored child visits, parent/guardian consent forms must be signed in their preferred language prior to any photography or filming of Children in the programs, and use of photos or films must adhere to the guidance provided in this policy.
- Program or Country Office visits that do not involve contact with the sponsored child do not require parental consent forms to be completed. (For example, if a sponsor is not able to visit her/his sponsored child but will generally be visiting a program with other children.)
- Prior to sponsorship visits, both domestically and internationally, please:
  - Confirm the child's eligibility in sponsorship programming;
  - Obtain written consent from the child's parent/guardian prior to the visit between the child and sponsor;



- Ensure that field staff has spoken to the child about his/her comfort with the visit; and
- Request the sponsor send the child a letter prior to the upcoming visit.

#### During Site Visit:

- If a visitor unexpectedly arrives at a program office or site requesting a site visit, staff should explain that a visit cannot take place because the proper forms and BRCs have not been completed. Staff should then contact the Child Safeguarding Focal Point (CSFP). Under no circumstances should a Save the Children guest visit a child, program or community unannounced.
- Visitors must not stay overnight with one or more children benefiting from Save the Children programs who are not part of their immediate or extended family, whether in their house, project premises or elsewhere.
- Sponsors/children may not visit children's/families' or sponsors' homes, respectively. Sponsor visits should take place in a communal, public location (e.g., not at the child's home).
- Sponsor site visits may not exceed two (2) days.
- In the case of a violation pertaining to sponsor visits, the sponsorship relationship will be terminated if deemed necessary (after reviewed for severity of breach).



## ANNEX III

### PROGRAM/SITE VISIT SUPERVISION GUIDELINES

Save the Children is responsible for the safety of all children. As part of the Child Safeguarding Policy, staff, representatives and partners have agreed to ensure that children are safe in our care. To ensure that children are properly supervised at all times, please refer to this guidance document to help direct the necessary practices and procedures within your program or activity.

#### Supervising Children

There is no exhaustive list for identifying all the ways to actively supervise children. There may be additional strategies that you know. There are, however, two basic practices that remain true for all site and program operations:

- a. Children must never be left alone. There must always be a minimum of two staff persons (e.g., the Two-Adult Rule) at all Save the Children events and programmatic spaces.
- b. Children must never be unattended<sup>23</sup>. Staff within programmatic spaces or at events must ensure that children are always visible and within earshot of a paid staff person.

For events and programs, the following considerations should be made prior to the onset of the event or program:

1. Develop an active supervision plan.
2. Set up the environment to ensure active supervision of children at all times.
3. Establish a clear procedure for signing children in and out of the program or event.
4. Consider adding temporary or permanent (based upon the program or event site) bells or chimes to any doors through which children could exit.
5. Identify an adequate ratio of staff to provide supervision to children.
6. Place staff throughout the space so that all children can be seen and heard.
7. Create clear paths where children are playing, sleeping or eating in case a quick response is needed.
8. Establish clear physical boundaries for outside spaces in which children will be playing.
9. Count children periodically throughout the day to ensure the correct number of children are present. This is especially critical during times of transition (e.g., bathrooms, cafeteria, outdoors, etc.).
10. Maintain an accurate attendance list of children.
11. Review rules of the space with children.
12. Identify a specific location for drop-off and pick-up at the program or event.
13. Anticipate children's behaviors and proactively develop a plan to mitigate risks.

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<sup>23</sup> The difference between alone and unattended: Alone is when there is not adult supervision present. Unattended is when an adult may physically be present but is not actively supervising and does not view of a child.



## Supervising **Visitors**

Save the Children visitors, including parents of children in programs or at events, shall:

1. Never be left alone or unattended with children in program spaces or events. The parents of children in our programs or at events must never be left to care for or supervise a child who is not theirs.
2. Always be accompanied by a Save the Children staff member.
3. Never speak with children without a staff member present.
4. Always be vetted prior to the visit (e.g., complete background record check, sign CS acknowledgement form and receive a verbal briefing).

Please take care to ensure that visitors are always in the company of a staff person throughout their visit. Staff persons and visitors should be mindful of rules regarding the use of bathroom areas, as some areas are designated only for the use of children (e.g., Head Start programs).

Save the Children staff and partners must intervene if there are any indicators that a visitor *may or has actually* harmed a child, either through physical/sexual contact or verbally. Interventions must be done safely to ensure the protection of the child(ren) as well as staff.



## ANNEX IV

### SITE VISIT VERBAL BRIEFINGS

#### Child Safeguarding Verbal Briefing Script

For SCUS Staff: This script is intended for all individuals visiting Save the Children USPA programs, including Head Start every day and in times of crisis. All visitors must complete a Background Record Check (BRC) and sign a Child Safeguarding Policy acknowledgement form prior to visiting with children or having access to data.<sup>24</sup> The Team Leader/host is responsible to ensure that the Child Safeguarding Acknowledgement forms or sheet for USPA & Head Start has been completed and emailed to [CSQuestions@savechildren.org](mailto:CSQuestions@savechildren.org). All documents may be found on SaveNet.

No individual is allowed to visit with children if his/her presentation is indicative of any substance use<sup>25</sup> or otherwise presents as erratic or unsafe.

Script: Save the Children is committed to keeping children in our programs safe. Anyone under the age of 18 is a child. Our top priority is to ensure the safety of children in all that we do, and we have **zero tolerance** for Child Abuse and Exploitation. Here are some of the things you need to know during your program visit:

1. During this visit, it is the responsibility of Save the Children staff to accompany you (the visitor/s) throughout your program visit. Our duty to protect children means that we must actively supervise any contact between you and the children in our programs, including conversations.<sup>26</sup>
2. Please take care to treat all children with dignity and respect.
3. We do not tolerate any form of child abuse - inadvertent or deliberate - including inappropriate physical contact of a violent or sexual nature, verbal aggression, and/or emotional maltreatment.
4. Please do not provide money or anything of value to a child.
5. Please do not help children do things of a personal nature that they can do for themselves (e.g., dressing, toileting, washing, etc.).
6. Exchanging contact information with children is not allowed. This includes phone, email, social media, instant messaging, or any other method of communication.
7. Please do not ask children to share any personal information about themselves (e.g., last names, addresses, school location, etc.).
8. The use of personal mobile phones or devices to photograph or record children is not allowed in our operational or programming spaces during your visit unless our Media and Communications team has approved it. Save the Children has specific guidelines that we must

<sup>24</sup> Parents volunteering at their child's Head Start program are not required to complete BRCs. Parents will need to sign the CS policy acknowledgement sheet unless they have already signed and returned the formal acknowledgement form.

<sup>25</sup> Slurred speech, odor of alcohol emanating from person or breath, bloodshot eyes, unsteady on feet, incoherent speech, erratic behavior, boisterous without awareness of it, dilated pupils.

<sup>26</sup> A chaperone must be made aware of his/her commitment to actively supervise children in their care.



follow with respect to legal consent, use of location and identifiable information, *geotracking* and/or names of children in the photo description.

9. While on this program visit, we ask that you immediately inform a staff member of any concern that you may witness.
10. If you have questions about our Child Safeguarding policies or behaviors that are deemed to be harmful to children, please let the team leader/host know.

If we observe any concerns during the visit, it is our responsibility to intervene to ensure the safety and protection of the child. You can also refer to the visitors' pamphlet for a condensed version of our Child Safeguarding Policy.



## ANNEX V

### HEAD START PROGRAMS

All staff, representative and guests in the Head Start programs are governed by this Child Safeguarding Policy. There are, however, additional considerations unique to Head Start that require special attention.

#### A. Ratio

All Head Start programs are required to ensure proper ratio of staff in the classrooms. This is strictly mandated by Head Start, and all programs are required to conform with such regulations. This policy encourages the use of the Two-Adult Rule at all times to: (1) Reduce the risk of an incident of abuse. Abusive behavior tends not to happen when there is a witness; (2) Protect against false accusations; (3) Reduce liability and a possible claim of negligence; and (4) Offer additional help if there is an accident or emergency.

#### B. Counting Children

It is important that throughout the day, Head Start staff **Scan and Count** all of the children in the program/center. The ECKLC website has a lot of great resources to provide guidance on Active Supervision and Counting Kids. No child should ever be left alone or unattended. (NOTE: The difference between alone and unattended. Alone is when there is not adult supervision present. Unattended is when an adult may physically be present but is not actively supervising and does not view of a child.)

A protocol for Counting Kids means that:

- Staff are always able to account for the children in their care.
- They continuously scan the entire environment to know where everyone is and what they are doing.
- They count the children frequently.
- They are especially vigilant during transitions (i.e., when children are moving from one location to another).

All Head Start programs shall develop written procedures to ensure the proper accounting of children throughout the school day. This includes but is not limited to:

- I. Developing a Counting Kids process for each center within the program.
  - a. How are children counted (e.g., by name, placing hand on the head, asking children to count off, buddy system, etc.)?
  - b. Who is accountable to ensure children are counted?
  - c. How does the center/program respond if a child is “missing” after a count is completed?
  - d. How frequently are children counted?
  - e. How is counting captured (e.g., documentation)?



2. Ensuring proper ratio of staff during transitions (e.g., bathroom, playground, cafeteria, etc.), which are the most vulnerable times in which children are not counted.
3. Identifying a person in each center to monitor the process and ensure consistent compliance.

### **C. Dismissal**

All Head Start programs shall develop written procedures to ensure safe and consistent dismissal practices. This includes but is not limited to:

1. Processes to sign children in and out of the center/program.
2. Identifying authorized adults and maintaining an updated list of authorized adults.
3. A no-show parent/caretaker procedure.
4. A protocol for when a parent/caretaker appears impaired or is otherwise unable to care for the child.
5. A procedure for when an unauthorized adult comes to pick up a child.
6. Children may **ONLY** be released to authorized adults *currently* on the contact list. Parents and caretakers may not call, text or email requests to add individuals to pick-up children. Additional authorized adults may only be added in person and by the legal custodian/guardian of the child.

### **D. Transportation**

All Head Start programs offering transportation to children shall develop written procedures to ensure safe transportation of all children. This includes but is not limited to:

1. Maintaining a current roster of children identified to ride the bus, which includes pick-up and drop-off location, as well as an authorized adult to receive the children upon drop-off.
2. On-boarding and off-boarding children from the bus.
3. Safely securing children into seats via belts or harnesses.
4. Implementing Redundant or (Fail-Safe) Safety Systems, in accordance with the ECLKC standards for when children are off-boarded.
5. A bus monitoring system to ensure that processes are practiced consistently.
6. A no-show parent/caretaker procedure.
7. An accident or bus break-down protocol.



**ANNEX VI**

**CHILD SAFEGUARDING ACKNOWLEDGEMENT**

I acknowledge that I have been provided with and have reviewed Save the Children US's Policy on Child Safeguarding with the effective date of July 1, 2018 (the "Policy"). **I agree to comply with all aspects of the Policy, and I understand that my ongoing compliance with the Policy is a condition required for my participation in any visits to Save the Children program sites or any other Save the Children related activities.**

This Child Safeguarding Acknowledgement shall have effect for a period of two (2) years from the date on which it has been signed as indicated below.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Site Visit Location: \_\_\_\_\_  
Date: \_\_\_\_\_



**ANNEX VII**

**BRC VERIFICATION**

On the employer, company, corporation or entity's **letterhead**, please copy and paste the following:

**Verification of Completed Background Record Check (BRC)**

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

Employer: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Please check the following that apply:

- (a) A comprehensive BRC for criminal and sexual offender histories has been conducted
- (b) There is no history of a criminal or sexual nature
- (c) There are no known concerns indicating that the individual would pose a risk to children or vulnerable adults
- (d) Date of last BRC \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Supervisor/Manager or Human Resources Rep

\_\_\_\_\_  
Signature of Supervisor/Manager or Human Resources Representative



|  |   |
|--|---|
| <b>Policies and Procedures Reference No.</b> | BIG 7.3   |
| <b>Policy Title</b>                          | Code of Ethics & Business Conduct   |
| <b>Category</b>                              | Big 9 Policies  |
| <b>Author</b>                                | Human Resources   |
| <b>Vice President with Oversight</b>         | Vice President, Legal and Risk Services   |
| <b>Approver</b>                              | Senior Management Team  |
| <b>Purpose and Description</b>               | <p>Save the Children's Code of Ethics and Business Conduct requires our employees and other representatives of our organization conduct Agency activities honestly, with integrity and good judgment, in compliance with all applicable laws and regulations, and in the best interests of the Agency and the children, families and communities we serve. The Code also contains specific requirements addressing financial transactions, conflicts of interest, beneficiary safety, gifts and gratuities, and confidentiality.</p> <p>The Code of Conduct contains Save the Children's expectation that those representing the organization will conduct themselves with honesty, integrity, and in compliance with all applicable legal and regulatory requirements.</p> |
| <b>Compliance Requirement</b>                | <input type="checkbox"/> Statute:<br><input type="checkbox"/> Regulation:<br><input type="checkbox"/> Industry Standards:<br><input checked="" type="checkbox"/> Not Applicable   |
| <b>Audience</b>                              | <input checked="" type="checkbox"/> SCUS<br><input checked="" type="checkbox"/> All Head Start<br><input checked="" type="checkbox"/> SCAN<br><input checked="" type="checkbox"/> Interns, Fellows and Volunteers<br><input checked="" type="checkbox"/> Board Members and Trustees<br><input checked="" type="checkbox"/> Employee's Immediate Family Members  |



|                      |  |
|----------------------|--|
|                      | <input checked="" type="checkbox"/> Sub-awardees, partners, vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products (collectively, "Partners") |
| Effective date       | 01/01/06   |
| Revision date        | 11/02/11   |
| Retirement Rationale | N/A  |

## DEFINITION & ACRONYMS

None.



## **POLICIES**

### **Statement of Policy**

Trustees, officers, employees, volunteers and other representatives of Save the Children US will acquaint themselves with the legal and ethical standards of conduct and restrictions applicable to their duties and responsibilities and will conduct themselves accordingly. Save the Children US trustees, officers, employees, volunteers and consultants are expected to observe the additional standards of personal and business ethics and conduct specified in this Policy and to conduct themselves in a manner that will not be an embarrassment or detriment to Save the Children.

### **Introduction**

Save the Children's work is inspired by the vision of a world in which every child attains the right to survival, protection, development and participation. Our values – Accountability, Ambition, Collaboration, Creativity and Integrity – describe in broad terms the high standards to which we hold ourselves. We commonly identify ourselves as the world's leading independent organization for children.

When we act in a way that is consistent with our identity and standards, we build trust and strengthen our ability to deliver our mission for children successfully. When we fail to act according to our identity and standards, we risk the failure of our mission and damage to our reputation.

Building on our vision, identity and values, Save the Children US's Code of Ethics & Business Conduct represents our commitment to work for children with integrity, honesty and good judgment, and in the best interests of the Agency and the children, families and communities we serve. It requires that our conduct upholds the Agency's reputation, is respectful of the rights of others, and complies with all applicable laws, regulations and standards.

### **What's Inside?**

Our Code of Ethics & Business Conduct contains the following sections, which describe specific requirements for Save the Children representatives.

#### **Compliance with Law, Regulations and Standards**

#### **Financial Transactions/Records and Reports**

#### **Gifts and Gratuities**

#### **Conflicts of Interest**

#### **Beneficiary Safety and Protection Confidential and Proprietary Information**

#### **Reporting a Possible Violation**

Each section starts with a "statement of practice" that states what the policy is, followed by additional information to help you understand how to apply the policy in practice. Our Code will not address every situation you may come across, but in the sections below you will find guidelines meant to help you make decisions consistent with Save the Children's vision, identity, and values. If you have



questions about Save the Children's Code of Ethics & Business Conduct or would like guidance about a specific matter, speak to your supervisor or contact the Legal & Compliance, Finance, or Human Resources Departments for assistance.

## **I. Compliance with Law, Regulations and Standards**

**Statement of Practice:** Employees and representatives will at all times comply with all prevailing and applicable laws, regulations and standards, in keeping with the highest legal and ethical principles.

As a representative of Save the Children, you must be familiar and comply with:

- The laws and regulations of the United States and the countries in which the Agency works;
- Save the Children's own policies and procedures; and
- Professional standards common to other charitable and non-governmental organizations.

If you have any questions about the laws, regulations and standards that apply to your work for Save the Children, speak to your supervisor or contact the Division of Legal & Risk Services for assistance.

## **II. Financial Transactions / Records and Reports**

**Statement of Practice:** All financial transactions, records and reports will comply with donor requirements and applicable financial and accounting standards.

Save the Children has put in place a range of procedures and controls to ensure that all financial transactions comply with agency and legal requirements and applicable financial and accounting standards. The following are some examples:

- Record all financial transactions accurately and properly. No undisclosed or unrecorded funds or assets may be established or maintained for any purpose.
- Use only headquarters-approved bank accounts for payments and cash transactions.
- Do not take loans on behalf of Save the Children from local lending institutions or individuals without the prior written approval of the Vice President for Finance.
- Ensure that financial data submitted to donors, including governments, is accurate, complete, current and meets the requirements of the grant or contract.
- Do not make personal loans or personal advances to staff or consultants under any circumstances without the prior written approval of the Vice President for Finance.
- Account for and document travel advances within 30 days.
- In the case of compensation advances where staff business travel prohibits the normal receipt of funds, obtain two levels of written supervisory approval.





If you have any questions about financial transactions, records and reports, speak to your supervisor or contact the Division of Finance for assistance.

### III. Gifts and Gratuities

**Statement of Practice:** All gifts and gratuities, whether to be given or received, will comply with applicable laws, rules, regulations, agency policies, and local standards and customs and will not result in obligating either party.

In the United States and elsewhere, giving and receiving gifts is bound by a variety of rules, standards and customs, as well as good sense. In some cases, it may be OK to give or accept small gifts, donations, payments or favors, but be sure you understand all requirements and customs that may apply and have thought the matter through carefully.

The following gifts or payments are not acceptable under any circumstances:

- Political contributions made from Save the Children funds.
- Payments to anyone, including government officials, candidates for a political office, any political party or party official, or others whom you believe might pass that payment onward to any of these prohibited parties in order to obtain or retain business.
- Gifts, entertainment, favors, or reimbursement of expenses for employees (or the families of employees) of Save the Children by a supplier of Save the Children.

The following gifts or payments may be acceptable:

- Gifts with a value of less than \$10 for Members of Congress or their staff, and meals and event invitations subject to the rules established by the U.S. House of Representatives and the U.S. Senate.
- Giving or receiving token gifts, entertainment, or meals in line with local customs and laws, that amount to less than \$50 in value (or the equivalent in local currency), and do not obligate either party.
- Travel and participation in a business-related, group activity hosted by a supplier or customer representative, with the approval of your supervisor and next-level supervisor.

If you have any questions about a gift, payment or other transaction, speak to your supervisor or contact the Division of Legal & Risk Services for assistance.

### IV. Conflicts of Interest

**Statement of Practice:** All conflicts of interest involving employees (or the families of employees) must be disclosed in writing to the employee's supervisor and next level supervisor, and the employee must not take part in decisions related to the transaction.



What is a conflict of interest? Simply put, a conflict of interest occurs when your obligations to Save the Children can be influenced or compromised by competing personal or financial interests, commitments or loyalties. Save the Children seeks to avoid both the appearance of and any actual conflict of interest.

The following are some examples of conflicts of interest:

- When an employee or family member has a connection to, or significant financial interest in, another party which does or seeks to do business with Save the Children.
- When an employee engages in an independent business venture or works for another organization in a way that prevents the employee from devoting the time and effort to Save the Children required by his or her position.
- When an employee diverts a business opportunity of Save the Children to another person or organization.
- When an employee participates in an employment-related decision regarding a family member or other person with whom the employee has a close personal relationship.

#### Resolving Conflicts of Interest

Conflicts of interest arise in many contexts and do not necessarily mean the transaction cannot go forward. If you have a conflict of interest:

1. You must report it promptly and in writing to your supervisor and next level supervisor; and
2. You must not take part in decisions related to the transaction. (If you are in doubt about a potential conflict, speak with your supervisor.)

#### **V. Beneficiary Safety and Protection**

**Statement of Practice:** Employees and other representatives of Save the Children have a duty to treat the children, families and communities we serve with dignity and respect and to ensure their safety and protection.

In 2002 the Inter-Agency Standing Committee (IASC), an organization established to coordinate humanitarian assistance, established the following core principles for implementation by humanitarian organizations to ensure beneficiary safety and protection:

- Sexual exploitation and abuse by employees constitute acts of gross misconduct and are grounds for termination of employment.
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the local age of majority or age of consent. Mistaken belief in the age of a child is not a defense. The



only exception in applying this principle may be in the instance where an employee is legally married to someone under the age of eighteen.

- Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This includes exchange of assistance that is due to beneficiaries.
- Sexual relationships between employees and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
- Where an employee develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether employed by Save the Children or not, s/he must report such concerns via established Save the Children reporting channels.
- Employees are obliged to create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of this Code of Conduct. Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.

Employees must treat all beneficiaries with dignity and respect and be sensitive to actions that could be misunderstood or appear disrespectful or intrusive (for example, be sure to ask permission before taking a photo of an individual).

If you have any questions about beneficiary safety, speak to your supervisor or contact the Legal & Risk Services or Human Resources Division for assistance.

## **VI. Confidential and Proprietary Information**

**Statement of Practice:** Employees and other representatives of Save the Children will maintain and protect confidential and proprietary information from unauthorized disclosure to and use by any third party.

Save the Children possesses information (whether in written or electronic form, or communicated orally) that has been created, discovered and developed by the Agency, or has been disclosed to the Agency and/or to individuals working in the Agency under the obligation of confidentiality.

Confidential information includes:

- Trade secrets
- Donor lists
- Information concerning beneficiaries and programming
- Financial accounts and reports
- Projections
- Marketing or programmatic plans or strategies
- Software and computer programs
- Information concerning employees and their families (including salary, personnel and medical information)



- Confidential correspondence
- Information about other organizations associated with the Agency's work

Proprietary information includes:

- Art work
- Photography

Save the Children employees and other individuals having access to Confidential and Proprietary Information are required, during and after employment with the Agency, to keep all such Confidential and Proprietary Information in strictest confidence.

Unauthorized disclosure or carelessness in the handling of Confidential and Proprietary Information may be grounds for discipline up to and including dismissal from employment and may also be grounds for legal action.

Confidential and Proprietary Information is specific information. This policy is not intended to prevent you from utilizing your general knowledge, intellect, experience and skills for gainful employment elsewhere if you are no longer working for Save the Children.

If you have any questions about the handling and protection of confidential and proprietary information, speak to your supervisor or contact the Human Resources, Finance, or Legal & Risk Services Division for assistance.

## **VII. Reporting a Possible Violation**

**Statement of Practice:** Employees and other representatives of Save the Children will report promptly any possible violations of the Code of Ethics & Business Conduct or other Save the Children policy to their supervisor, their Vice President or to any of the Agency's central reporting channels. Save the Children will not tolerate any retaliation against or harassment of an employee who has reported a concern in good faith.

When misconduct occurs, it affects Save the Children's ability to achieve its mission for children. As an employee of our organization, you are required to report any concerns you have about possible violations of our Code of Ethics and Business Conduct or any other Agency policy. When you communicate a concern, you help the Agency prevent misconduct and contribute to an ethical culture at Save the Children.

Instructions for making a report are outlined in Save the Children's policy "Resolving Employee Grievances and Reporting Policy Violations."

Save the Children practices a zero-tolerance approach in connection with any form of retaliation against or harassment of an employee who has reported a concern in good faith. Retaliation and harassment will result in discipline against the harasser, up to and including discharge from employment.



If you have any questions about our Code of Ethics and Business Conduct or procedures for reporting a concern, speak to your supervisor or contact the Legal & Risk Services, Finance, and/or Human Resources Divisions for assistance.

## **PROCEDURES**

**None.**

## TRAINING REQUIREMENTS

| Training Course  | Frequency | Training moment                                       |
|--|-----------|---|
| Code of Ethics & Business Conduct Online Training Module | Yearly    | Within first 90 days of employment; yearly thereafter |
| New Employee Orientation Training                        | One-off   | Within first 90 days of employment                    |

## MONITORING MECHANISMS

| What are you monitoring?                                    | Data source  | Action Owner                                  | Escalation levels   | Frequency |
|---|--|---|---|-----------|
| Policy is being communicated to all new hires               | Attendance confirmation at New Employee Orientation; Cornerstone | Associate Director, Employee Engagement       | Vice President, Legal & Risk Services                                     | One-off   |
| Staff receipt acknowledgement in writing during onboarding  | Code of Ethics & Business Conduct Acknowledgement                | Coordinator, Human Resources                  | 1) Human Resources Business Advisor<br>2) Vice President, Human Resources | One-off   |
| Policies and procedures are reviewed at least every 3 years | Expiry date from the Policies and Procedures Library             | Policies and Procedures Library Administrator | Vice President, Legal and Risk Services                                   | Quarterly |

## EXCEPTION APPROVAL PROCEDURE

| Procedure/ Action | Action Owner |
|-------------------|--------------|
| None              | N/A          |

## VERSION CONTROL

| Version number | Version Date | Revisions made  |
|----------------|--------------|---|
| 4              | 4/20/17      | Revised format  |
| 3              | 2/24/16      | Revised to new template; department/divisions updated               |
| 2              | 11/2/11      | Unknown   |
| 1              | 1/1/06       | Code of Ethics & Business Conduct Policy first created and approved |



|  |  |
|--|--|
| <b>Policies and Procedures Reference No.</b> | COMPL-01.4   |
| <b>Policy Title</b>                          | Zero Tolerance Policy for Fraud, Bribery, and Corruption   |
| <b>Category</b>                              | Big 9 Policies   |
| <b>Author</b>                                | Chief Compliance Officer   |
| <b>Vice President with Oversight</b>         | Vice President and General Counsel   |
| <b>Approver</b>                              | Senior Management Team   |
| <b>Purpose and Description</b>               | These policies and related procedures describe Save the Children's zero tolerance approach to fraud, bribery, and corruption and reinforces our commitment to the highest standards of corporate governance, fiduciary duty, responsibility, and ethical behavior.   |
| <b>Compliance Requirement</b>                | <input checked="" type="checkbox"/> Statute: Foreign Corrupt Practices Act, 15 U.S.C. §§ 78dd-1, et seq.<br><input checked="" type="checkbox"/> Regulation: 48 C.F.R. § 9.4; 2 C.F.R. § 200.113<br><input checked="" type="checkbox"/> Industry Standards: USAID Fraud Prevention and Compliance Standards; Transparency International Handbook of Good Practices: Preventing Corruption in Humanitarian Operations Circumstances<br><input type="checkbox"/> Not Applicable |
| <b>Audience</b>                              | <input checked="" type="checkbox"/> SCUS<br><input checked="" type="checkbox"/> All Head Start<br><input checked="" type="checkbox"/> SCAN<br><input checked="" type="checkbox"/> Sub-awardees, partners, vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products (collectively, "Partners")   |
| <b>Effective date</b>                        | May 5, 2015  |
| <b>Revision date</b>                         | March 5, 2018  |
| <b>Retirement Rationale</b>                  | N/A  |



## POLICIES

### 1. Zero Tolerance Policy

Save the Children Federation Inc., Save the Children Action Network, and Save the Children Head Start (collectively, “SCUS”) are committed to the highest standards of corporate governance, fiduciary duty, responsibility and ethical behavior. Fraud, bribery, and corruption go against our core values of Accountability, Ambition, Creativity, Collaboration, and Integrity, diminish our impact for children, undermine the viability of our organization, and breach the trust placed in us by our donors.

SCUS has a **zero tolerance** policy with respect to fraud, bribery, corruption, and other forms of corporate dishonesty in its programs and operations. For the purposes of this policy, the following definitions apply:

- **Fraud** – Any act or omission that intentionally misleads, or attempts to mislead, another party in order to obtain a financial or other benefit or to avoid an obligation.
- **Bribery** – Giving, paying, promising, offering, or authorizing the payment of anything of value to any party to influence any person or entity to act improperly.
- **Corruption** – The use or abuse of one’s authority or position within Save the Children for private gain.

Conduct that constitutes fraud, bribery, or corruption includes, but is not limited to, the following:

- **Abuse of a Position of Trust** – The improper use of one’s position within SCUS or a connected organization to materially benefit oneself or any other party (*e.g.*, intentionally providing confidential material – such as the contents of a tender process – to a third party).
- **Bank or Check Fraud** – The dishonest manipulation of any banking system or record (*e.g.*, a check, bank statement, or electronic transfer).
- **Brand Fraud** – The use of Save the Children’s name, branding, or documentation for unauthorized or illegitimate ends.
- **Corruption of Government Officials** – Giving gifts to Government Officials in violation of applicable laws and/or gifts and ethics rules or making payments that are not required by law to Government Officials or to another person at the request of the Government Official. This includes so-called “Facilitating Payments.”
- **Embezzlement** – The misuse of funds, property, resources, or other assets that belong to SCUS or a connected organization or individual for personal gain.
- **Expenses Fraud** – The dishonest use of the expenses system to pay money or other benefits to which the recipient is not entitled or the falsification of expense reimbursement reports.
- **False Accounting** – The deliberate entry of false or misleading information into any form of accounting or financial record or the deliberate omission of relevant information, including maintaining “off-book” accounts.



- **Forgery or Falsification of Documents** – The dishonest creation, alteration, signing, or use of all or any part of a document, including without limitation contracts, reports, or other records.
- **Paying or Receiving Kickbacks** – Payments improperly made to an individual by a supplier or vendor, usually in exchange for unduly providing a business advantage or benefit to the supplier or vendor. .
- **Money Laundering** – The concealment of illegally obtained money.
- **Nepotism or Patronage** – The improper use of one’s employment to favor or materially benefit friends, relatives or other associates.
- **Payroll Fraud** – The manipulation of the payroll system to make unauthorized payments to oneself or another.
- **Procurement Fraud** – Any dishonest behavior relating to procurement or tendering process, (*e.g.*, falsely creating bids or quotes, sharing confidential procurement-related information with third parties, paying for product that does not meet the description of the product SCUS contracted to purchase, or agreeing to requests for false invoices).
- **Supply Chain Fraud** – The misdirection or theft of goods, forging of stock records, or creation of fictitious companies through which to channel payments.
- **Tax or Duty Evasion** – The avoidance of paying a tax or other duty that one is aware should be paid.
- **Theft** – The taking of anything of value that belongs to another.
- **Undisclosed Conflicts of Interest** – Failing to disclose accurate and complete information about personal or financial interests, commitments, or loyalties that relate to one’s duties at Save the Children.

## 2. Compliance with Applicable Laws and Regulations

SCUS’s policy is to comply with all applicable laws pertaining to fraud, bribery, and corruption, including the Foreign Corrupt Practices Act (FCPA) and relevant donor requirements pertaining to fraud reporting and investigations. In the event of any perceived difference between the requirements of this Policy and any legal requirement, SCUS should always act in accordance with the highest applicable standard. For a detailed discussion of the FCPA, see Annex A.

## 3. Prevention and Detection of Fraud, Bribery and Corruption

In addition to personally refraining from the types of conduct prohibited above, all SCUS employees are responsible for taking appropriate steps to prevent, deter, and detect fraud, bribery, and corruption within their areas of responsibility. As set forth in Procedure II, SCUS employees should consider fraud, bribery, and corruption risks at the outset of new programs, operations, or other significant activities and take reasonable steps to mitigate those risks (in coordination with SCI, where appropriate). All SCUS employees and, especially Managers, must routinely monitor program activities and operations for any irregularities that could suggest the presence of fraud, bribery,



corruption, or corporate dishonesty and report any concerns in compliance with the procedures set forth below.

#### 4. Reporting Requirements and Whistleblower Protections

As detailed in Procedures III and IV, all SCUS employees or Partners who suspect any type of behavior that is inconsistent with this Policy is occurring, may have occurred, or may occur must report it to their manager, the Legal Department, or through SCUS's anonymous hotline: <http://savethechildren.ethicspoint.com>. As indicated in Procedure V, reports of misconduct or concern may be made without fear of harassment, demotion, dismissal, disciplinary action, remedial action, suspension, threats or any method of retaliation by any party. SCUS will not tolerate any retaliation against an employee for making an allegation of fraud, bribery, or corruption in good faith.

#### 5. Accountability of SCUS Management

As stated in Procedures VI and VII, SCUS Management is committed to taking all appropriate disciplinary, legal, and other corrective action in light of any findings of fraud, bribery, or corruption and to taking steps following any incidents of fraud, bribery, or corruption to review controls and protocols to identify and address any gaps or weaknesses in our procedures or, where relevant, our Partners' procedures.

#### 6. Seeking Guidance About this Policy

The SCUS Chief Compliance Officer oversees and manages SCUS's anti-fraud and anti-corruption compliance efforts, and is responsible for the administration of this Policy. Any questions or concerns regarding topics covered in this Policy may be directed to your manager or the Chief Compliance Officer.

## PROCEDURES

| #   | Procedure/ Action  |
|---|--|
| <b>I. General Compliance with the Zero Tolerance Policy</b> |  |
| 1.  | At the time of their onboarding or as directed by their managers, all SCUS employees must receive training on the contents of this Policy and certify that they have read and agree to comply with all provisions of this Policy. The certification may be submitted through an online training course.  |
| 2.  | SCUS Employees in positions with internal control responsibilities (e.g., legal, compliance, risk management, finance, procurement, and internal audit) will receive trainings associated with detecting, preventing, reporting, investigating, and addressing fraud, bribery, and corruption relating to these particular areas, as requested by their manager. |
| 3.  | SCUS employees are encouraged to seek guidance from managers, relevant departments (e.g., Finance or Human Resources), or the Chief Compliance Officer any time questions arise about fraud, corruption, and bribery.  |



| <b>II. Prevention and Detection of Fraud Bribery and Corruption</b>       |  |
|---|--|
| 1.  | All SCUS employees must be alert to potential fraud, bribery, or corruption risks in their area of responsibility and take reasonable steps to verify the accuracy of information in documents that they create or approve. If there is any reason to believe something is inaccurate in a document they are signing, distributing, or reviewing, SCUS employees have an obligation to find out whether it is inaccurate and correct it or report the inaccuracy.  |
| 2.  | SCUS Division VPs shall ensure that potential fraud, bribery, and corruption risks arising from activities and business processes under their management are assessed and reasonably mitigated. Key areas of potential risk include: international and remote programming in locations with moderate to high corruption risk; procurement of goods and services; working with Partners (see Procedure IV, below); conflicts of interest; providing and receiving hospitality, including gifts, meals, entertainment, travel, and other benefits; and interactions with government officials or entities (see Annex A on the Foreign Corrupt Practice Act for information about interactions with foreign officials).   |
| 3.  | Resources to assist SCUS staff in assessing and mitigating fraud risks in their areas of responsibility are included in Annex B and are available on the Legal site on SaveNet.  |
| <b>III. Employee Reporting of Fraud, Bribery and Corruptions Concerns</b> |  |
| 1.  | <p>SCUS employees must promptly report any information or suspicion concerning fraud, bribery, or corruption in SCUS's programs or operations (including those implemented by Save the Children International (SCI) on our behalf) through one of the reporting mechanisms:</p> <ul style="list-style-type: none"> <li>• Consistent with the <i>Policy on Resolving Employee Grievances and Reporting Possible Agency Policy Violations or Other Misconduct</i>, SCUS employees may report the matter to their direct managers or the Senior Manager of their Team or Department, who will refer the matter to the Chief Compliance Officer.</li> <li>• If an SCUS employee has any concern about reporting through their Team or Department Management, they can report the matter to the Legal Department directly via <a href="mailto:hotline@savechildren.org">hotline@savechildren.org</a></li> <li>• <b>SCUS employees also may file an anonymous report:</b> <ul style="list-style-type: none"> <li>○ online at <a href="http://SavetheChildren.EthicsPoint.com">http://SavetheChildren.EthicsPoint.com</a> or</li> <li>○ via phone +1 (844) 287-1892 in the United States. If you are outside of the United States and would like to report by phone, go to <a href="http://SavetheChildren.EthicsPoint.com">http://SavetheChildren.EthicsPoint.com</a> for a full listing of contact numbers by country.</li> </ul> </li> </ul> |
| 2.  | Information or suspicion concerning fraud, bribery or corruption must be reported by SCUS employees through one of the above mechanisms regardless of whether the suspected incident occurred in the U.S. or overseas in an SCI or other partner office. If/as relevant, the Chief   |



|    |  |
|----|--|
|    | Compliance Officer will inform SCI of allegations involving its programs, offices, staff and/or assets.  |
| 3. | Failure to report a reasonable suspicion of fraud, bribery, or corruption in accordance with this Policy will be treated as a serious issue and may result in disciplinary action being taken.   |
| 4. | Reports should be factual and include as much detail as possible so that SCUS can properly assess the nature and extent of the allegations. Reports will be treated confidentially upon request, to the extent permitted by applicable legal requirements. |

#### IV. Rules and Procedures for SCUS Partners (other than SCI)

|    |   |
|----|---|
| 1. | SCUS Budget Holders or Business Teams responsible for managing relationships with sub-awardees, vendors, suppliers, consultants and others to whom we provide assets in exchange for services or products (“Partners”) should be alert to red flags indicating potential fraud, bribery, or corruption by the Partner and take reasonable steps to assess and monitor risks related to fraud, bribery, and corruption. Such monitoring can include exercising contractual audit clauses, ensuring commissioned work has been performed, ordered goods have been received before paying invoices, performing random site visits, and routinely checking inventory. |
| 2. | SCUS’s Partners shall receive and review this policy prior to executing their agreements with SCUS. The policy shall be provided to the Partner by the SCUS Department issuing the agreement to them.   |
| 3. | Agreements with SCUS Partners shall include provisions in which the Partner acknowledges this Policy, and agrees (1) to report any credible allegations of fraud, bribery, or corruption related to their work with SCUS, (2) cooperate fully with any investigation or inquiry by SCUS and its donors, and (3) reimburse SCUS for all liabilities, losses, costs, penalties, charges, or other amounts incurred by SCUS due to a violation or breach by a Partner of this Policy. Pre-approved language satisfying these requirements is set forth in Annex C. Any exceptions to this requirement must be approved in writing by the Legal Department.           |

#### V. Whistleblower Protections

|    |   |
|----|---|
| 1. | <p>As set forth in SCUS’s Code of Ethics and Business Conduct, every SCUS employee and Partner has the right to address ethical concerns in good faith without fear of retribution, including punishment or harassment from co-workers, managers, or SCUS management. Reports of concerns will be treated confidentially upon request, to the extent permitted by applicable law. SCUS forbids retaliation of any kind against employees and Partners who in good faith report potential or actual violations of this Policy.</p> <p>If working on a USG-funded award, SCUS employees and Partners are also afforded the employee whistleblower protections and rights provided under 41 U.S.C. § 4712.</p> |
|----|---|

#### VI. Investigating and Remediating Allegations of Fraud, Bribery, and Corruption



|   |  |
|---|--|
| 1.                                      | SCUS employees must cooperate fully with any investigation or inquiry by SCUS and preserve all records relating to any alleged fraud.  |
| 2.                                      | The Chief Compliance Officer, his/her delegate, or the General Counsel is responsible for recording and reviewing all allegations of fraud, bribery, and corruption relating to SCUS activities and operations and determining the appropriate next steps.   |
| 3.                                      | <p>Unless otherwise directed by the Chief Compliance Officer or the General Counsel, credible allegations of fraud, bribery, and corruption shall be investigated as follows:</p> <ul style="list-style-type: none"> <li>• Consistent with the Master Programming Agreement between SCUS and SCI, credible allegations arising from SCUS's international programs implemented by SCI shall be investigated by SCI, with results reported to the Chief Compliance Officer; and</li> <li>• Credible allegations arising from SCUS's domestic programs and operations shall, at the request of the Chief Compliance Officer, be investigated by the Internal Audit Department with support from other SCUS divisions as appropriate, with the results reported to the Chief Compliance Officer.</li> </ul> <p>At the direction of the Chief Compliance Officer and/or the General Counsel, SCUS may assign additional staff to any investigation or retain an external party to conduct or assist in any investigation.</p> |
| 4.                                      | The findings from any fraud, bribery, or corruption investigation conducted by SCUS shall be documented in writing and filed with the allegation. If the investigation identifies any misconduct by an employee or Partner of SCUS or any weakness in SCUS's internal controls, then the report shall include recommendations on how to respond, including measures to prevent or deter similar misconduct in the future.  |
| 5.                                      | SCUS Management shall take timely and appropriate corrective action in response to any recommendations arising from a fraud, bribery, or corruption investigation. Such actions shall be documented in writing by Management and the management actions will be monitored by the Internal Audit Department with results reported to the CCO (unless another representative of Management, if this responsibility is delegated).  |
| 6.                                      | As appropriate, the Chief Compliance Officer, his/her delegate, or the General Counsel shall provide notice and updates on fraud, bribery, and corruption allegations and investigations to relevant SCUS staff, SCUS's external auditors, and SCUS's Board of Trustees. In addition, and in accordance with applicable regulations and donor terms and conditions, the Chief Compliance Officer, his/her delegate, or the General Counsel shall provide notice and updates to SCUS donors, federal or state law enforcement agencies, and other persons or entities.  |
| <b>VII. Consequences for Violations</b> |  |
| 1.                                      | Participating in fraud or corruption can result in serious criminal, civil, and reputational, consequences for SCUS, for individual SCUS employees, and for SCUS Partners.   |



|    |   |
|----|---|
| 2. | Any SCUS employee who is found to have engaged in fraud, bribery, or corruption or to have known that fraud, bribery, or corruption was ongoing and not reported it in compliance with this policy and procedures shall be subject to disciplinary action up to and including separation from SCUS and to legal action by SCUS. SCUS may also disclose information concerning their identity and actions to donors, government regulators, enforcement agencies, and other entities.            |
| 3. | SCUS will also take appropriate remedial measures if any SCUS or SCI Partner is found to have engaged fraud, bribery, or corruption in their interactions with SCUS or SCI, including terminating the relationship with the Partner, barring them from participating in future work, and taking additional legal action where appropriate. SCUS may also disclose information concerning their identity and actions to donors, government regulators, enforcement agencies, and other entities. |

## TRAINING REQUIREMENTS

| Training Course  | Frequency                             | Training moment  |
|--|---------------------------------------|--|
| Fraud, Bribery, and Corruption Awareness Training  | Every 2 years                         | Initial training within three months of induction or, for current employees, within three months following promulgation of this Policy. Subsequent trainings will be provided according to agency training calendar. |
| Other trainings as directed by the Senior Management Team or Division Vice Presidents based on specific risks and responsibilities | To be decided on a case-by-case-basis | To be decided on a case-by-case-basis  |

## MONITORING MECHANISMS

| What are you monitoring?                       | Data source                                 | Action Owner                       | Escalation levels                 | Frequency |
|--|---|------------------------------------|-----------------------------------|-----------|
| Policies and procedures are being communicated | Certifications on file with Human Resources | Policies and Procedures Management | Vice President of Human Resources | Annual    |



|   |   |  |   |           |
|---|---|--|---|-----------|
| to relevant audience  |   | System Administrator                             |   |           |
| Relevant Trainings  | Human Resources training tracker  | Human Resources                                  | Vice President of Human Resources                                   | Annual    |
| Reporting of Fraud, Bribery, and Corruption Information         | Emails to <a href="mailto:hotline@savechildren.org">hotline@savechildren.org</a> and reports to Ethicspoint | Associate Legal Counsel                          | Chief Compliance Officer  | Annual    |
| Incorporation of anti-corruption clause into partner agreements | Partner and Vendor Agreements   | Grants & Contracts;<br>Strategic Sourcing; Legal | Chief Financial Officer<br>General Counsel                          | As needed |
| Policies and procedures are reviewed at least every 3 years     | Expiry date from the Policies and Procedures Library  | Policies and Procedures Library Administrator    | Vice President(s) who has oversight of the policies and procedures. | Quarterly |





## EXCEPTION APPROVAL PROCEDURE

| Procedure/ Action  | Action Owner                                   |
|--|--|
| Submit a written request to the Chief Compliance Officer, setting forth the relevant circumstances and the reasons for the requested exceptions. | Employee seeking exception to Policy           |
| Review the request and respond to the employee seeking the exception   | Chief Compliance Officer (or his/her delegate) |
| File and retain relevant documents   | Chief Compliance Officer (or his/her delegate) |

## VERSION CONTROL

| Version number | Version Date      | Revisions made                             |
|----------------|-------------------|--|
| COMPL-01.4     | March 5, 2018     | Revision of existing Zero Tolerance Policy |
| COMPL-01.3     | May 5, 2016       | Revision of existing Zero Tolerance Policy |
| COMPL-01.2     | May 5, 2015       | Revision of existing Zero Tolerance Policy |
| COMPL-01.1     | November 23, 2013 |  |
| COMPL-01.4     | March 5, 2018     | Revision of existing Zero Tolerance Policy |

## Annex A:

### The FCPA and Other Anti-Corruption Laws

The prohibition on bribery in this policy covers dealings with any party. However, interactions with government officials present heightened risk, and thus receive special attention in this Policy and in many international and domestic anti-corruption laws – including the U.S. Foreign Corrupt Practices Act (“FCPA”), the UK Bribery Act (“UKBA”), and other applicable laws.

#### FCPA

The FCPA was enacted by the U.S. Congress in 1977. The FCPA is aimed at preventing corrupt practices by business organizations and individuals doing or seeking business in foreign countries. As a U.S. entity, SCUS, as well as every SCUS employee, is subject to the FCPA. In addition to the FCPA, SCUS and its employees may be subject to other anti-corruption laws and regulations, particularly the laws of those countries in which SCUS operates or has a physical presence, or where we conduct or seek to work.

#### Anti-Bribery Provisions

The FCPA’s anti-bribery provisions prohibit certain entities, such as SCUS, and their officers, directors, employees, and representatives, as well as third parties under their control or direction, from:

- Offering, promising, authorizing, or paying
- Anything of value (whether money or gifts, hospitality, etc.)
- Directly or indirectly (e.g., through another party)
- To a foreign official (including any officer or employee, or elected or appointed official, of a local, state, provincial, regional or national government, at any level; anyone “acting in an official capacity” on behalf of a government to carry out government responsibilities; any political party, party official, or candidate for political office; any official or employee of a public international organization such as the World Bank, the United Nations, or the International Organization for Migration; or any officer or employee of a state-owned entity.
- With a corrupt intent to
- Obtain or retain business or an improper advantage (e.g., award of contract, favorable tax or customs treatment, etc.).

#### Facilitating Payments

The FCPA provides a very narrow exception for payments made to low-level government officials in order to expedite or secure routine government actions, such as processing paperwork. However, many other anti-corruption laws, including the UKBA, make facilitating payments illegal, and they are prohibited by Save the Children International’s Policy on Fraud Bribery and Corruption. Because of the many legal and ethical issues they pose, facilitating payments are likewise prohibited by the SCUS.

#### Penalties and Sanctions

Under the FCPA, companies are subject to criminal and civil liability, including criminal prosecution (in federal court), criminal and civil fines, disgorgement of profits, and prejudgment interest. Individuals are also subject to criminal and civil liability, including criminal prosecution and incarceration, criminal and civil fines, and other consequences. An individual may be the target of a DOJ or SEC enforcement action under the FCPA independent of any related action against SCUS.



Additional collateral sanctions for companies include termination of government licenses, debarment from contracting with U.S. and other governments and international organizations (e.g., USAID or the World Bank). Further, enforcement agencies are increasingly seeking appointment of independent compliance monitors over FCPA corporate violators for multi-year periods, a process that can be very expensive and cumbersome for companies.

### **Other Anti-Corruption Laws**

In addition to the FCPA, we must also be mindful of the laws of the countries in which we operate or where we seek to conduct any business. Many countries have enacted laws designed to prohibit and penalize acts of corruption and bribery, which apply to us because of our status in those countries. Please direct questions about compliance with the FCPA, the UKBA, or any other anti-corruption laws or regulations to the SCUS Chief Compliance Officer.



## **Annex B:**

### **Fraud, Bribery, and Corruption Risk Assessment and Mitigation Resources**

An interactive, web-based training on fraud, bribery and corruption for all SCUS staff is available on Cornerstone.

In addition, several of SCUS's core policies and procedures address fraud risks in our operations. These include:

- the SCUS Procurement Policy;
- the SCUS Code of Ethics and Business Conduct;
- the SCUS IT Procedures and Guidelines; and
- the SCUS Employee Entertainment Expenses Policy

SCUS and SCI have also jointly developed tools to identify fraud risk in our programs, including the SCI Joint Opportunity Risk Tool and the SCI Award Risk Assessment, and in our work with partners, specifically the SCI Partner Assessment Tool. SCI has also developed a Fraud Red Flags Guide.

Finally, we encourage staff to review relevant donor resources and best practices from our sector, including:

- USAID Fraud Prevention and Compliance Standards;
- Transparency International Handbook of Good Practices: Preventing Corruption in Humanitarian Operations Circumstances;
- Global Fund "i Speak Out Now" eLessons on Coercion, Collusion, Corruption, and Fraud.

Please contact the SCUS Chief Compliance Officer if you require with any requests for additional fraud, bribery and corruption risk assessment and mitigation resources.



## Annex C:

### Model Clauses

The following clauses have been approved for use in contracts with SCUS's sub-awardees (excluding SCI), vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products ("Partners") subject to any additional, donor-specific requirements. If you have any questions about the use of these clauses, or if the Partner refuses to accept or wishes to alter the language significantly, please contact the Legal Department. Upon incorporation of this clause into a contract, please replace all references to "the Partner" in square brackets with the appropriate term used throughout the contract (for example, the counterparty's company name).

#### Anti-Corruption Clauses

[The Partner] represents that its responsible officer(s) have received and reviewed SCUS's Code of Ethics and Business Conduct, SCUS's Zero Tolerance for Fraud, Bribery, and Corruption Policy, and SCUS's Child Safeguarding Policy, and that [the Partner] will comply with these policies in all activities undertaken pursuant to this agreement, including without limitation:

- 1) [The Partner] represents and warrants that it has complied and will comply with all applicable anti-corruption laws. [NB: If the contract includes work to be performed outside the United States, add the following "including the U.S. Foreign Corrupt Practices Act ("FCPA"), and that it has not made, offered, or authorized and will not make, offer, or authorize any payment, gift, promise or other benefit, whether directly or through any other person or entity, to any "government official" (as defined in the FCPA), for purposes of influencing official actions or decisions or securing any improper advantage in order to obtain or retain business. Except as otherwise disclosed in writing to SCUS, as of the date of this Agreement's execution and during the term of this Agreement, no "government official" or immediate family member of a "government official" is or will become associated with, or presently owns or will own any interest in [the Partner].]
- 2) [The Partner] shall promptly report to SCUS any credible information or allegation of fraud, bribery, or corruption relating to its work with SCUS:
  - a) Reports may be submitted to the Partners' key contact(s) at SCUS; or
  - b) Reports may be made directly to SCUS's Legal Department via [hotline@savechildren.org](mailto:hotline@savechildren.org) or file an anonymous report:
    - i) online at <http://SavetheChildren.EthicsPoint.com> or
    - ii) via phone +1 (844) 287-1892 in the United States. If you are outside of the United States and would like to report by phone, go to <http://SavetheChildren.EthicsPoint.com> for a full listing of contact numbers by country.
- 3) [The Partner] shall preserve all documents pertaining to any credible information or allegation of fraud, bribery, or corruption relating to its work with SCUS and shall cooperate fully in any investigation or audit commenced by SCUS or its donors, including making documents, facilities, and personnel available to SCUS or its donors.
- 4) [The Partner] shall promptly and fully reimburse SCUS for any losses or penalties arising from any incident of fraud, bribery, or corruption involving their employees or agents and shall hold SCUS harmless from and against any claims, demands or expenses (including attorney's or other professional fees) arising from or relating to [the Partner's] noncompliance with the terms of the anti-corruption clauses of this Agreement.



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- 5) SCUS shall have the right to terminate this Agreement with immediate effect, and shall have no further obligation to [the Partner] if SCUS reasonably believes that [the Partner] is in noncompliance with the anti-corruption clauses of this Agreement.

|                                       |   |
|---------------------------------------|---|
| Policies and Procedures Reference No. | SM 1.1  |
| Policy Title                          | Policy on Social Media (“Social Media Policy”)  |
| Category                              | Resource Development  |
| Author                                | Sr. Director, Social Business Strategy & Innovation   |
| Vice President with Oversight         | Vice President, Resource Development  |
| Approver                              | Senior Management Team  |
| Purpose and Description               | This policy establishes employees’ responsibilities regarding the use of personal and official Save the Children Social Media accounts while employed by Save the Children Federation, Inc. (“Save the Children US”). The purpose of this policy is to establish good use practices that will protect both the employee and Save the Children from damaging our reputation and putting our work at risk.  |
| Compliance Requirement                | <input type="checkbox"/> Statute:<br><input type="checkbox"/> Regulation:<br><input type="checkbox"/> Industry Standards:<br><input checked="" type="checkbox"/> Not Applicable   |
| Audience                              | <input checked="" type="checkbox"/> SCUS (Save the Children US Staff)<br><input checked="" type="checkbox"/> All Head Start<br><input type="checkbox"/> SCAN*<br><input checked="" type="checkbox"/> “External Parties” such as donors, sponsors, sub-awardees, corporate partners, vendors, suppliers, consultants and others<br><input checked="" type="checkbox"/> Board of Trustees, Interns, and Volunteers<br>*Save the Children Action Network, Inc. has its own Social Media Policy as a separate legal entity. |
| Effective date                        | March 1, 2017   |
| Revision date                         | March 14, 2018  |
| Retirement Rationale                  | N/A   |

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## DEFINITIONS AND ACRONYMS:

**Geotagging:** the process of adding geographical identification metadata to various media such as a geotagged photograph or video, websites, SMS messages, QR Codes or RSS feeds and is a form of GPS (Global Positioning System) data. This data usually consists of latitude and longitude coordinates.

**Internet:** the global network of computing device networks.

**Personally identifiable information (PII):** any data that could potentially identify a specific individual such as first and/or last name, social security number, phone number, email, mailing address, date of birth, school or any combination thereof.

**Public Communication:** dialogue in the public sphere in order to deliver a message to a specific audience. Speaking events, newspaper editorials, advertisements, email, and Social Media are a few forms of public communication.

**Social Media:** forms of electronic communication/content used to share information, comments, messages, images, video and other content via a Social Network.

**Social Network:** A public or private dedicated website or other application that enables users to communicate with each other via Social Media. Examples of private Social Networks are Workplace by Facebook, Yammer, Sharepoint, Skype for Business, Viber, WhatsApp and examples of public Social Networks are Facebook, Twitter, SnapChat, Google+, LinkedIn, YouTube and Skype.

**Website:** a location on the graphical portion of the Internet typically abbreviated with WWW.

## INTRODUCTION

This Policy is intended to provide guidelines to Save the Children US staff around the use of Social Media. It applies to all aspects of Social Media and Social Networking including any content you contribute personal sites, especially when referencing projects or programs on which you may be working.

This Policy will continually evolve as new technologies and Social Networking tools emerge—so it is important to periodically check for updates, which shall be appended at the end in the form of dated revisions.

Certain employees have been authorized to speak to the public as spokespersons. These policies and procedures are related to personal communications/networks and do not pre-empt this authorization. If you are communicating for or on behalf of Save the Children US, you should clearly state your role and be sure that any posting has been pre-approved by the VP of Resource Development and/or his/her designee.

## SCOPE



Save the Children US respects freedom of speech and employees' rights and this policy is not meant to infringe upon their personal opinions and/or personal communications. However, in the realm of online Social Networks, the lines are blurred between public and private, personal and professional.

The same principles and policies that apply to Save the Children US employees' activities offline, in general, apply to their activities online. Social Networking activities are subject to all of Save the Children US's policies, including but not limited to "SCUS Child Safeguarding Policy," "Code of Ethics and Business Conduct," "Commitment to Nonpartisan Status Policy," "Harassment Prevention and Sexual Harassment Prevention Policy" and "Use of Property and Electronic Technology Policy."

## PROCEDURES

1. **Be Transparent:** You should clearly state that the views being expressed on Social Media are your personal views alone, and do not necessarily represent the views of Save the Children US or its partners. You may use a disclaimer such as "The opinions expressed are my own and do not necessarily represent the views of Save the Children" or a shorter form such as "my own personal views." The ideal place for this disclosure is in the account profile bio/about me section and not in each post. This does not apply if you are posting to internal channels (Workplace by Facebook, SaveNet, etc.). Contact information, such as phone number and email address should be your personal contacts and not your Save the Children contacts unless you are authorized to officially represent Save the Children US. For example, if you sign a petition not officially representing Save the Children US, you should always use your personal contact information (email, phone number, mailing address) and not contact information associated with or issued by Save the Children US.
2. **Be Sensible:** You should ensure that your personal online profile(s) and the content associated with you on the Internet is consistent with how you wish to present yourself to colleagues and constituents as well your friends and family. Use common sense when posting controversial content and if posting something gives you pause, then you should pause. You should assume that anything posted on Social Media even if it seems private, could become public.
3. **Be Truthful:** When posting, any and all statements about Save the Children US should be true and not misleading. In addition all claims about our programs and practices must be substantiated and if the source of the information is a third-party, it should be cited.
4. **Seek Consent:** Employees are required to protect the dignity and privacy of our beneficiaries in any Public Communication in accordance with Save the Children US Child Safeguarding Policy. When posting images or videos, you should check with Save the Children US program staff prior to publication to confirm that the beneficiaries have given permission to use their images publicly.
5. **Ask Permission:** Always get approval to post images from donors and/or colleagues with whom you might be traveling and who are personally identifiable by name or likeness in Social Media. Respect the property rights of others, only include your original content or be sure you have

permission to publish or reproduce material belonging to someone else in your Public Communication.

6. **Follow Terms of Use:** When posting, be sure you follow the terms and conditions for any sites which you may use. Social Media sites such as Facebook, Google+, Twitter, YouTube, and Pinterest all have rules and practices regarding what kind of activities, communications, and content is permitted or prohibited on their Websites. It is your responsibility to respect and adhere to these rules, as you could be ultimately responsible for any violations and jeopardize your participation on these sites.

## WHAT TO AVOID

1. **Exact Location:** Do not disclose specific information regarding the location of our programs, or any information which could endanger the wellbeing of children or our staff. It is not permissible to publish exact locations (GPS coordinates, home address, or office address) of programs or location of country offices, except in an emergency. It is especially important that you do not give any information about a child that could lead to the child being traced.
2. **Personally Identifiable Information:** Do not reveal Personally Identifiable Information of yourself, other staff members, or our beneficiaries (children) except when permitted in this Policy.
3. **Internal Information:** Do not publish material about the internal operations of Save the Children US or its affiliates outside of the Agency's protected intranet environments (SaveNet, Workplace, etc.). Similarly, employees should not publish, share, or report on conversations that are meant to be private or internal to SCUS, our corporate partners or peer organizations.
4. **Legal Matters:** Do not comment on anything related to legal matters, litigation, or any parties with whom Save the Children US is in litigation without the appropriate approval from the Office of the General Counsel.
5. **Confidential Material:** While Save the Children US encourages our employees to share our Public Communications (for example the *Forced to Flee: 21<sup>st</sup> Largest Country* report) the publication of confidential material (i.e. technical or program methodologies; finances; resource strategies; and employment information or employee performance) is not permitted.
6. **Tradename/Logo:** Do not create Social Media accounts or Social Networks for personal or professional use using the "Save the Children" name or logo without prior written approval from the VP of Resource Development.

## NON-SECTARIAN, NONPARTISAN SPEECH AND ACTION

To maintain Save the Children US's independence and credibility and to preserve its status as a non-sectarian and nonpartisan organization, personal communications by Save the Children US staff on

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sectarian or partisan matters should not be directly or indirectly attributed to or reasonably interpreted as statements by Save the Children US. Remember to use a disclaimer such as “my own personal views and do not represent those of Save the Children.” See our Commitment to Nonpartisan Status Policy.

***Remember, the higher your position within our organization (e.g. AVP or above), the more difficult it will be to distinguish between a personal opinion and a statement made by or on behalf of Save the Children US.***

## **USE OF SOCIAL MEDIA IN THE CHILD SPONSORSHIP CONTEXT AND DURING FIELD VISITS**

All representatives or official guests of Save the Children US on project visits involving children must be advised of the terms of this Social Media Policy. Once at the project, there should be a verbal presentation made to the guests regarding appropriate conduct. Additional and more specific guidance on Social Media in relation to Child Sponsorship and Field Visits can be found in Exhibit A.

## **IN CASE OF DOUBT, MISTAKES, OR SUSPECTED POLICY VIOLATIONS**

If you make a mistake in any Social Media you publish about Save the Children US, quickly make any necessary corrections/deletions, immediately advise your manager, and notify the VP of Resource Development if necessary.

If you are unsure of any part of this policy, or what may be posted or not posted, please reach out to the Resource Development Division/Social Media Unit ([socialmedia@savechildren.org](mailto:socialmedia@savechildren.org)).

If you witness or suspect a policy violation, you should alert your manager or contact the Ethics Hotline: <https://SavetheChildren.EthicsPoint.com> or by phone at 1-844-287-1892 (in the USA) or 1-475-999-3292 (internationally).

## **CONSEQUENCES OF POLICY VIOLATION**

Violation of Save the Children US policies may result in negative employment action, up to and including termination of employment. Any person who is aware of a possible violation of Save the Children US policies has the right and responsibility, and is strongly encouraged, to report such violations so Save the Children US can respond rapidly and take appropriate action.

## NOTIFICATION REQUIREMENTS

| What are you monitoring?                                      | Forum             | Action Owner                              | Escalation levels                                  | Frequency                         |
|---|-------------------|---|--|-----------------------------------|
| Policies and procedures are communicated to relevant audience | All Staff Meeting | Director, Internal Communications         | VP, Resource Development                           | Upon publication (next available) |
| Policies and procedures are communicated to relevant audience | Savenet           | Director, Internal Communications         | VP, Resource Development                           | Upon publication                  |
| Policies and procedures are communicated to relevant audience | Weekly Word       | Director, Internal Communications         | VP, Resource Development                           | Upon publication                  |
| Policies and procedures are communicated to relevant audience | MCM SMT Meeting   | SD, Social Business Strategy              | VP, Integrated Marketing & Fundraising             | Upon launch and revision          |
| Policies and procedures are communicated to relevant audience | Digital Marketing | SD, Social Business Strategy              | VP, Integrated Marketing & Fundraising             | Upon launch and revision          |
| Policies and procedures are communicated to relevant audience | Social Media      | AD, Social Media & Community Management   | SD, Social Business Strategy                       | Upon launch and revision          |
| Policies and procedures are communicated to relevant audience | Sponsorship       | Director, Sponsorship Retention Marketing | SD, Sponsorship Marketing, Acquisition & Retention | Upon launch and revision          |
| Policies and procedures are communicated to relevant audience | SCUS Departments  | AD, Social Media & Community Management   | SD, Social Business Strategy                       | Biennially                        |

**VERSION CONTROL**

| Version number | Version Date   | Revisions made   |
|----------------|----------------|--|
| SM 1.1         | March 14, 2018 | Revised “category” and “VP with oversight” fields. Policy moved from the Marketing & Communications volume to the Resource Development volume. |
| MCM No.1       | March 1, 2017  | Policy first created   |

## EXHIBIT A: USE OF SOCIAL MEDIA IN THE CHILD SPONSORSHIP CONTEXT AND DURING FIELD VISITS

**Purpose:** To document what Public Communication, Social Media and data can be posted online and via Social Networks by Save the Children US (SCUS) employees and External Parties such as donors, sponsors, sub-awardees, corporate partners, vendors, suppliers, consultants and others in relation to beneficiaries, sponsored children and their communities. This is meant to serve as an internal resource for use by SCUS employees when posting content online as official representatives of SCUS or on personal pages and for creating guidance for External Parties on what they can and cannot post online. The guidance is broken into three categories:

1. **Public Posting by SCUS Employee:** For donor/sponsor acquisition and retention materials on Public Websites, Social Media pages and general public marketing materials.
2. **Public Posting by External Parties:** Social Media posts and other Public Communication (e.g. blogs). Staff members who are not posting on official SCUS channels fall into this category.
3. **Private Posting by Sponsors only:** For sponsor retention experience only on password protected sponsorship portals.

| Social Media & Data                         | Public Posting by SCUS Employees  | Public Posting by External Parties    | Private Posting by Sponsors only |
|---|---|---------------------------------------|----------------------------------|
| Child photo/video (appropriately portrayed) | Yes <sup>i</sup>  | Yes for Intl, No for US <sup>ii</sup> | Yes                              |
| Child first name                            | Yes <sup>i</sup>  | Yes                                   | Yes                              |
| Child last name                             | No  | No                                    | No                               |
| Child birth date                            | Yes for Intl, No for US <sup>ii</sup>   | Yes for Intl, No for US <sup>ii</sup> | Yes                              |
| Child age                                   | Yes   | Yes                                   | Yes                              |
| Child gender                                | Yes   | Yes                                   | Yes                              |
| Child language                              | Yes   | Yes                                   | Yes                              |
| Child sponsorship ID                        | No  | No                                    | Yes                              |
| Child interests & activities                | Yes   | Yes                                   | Yes                              |
| Child chores                                | Yes   | Yes                                   | Yes                              |
| Child house type                            | Yes   | Yes                                   | Yes                              |
| Child parents' first name                   | Yes   | Yes                                   | Yes                              |
| Child parents' last name                    | No  | No                                    | No                               |
| Child parents' employment (generic)         | Yes   | Yes                                   | Yes                              |
| Child sibling information                   | Treat content related to siblings under 18 the same as child content detailed in this document. You may treat content related to siblings over 18 similarly to child's parents. Should not be part of a stand-alone communication, can only be included as supporting details in sponsored child communication. |                                       |                                  |
| Child school participation                  | Yes   | Yes                                   | Yes                              |
| Child grade level & favorite subject        | Yes   | Yes                                   | Yes                              |
| Child school name                           | No  | No                                    | No                               |
| Child school logo                           | No  | No                                    | No                               |
| Child school address                        | No  | No                                    | No                               |
| Child project participation                 | Yes   | Yes                                   | Yes                              |

|   |  |   |   |
|---|--|---|---|
| Child medical condition   | On case by case basis, provided it does not compromise the child's dignity   |   |   |
| Child disability  | Not as a marketing product focus, but okay to use natural images that don't compromise the child's dignity   |   | On a case by case basis, provided it does not compromise the child's dignity              |
| Child religion  | No   | No  | No  |
| Child letters and drawings  | Excerpts only. No address or location, last name, ID, age or specific, sensitive or confidential info. Must comply with all data-sharing restrictions. |   | Yes   |
| Child home address  | No   | No  | No  |
| Child telephone number  | No   | No  | No  |
| Child email address   | No   | No  | No  |
| Child Social Media account names  | No   | No  | No  |
| GPS co-ordinates (geo-tagging) of any child's house, sponsored or other | No   | No  | No  |
| GPS co-ordinates (geo-tagging) of any child photos, sponsored or other  | No   | No  | No  |
| Country name  | Yes  | Yes   | Yes   |
| Country information   | Yes  | Yes   | Yes   |
| Impact area name  | Yes  | Yes   | Yes   |
| Impact area info  | Yes  | Yes   | Yes   |
| Community photo/video with caption                                      | Yes, provided image and caption comply with all data-sharing restrictions. No Geotagging.  | Yes, provided image and caption comply with all data-sharing restrictions. No Geotagging. | Yes, provided image and caption comply with all data-sharing restrictions. No Geotagging. |
| Community/village ID number   | No   | No  | No  |
| Community/village name  | Use larger geographic region when possible. If specificity is critical, consider changing a child's name for child safeguarding purposes.              | No  | Yes for Intl, No for US <sup>ii</sup>   |
| General community information   | Yes  | Yes   | Yes   |
| SC national office address  | Yes  | Yes   | Yes   |
| SC field office address   | Yes  | Yes   | Yes   |

<sup>i</sup> Refer to the SCUS Child Safeguarding Policy for guidelines on when you should change the name and/or obscure the visual identity of a child.

<sup>ii</sup> Since the majority of our sponsors live in the U.S, there are more stringent requirements in place for children sponsored in our U.S. programs in order to further protect child privacy.



# Vendor Questionnaire Form

Please review the attached instructions prior to completing this form. All information must be completed.

**Note: SCUS Standard Payment Terms are Net 30 days from receipt of a SCUS approved invoice.**

**REQUIRED INFORMATION (Please Print Clearly)** SCUS Contact Name: \_\_\_\_\_

Company/Individual Name: \_\_\_\_\_

Contact name/title: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

City State Zip

Remit Address: (If different from above) \_\_\_\_\_

Phone #: \_\_\_\_\_

City State Zip

Email: \_\_\_\_\_

**Check All That Apply:**

Please note that SCUS procures products and services **under government contract** and are required to report the following business information:

I am not a Small Business \_\_\_\_\_ Small-Bus. Enterprise(SB) \_\_\_\_\_

It is important to note that to qualify as one of the following businesses, a qualifying individual who has a controlling interest in the company must operate it.

HUBZone (SBHUBzone) \_\_\_\_\_ Service-Disabled Veteran Owned (SDVOSB) \_\_\_\_\_ Small Disadvantaged (SDB) \_\_\_\_\_

Women-Owned (WOSB) \_\_\_\_\_

If you are a government entity or a 501(c)3 please mark the applicable box:

501(c)3 \_\_\_\_\_ Government Entity \_\_\_\_\_ Organization non charity \_\_\_\_\_

**Additional Classifications:**

Utilities Consultant Printing (i.e. mailing) Media IT (i.e. computer, laptops)

Temporary Staffing Lease Fundraising Donor Insurance

Event Coordination (i.e. hotel, catering, venue) Subaward Marketing

I certify that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.

**CERTIFICATION REGARDING TERRORISM: Seller hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.**

Name of Person Completing Form (Please Sign and Print Clearly): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date



## Bank Information

**NOTE:** Payments from SCUS will be **ONLY** via **Credit Card or ACH transfer – DOMESTIC and WIRE transfer – INT’L**. Incomplete or incorrect information may delay payment.



**Save the Children®**

USA

### GENERAL EXPENSE DIRECT DEPOSIT AUTHORIZATION FORM

**SCUS Contact Person: Holly Lowe or Emma Smith**

**Phone: 859-899-1207 or 859-899-1160**

**Email: apdept@savechildren.org**

*This authorization will remain in effect until I provide the company written notice of revocation. The notice of revocation must be provided in a manner specified by the company, or by providing to the same person or office to which this authorization was delivered.*

*I agree that the credit entries authorized by this agreement shall be subject to the rules of the National Automated Clearing House association or other applicable clearing system as in effect on the date of the transaction.*

ENTITY NAME: \_\_\_\_\_

**To receive payment via credit card please follow these instructions:**

**\*All you need to participate is the ability to accept card transactions and an email address to receive payment information.**

By selecting yes and providing an email address, you are agreeing to receive payment via credit card through the Wells Fargo platform. Once Save the Children Accounts Payable receives this form back, you will receive a confirmation email with your enrollment details.

**Yes**                      Email Address: \_\_\_\_\_

See CCER AP Control Quick Reference Guide and the Merchant Tip Sheet below for information on the process.



CCER AP Control -  
Quick Reference Guid



Merchant Tip  
Sheet.pdf

**A short walkthrough of the process and tips on avoiding the most common issues is available at this link:**

[https://wellsfargo.adobeconnect.com/secure\\_doc\\_del](https://wellsfargo.adobeconnect.com/secure_doc_del)

Signature of Authorized Representative:

\_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**If you are unable to receive a credit card payment please complete the ACH information below:**

**ATTACH A VOIDED CHECK**

FINANCIAL INSTITUTION (BANK) NAME: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ACCOUNT TYPE (CIRCLE ONE): CHECKING SAVINGS

BANK ACCOUNT #: \_\_\_\_\_ ROUTING/ABA #: \_\_\_\_\_

*For organizations outside the US:*

COUNTRY: \_\_\_\_\_

BANK ACCOUNT #: \_\_\_\_\_ SWIFT #: \_\_\_\_\_

---

Signature of Authorized Representative:

\_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Instructions for Completing Save the Children (SCUS) Vendor Questionnaire:**

1. Please complete all sections of the form completely. If a piece of information is not applicable please indicate this on the form.
2. If you are a US company or individual subject to US Federal Tax regulations, you are required to provide a **W9** and if you are a foreign company **W8** along with the questionnaire form. SCUS uses this information for documentation of compliance with US regulations. SCUS will **NOT** process payment without the completed and updated W9/W8 or the completed vendor questionnaire form.
3. Use the following definitions for determining your status as a “Small Business Concern”

*Definition of “concern” as set forth in FAR 19.001-Definition:* “Concern” means any business entity organized for profit (even if its ownership is in the hands of a nonprofit entity) with a place of business located in the United States or its outlying areas and that makes a significant contribution to the U.S. economy through payment of taxes and/or use of American products, material and/or labor, etc. “Concern” includes but is not limited to an individual, partnership, corporation, joint venture, association, or cooperative. For the purpose of making affiliation findings (see 19.101) any business entity, whether organized for profit or not, and any foreign business entity, i.e., any entity located outside the United States and its outlying areas.

“**Small business concern**” Certain government programs, such as SBA loan programs and contracting opportunities, are reserved for small business concerns. In order to qualify, businesses must satisfy SBA’s definition of a small business concern, along with the size standards for small business. A size standard, which is usually stated in number of employees or average annual receipts, represents the largest size that a business (including its subsidiaries and affiliates) may be to remain classified as a small business for SBA and federal contracting programs. The definition of “small” varies by industry see <https://www.sba.gov/content/small-business-size-standards> for further information.

“**Small disadvantaged business concern,**” Since October 2008, small businesses can self-represent their status as a small disadvantaged business (SDB). Generally, this means that:

- The firm must be 51% or more owned and control by one or more disadvantaged persons.
- The disadvantaged person or persons must be socially disadvantaged and economically disadvantaged.
- The firm must be small, according to SBA’s size standards

Generally, to be approved into the 8(a) Business Development Program and become certified the business must meet these eligibility requirements:

- The business must be majority-owned (51 percent or more) by an individual(s).
- The individual(s) must be an American citizen, by birth or naturalization.
- The business must be majority-owned (51 percent or more) and controlled/managed by socially and economically disadvantaged individual(s).
- The individual(s) controlling and managing the firm on a full-time basis must meet the SBA requirement for disadvantage, by proving both social disadvantage and economic disadvantage.
  - For purposes of the 8(a) Business Development program, the following individuals are presumed socially disadvantaged (called “presumed groups”):
    - Black Americans
    - Hispanic Americans
    - Native Americans
    - Asian Pacific Americans
    - Subcontinent Asian American
    - According to SBA’s regulations, "economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities."

<https://www.sba.gov/content/disadvantaged-businesses>

**“HUBZone business concern”** means your business must be located in an area designated as a Historically Underutilized Business (HUB) Zone.

- To qualify for the program, a business (except tribally-owned concerns) must meet the following criteria:
- It must be a small business by SBA standards
- It must be owned and controlled at least 51% by U.S. citizens, or a Community Development Corporation, an agricultural cooperative, or an Indian tribe
- Its principal office must be located within a “Historically Underutilized Business Zone,” which includes lands considered “Indian Country” and military facilities closed by the Base Realignment and Closure Act
- At least 35% of its employees must reside in a HUBZone.

<https://www.sba.gov/category/navigation-structure/contracting/contracting-support-small-businesses/small-business-cert-0>

**“Service-Disabled Veteran-owned business concern” (SDVOSBC)** In order to be eligible for the SDVOSBC, you and your business must meet the following criteria:

- The Service Disabled Veteran (SDV) must have a service-connected disability that has been determined by the Department of Veterans Affairs or Department of Defense
- The SDVOSBC must be small under the North American Industry Classification System (NAICS) code assigned to the procurement
- The SDV must unconditionally own 51% of the SDVOSBC
- The SDVO must control the management and daily operations of the SDVOSBC
- The SDV must hold the highest officer position in the SDVOSBC

<https://www.sba.gov/sdvosb>

**“Women-owned business concern”** To be eligible, a firm must be at least 51% owned and controlled by one or more women, and primarily managed by one or more women. The women must be U.S. citizens. The firm must be “small” in its primary industry in accordance with SBA’s size standards for that industry. In order for a WOSB to be deemed “economically disadvantaged,” its owners must demonstrate economic disadvantage in accordance with the requirements set forth in the final rule.

<https://www.sba.gov/content/women-owned-small-business-program>

4. Payments from SCUS will be ONLY via ACH transfer – DOMESTIC and WIRE transfer – INT’L. Incomplete or incorrect information may delay payment

The form must be signed and emailed to [apdept@savechildren.org](mailto:apdept@savechildren.org). SCUS cannot accept vendor questionnaires without a signature of an authorized party.

For questions regarding the completion of this form, please contact Charlene Marquis, Senior Director Procurement [cmarquis@savechildren.org](mailto:cmarquis@savechildren.org) or 475-999-3210.

**6. CONSENT CALENDAR: Action items:**

**6.3** Resolution #2019-2020-13 in the Matter of Spending Determination for Funds Received from the Education Protection Account for 2020-2021 Fiscal Year

**BEFORE THE BOARD OF TRUSTEES  
OF THE TIPTON ELEMENTARY SCHOOL DISTRICT  
TULARE COUNTY, STATE OF CALIFORNIA**

In the Matter of the Spending Determination  
for Funds Received from the Education  
Protection Account pursuant to Article XIII,  
Section 36 of the California Constitution  
2020-21 Fiscal Year

RESOLUTION No. 2019-2020-13

**RECITALS**

1. The voters approved Proposition 30 on November 6, 2012;
2. Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;
3. The provisions of Article XIII, Section 36(e) create in the state General Fund an Educational Protection Account to receive and disburse the revenues derived from the incremental increases in taxes by Article XIII, Section 36(f);
4. Before June 30<sup>th</sup> of each year, the Business Manager shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;
5. If the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;
6. All monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;
7. Monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;
8. A community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

9. The governing board of the district shall make the spending determination with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;
10. The monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;
11. Each community college district, county office of education, school district and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent;
12. The annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;
13. Expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The above recitals are true and correct;
2. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent for the 2020-2021 fiscal year shall be made in open session of a public meeting of the governing board of Tipton Elementary School District;
3. In compliance with Article XIII, Section 36(e) of the California Constitution, the governing board of the Tipton Elementary School District has determined to spend the monies received from the Education Protection Account for the 2020-2021 fiscal year as attached;
4. Upon finalizing financial data for the fiscal year, the District Superintendent, or designee, is hereby directed to immediately publish on the district's Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

THE FOREGOING RESOLUTION was adopted upon motion by Trustee seconded by Trustee, at a regular meeting held on June 9, 2020 by the following vote:

AYES:

NOES:

ABSENT:

I, Stacey Bettencourt, secretary of the governing board of the Tipton Elementary School District, do hereby certify that the foregoing Resolution was duly passed and adopted by said Board, at an official and public meeting thereof, this 9<sup>th</sup> day of June, 2020.

Date: June 9, 2020

\_\_\_\_\_  
Secretary, Board of Trustees



2020-2021  
 Education Protection Account  
 Tipton Elementary School District  
 Spending Plan

**Estimated Expenditures through: June 30, 2021**  
**For Fund 01, Resource 1400 Education Protection Account**

| Description  | Object Codes | Amount            |
|--|--------------|-------------------|
| <b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>                                       |              |                   |
| Adjusted Beginning Fund Balance  | 9791-9795    | 0.00              |
| LCFF Sources   | 8010-8099    | 626,464.00        |
| Federal Revenue  | 8100-8299    | 0.00              |
| Other State Revenue  | 8300-8599    | 0.00              |
| Other Local Revenue  | 8600-8799    | 0.00              |
| All Other Financing Sources and Contributions                                      | 8900-8999    | 0.00              |
| Deferred Revenue   | 9650         | 0.00              |
| <b>TOTAL AVAILABLE</b>   |              | <b>626,464.00</b> |
| <b>EXPENDITURES AND OTHER FINANCING USES</b>                                       |              |                   |
| <b>(Objects 1000-7999)</b>   |              | <b>449,390.00</b> |
| Certificated Salaries  | 1000-1999    | 0.00              |
| Classified Salaries  | 2000-2999    |                   |
| Employee Benefits  | 3000-3999    | 177,074.00        |
| Books and Supplies   | 4000-4999    | 0.00              |
| Instruction (Functions 1000-1999)  |              | 0.00              |
| Noninstruction (Functions other than (1000-1999)                                   |              | 0.00              |
| Subagreements for Services   | 5100-5199    | 0.00              |
| Travel and Conferences   | 5200-5299    | 0.00              |
| Services and Other Operating Expenditures  | 5300-5899    | 0.00              |
| Professional/Consulting Services & Operating Expenditures                          | 5800-5899    | 0.00              |
| Communications   | 5900-5999    | 0.00              |
| Capital Outlay   | 6000-6999    | 0.00              |
| Other Outgo  | 7000-7299    | 0.00              |
|  | 7400-7499    | 0.00              |
| Indirect Costs   | 7310,7350    | 0.00              |
| Other Financing Uses   | 7600-7999    | 0.00              |
| <b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>                                 |              | <b>626,464.00</b> |
| <b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b> |              | <b>0.00</b>       |

**6. CONSENT CALENDAR: Action items:**

**6.4** Board Resolution #2019-2020-14, Authorizing Inter-fund Loan for Cash Flow Purposes

**RESOLUTION OF THE GOVERNING BOARD OF  
TIPTON ELEMENTARY SCHOOL DISTRICT**

In the Matter of Authorizing Inter-fund Loan for     )  
Cash Flow Purposes   )       RESOLUTION # 2019-2020-14

**WHEREAS**, the Tipton Elementary School District administers various funds; and,

**WHEREAS**, the school district occasionally has cash shortages in it's segregated funds at the county treasury; and,

**WHEREAS**, Education Code Section 42603 authorizes inter-fund loans to cover such temporary cash shortages;

**THEREFORE, BE IT RESOLVED** that the Governing Board of the Tipton Elementary school district authorizes the District Administration to transfer funds as needed for cash-flow purposes and to repay those transfers as funds become available for the 2020-2021 school year.

**THE FOREGOING RESOLUTION WAS ADOPTED** upon the motion of, seconded by , at a regular meeting of the Governing Board on the 9<sup>th</sup> day of June, 2020 by the following vote.

**Ayes:**  
**Noes:**  
**Abstentions:**  
**Absent:**

\_\_\_\_\_  
Secretary of said District Board

**6. CONSENT CALENDAR: Action items:**

- 6.5** Board Resolution #2019-2020-15, Authorization for County Superintendent of Schools to make year end Budget Transfer

**RESOLUTION OF THE GOVERNING BOARD OF  
TIPTON ELEMENTARY SCHOOL DISTRICT**

In the Matter of Authorization for County )  
Superintendent of Schools to make year end )                   RESOLUTION # 2019-2020-15  
Budget Transfers )

**WHEREAS**, at the close of any school year the County Superintendent of schools may, with the consent of the Governing Board of a school district previously given, make such transfers between the undistributed reserve and any expenditure classification or classifications or balance any expenditure classifications of the budget of the district for such school year as are necessary to permit the payment of obligations of the district incurred during such school year; and,

**WHEREAS**, the total amount budgeted as the proposed expenditure of the school district for each major classification of school district expenditures listed in the school district budget forms prescribed by the Superintendent of Public Instruction shall be the maximum amount which may be expended for that classification of expenditures for the school year; and,

**WHEREAS**, the district wishes to ensure that all expenditures of the school district during the **2018-2019** fiscal year have been appropriately budgeted for.

**THEREFORE, BE IT RESOLVED** that, at the close of the **2019-2020** Fiscal year the County Superintendent of Schools be authorized in accordance with Education Code Section 42601 to make such transfers between the unappropriated fund balance and/or any expenditures classifications of the budget as are necessary to permit the payment of obligations of the school district incurred during the fiscal year.

**THE FOREGOING RESOLUTION WAS ADOPTED** upon the motion of , seconded by, at a regular meeting of the Governing Board on the 9<sup>th</sup> day of June, 2020 by the following vote.

**Ayes:**  
**Noes:**  
**Abstentions:**  
**Absent:**

---

Secretary of said District Board

County superintendents who make certain year-end fund balance transfers for small school districts in their county are now required to notify each district of the transfers made. The definition of a small school district has been changed from A... those districts with an average daily attendance of 2,500 or less...@ to those districts identified in EC 41301 which sets forth the state school fund allocation schedule. Small elementary school districts are now defined as having less than 901 units of average daily attendance (ada), small high school districts are now defined as having less than 301 ada, and small unified school districts are now defined as having less than 1,501 ada.

42601. At the close of any school year a school district may, with the approval of the governing board, identify and request the county superintendent of schools to make the transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification or classifications, or balance any expenditure classifications of the budget of the district for that school year as necessary to permit the payment of obligations of the district incurred during that school year. For each elementary, high school, and unified school district that, during the preceding school year, had an average daily attendance less than the level, as appropriate, specified in subdivision (a) of Section 41301, the county superintendent of schools, with the consent of the governing board of the school district, may identify and make the transfers, and shall so notify the districts.

**6. CONSENT CALENDAR: Action items:**

**6.6** Board Resolution #2019-2020-16, Authorizing Inter-fund Transfers In Accordance with the Budget

**RESOLUTION OF THE GOVERNING BOARD OF  
TIPTON ELEMENTARY SCHOOL DISTRICT**

In the matter of Authorizing Inter-fund Transfers     )  
In Accordance with the Budget                             )       RESOLUTION #2019-2020-16

**WHEREAS**, the Governing Board of the District adopted its Annual Budget for the Fiscal Year 2020-2021; and,

**WHEREAS**, the Governing Board of the District approved Inter-fund Transfers between the various funds of the District as recorded in the budget document in accordance with Education Code;

**THEREFORE, BE IT RESOLVED** that the Governing Board authorizes District Administration to make inter-fund transfers in accordance with the budget, not to exceed the amount of appropriation.

**THE FOREGOING RESOLUTION WAS ADOPTED** upon the motion of , seconded by , at a regular meeting of the Governing Board on the 9<sup>th</sup> day of June, 2020 by the following vote.

**Ayes:**  
**Noes:**  
**Abstentions:**  
**Absent:**

\_\_\_\_\_  
Secretary/Clerk of said District Board



**6. CONSENT CALENDAR: Action items:**

**6.7 Agreement with TCOE for Psychological Services**

## AGENCY AGREEMENT

**THIS AGREEMENT** is entered into between the **TULARE COUNTY OFFICE OF EDUCATION**, referred to as **SUPERINTENDENT** and **TIPTON SCHOOL DISTRICT**, referred to as **DISTRICT**.

**ACCORDINGLY, IT IS AGREED:**

1. **TERM:** This Agreement shall become effective as of **July 1, 2020** and shall expire on **June 30, 2021**.

2. **SERVICES:** SUPERINTENDENT shall provide DISTRICT with **0.5** days per week of psychological services, which include:

**Behavior Analysis and Intervention:**

- Conduct Functional Behavior Assessments.
- Design and implement research/evidence based behavior intervention plans.
- Model and monitor effective behavior interventions.
- Data collection and Progress Monitoring input and oversight.

**Conduct Psycho-Educational Assessments:**

- Present psycho-educational assessment results to the IEP team.
- Provide written psycho-educational assessment report to all IEP team members.
- Input assessment data into the IEP prior to the IEP meeting.
- Present assessment findings at the scheduled IEP team meeting.

**Consultation and Collaboration:**

- On-going coordination/collaboration with all student stakeholders.
- Provide professional development in-service training opportunities to school site (per request).

**Short-Term Counseling for School-Based Difficulties (individual/small group):**

- Social Skill development.
- Anger Management.
- Problem-Solving skill development.
- Crisis response and emergency intervention.

**Student Study Team (SST) and Individualized Education Program (IEP):**

- Attend and participate in SST/IEP meetings (as needed).
- On-going collaboration with other SST/IEP team members.

3. **COST OF SERVICES:** DISTRICT shall pay SUPERINTENDENT **\$22,240.00** for the services described above, not to exceed the sum of **\$22,240.00**.

4. **METHOD OF PAYMENT:**

- a. SUPERINTENDENT shall transfer this sum from the funds of the DISTRICT to the County School Service Fund at **May 31, 2021**.

5. **INDEMNIFICATION:** SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.
  
6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

**THE PARTIES**, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

**DISTRICT**

Stacey Bettencourt, Superintendent/Principal  
 Tipton School District  
 PO Box 787  
 Tipton, CA 93272

**SUPERINTENDENT**

Tammy McKean, Assistant Superintendent  
 Special Services  
 Tulare County Office of Education  
 P.O. Box 5091  
 Visalia CA 93278-5091

By: Stacey Bettencourt

By: \_\_\_\_\_

Date: 5/16/2020

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

TCOE Program Information

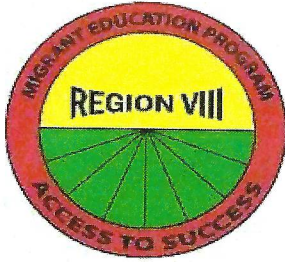
Contact Person and Phone No: Joe Martinez, Director-Psychological Services  
 730-2910 Ext. 5164  
 Budget Number: 010-00014-0-0-8699

Please return an original copy to:

Tulare County Office of Education  
 Tammy McKean, Assistant Superintendent  
 P.O. Box 5091  
 Visalia, CA 93278-5091

**6. CONSENT CALENDAR: Action items:**

**6.8** Memorandum of Understanding for Services to  
Migrant Students, Migrant Education Region VIII



# MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO  
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

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The School District(s) in Migrant Region VIII that selected Model B, hereinafter referred to as “Model B District”, and the TULARE COUNTY SUPERINTENDENT OF SCHOOLS Migrant Education Program, Region VIII, hereinafter referred to as the “Migrant Education Program”, hereby concur that this Agreement shall be in effect as soon as both parties ratify it. This Agreement is for the period of July 1, 2020 to June 30, 2021, inclusive, and shall be effective July 1, 2020.

## **PURPOSE:**

To unify and coordinate **supplemental educational services** and resources for Migrant families and their children residing within the boundaries of participating district(s).

The services to be rendered and the terms and conditions of this Agreement are as follows:

## **The Migrant Education Program, Region VIII, as Lead Agency, will:**

1. Implement all required mandated Migrant components in collaboration with the District contact person or designee assigned to work with the Region.

### **Mandated components of the Migrant Program:**

- Provide Measureable Educational Instruction to Students.
  - Provide a Migrant Education School Readiness Program (MESRP).
  - Facilitation of Parent Advisory Councils will be administered through the Regional Advisory Committee.
  - Provide Opportunities for Parent Involvement.
  - Conduct Identification and Recruitment of Migrant Families.
  - Identify and serve Out-of-School Youth.
  - Provide Summer School services.
  - Establish a Memorandum of Understanding (MOU) with Region VIII to delineate District and Regional responsibilities.
  - Region VIII will hire highly qualified teachers/paraprofessionals to provide measureable educational instruction to students.
  - The District is not required to complete a DSA and the Program Evaluation.
  - The District School Plan will be discussed by the Area Administrator with contact or designee personnel.
2. Migrant funds are designated to direct measureable instructional services for Migrant students. Direct services are defined as:
    - Services provided directly to the student.

**Tulare County**  
**Office of Education**

*Tim A. Hire, County Superintendent of Schools*





# MEMORANDUM OF UNDERSTANDING

## FOR SERVICES TO MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

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- Services that answer the question: “How does the service directly impact student achievement in Mathematics and English Language Arts?”
  - Services that are measurable and produce data to determine student academic progress.
3. Migrant funds are intended to support the administering and monitoring of the Migrant Education Program.
  4. Certificated teachers/paraprofessionals provide instructional services to Migrant students.
  5. Migrant Education School Readiness Program (MESRP) staff must hold a Teaching Credential or a Permit Title (Teacher / Master Teacher) in the Child Development Permit Matrix.
  6. Services are provided before school, after school, or Saturdays and during Summer School (CDE, DSA, Migrant Program is supplemental to the supplementary core programs).
  7. Instructional services shall be relevant and rigorous.
  8. Provide direct supplemental services to Migrant students in the District, after a Needs Assessment has been conducted and after collaborating with the District.
  9. Assist and provide documentation during Migrant Regional FPM reviews.
  10. In coordination with the District, select at least one parent representative to attend a minimum of six Regional Parent Advisory Council (RPAC) trainings at the county level. (The RPAC meets six times per year).

### **The District, as Participant in the Migrant Education Program Model B, will:**

1. Agree to participate in Model B for one fiscal year and shall notify the Migrant Education Program, Region VIII, by the end of November, if the District intends to change from Model B to Model A.
2. Agree that Region VIII will provide all Migrant services.
3. Provide written approval for the Migrant Education Program, Region VIII, to access student-specific academic, benchmark—data for the purposes of research and for developing interventions using data analysis to identify the academic gaps and needs of Migrant students.
4. Provide Migrant students with equal access to educational opportunities and resources that are available to any other district students.
5. Approve use of facilities for Migrant Education activities within the District based on district operational cost and services requested for Regular Year and Summer.
6. Support the Region with the Migrant Education Program rules, regulations, and restrictions as described in the official Migrant Education Program Assurances.
7. If a student injury occurs in the Migrant Education Program, the District’s policies and procedures will be followed. The Tulare County Superintendent of Schools’ liability coverage would be primary for liability purposes as to Claims for Damages filed against the Tulare County Superintendent of Schools. Tulare County Superintendent of Schools will not provide any Student Accident Converge.

**Tulare County**  
**Office of Education**

*Tim A. Hire, County Superintendent of Schools*



# MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO  
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

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8. Provide attendance data for purposes of identifying Migrant children enrolling and departing from the District.
9. Assist in providing space for migrant staff... (Area Administrators and/or Student Recruiters).

Agreed upon by:

District Superintendent:

Stacey Bettencourt  
Printed Name

Stacey Bettencourt  
Signature

District:

Tiphon Elementary

Date:

5/27/2020

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Agreed upon by:

LEA: Tulare County Office of Education

County Superintendent of Schools:

Tim A. Hire

Date:

Migrant Education Director, Administrator:

Tony Velásquez

Date:

**Tulare County**  
**Office of Education**

*Tim A. Hire, County Superintendent of Schools*

**6. CONSENT CALENDAR: Action items:**

**6.9 Discard Library Materials**



# Memo

**To:** Mrs. Bettencourt

**From:** Megan Rice

**Date:** May 22, 2020

**Re:** Library Surplus

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Attached is a list of books and library materials that have been weeded from the Library Collection due to the fact that these books were torn, missing pages, damaged, irrelevant, out of date, etc.

**Weeding Project:** Several of our library shelves are double stacked with books, which can lead to books being damaged much more quickly and also make locating specific titles much more difficult. There are a number of book titles that are out of date or simply have not been circulated in 8+ years. This weeding project is in effort to make our library of better quality resources. This will also allow us to see which areas we may be lacking relevant sources in and create room for the new titles we add each year.

Books that are severely damaged and worn will be disposed of. Those books that are still in readable condition I would like to give the teachers a chance to take them for their classroom libraries. After they have taken what they wish, I would then like to disperse the remaining books to the students at a future date. All of the books listed have been stamped with “discard”, our barcode and labels have been removed, and removed from our library system.

In effort to keep our library materials & teacher resources current and up-to-date the following materials/resources are being removed from our collection.

After the following materials have been declared as a surplus teacher’s & staff will have an opportunity to take any materials. All materials will have “Tipton Elementary School” blacked out and barcodes removed (where applicable). Media items not taken by staff will be recycled or disposed of.

If you should have any further questions, please let me know.

Thank you,

Megan Rice

May 22, 2020

**Tipton Elementary School Library**  
**Discarded/Weeded Library Materials**

**Title/Author/Number of copies**

**BOOKS**

|  |  |
|--|--|
| 30 wild and wonderful math stories: to develop problem-solving skills / Greenberg, Dan             | All the people / Hakim, Joy  |
| 50 states, the / Davis, Kenneth C.   | Amazing but true: Stories about people, places, and things / Storer, Doug                              |
| 100 People who changes America / Freedman, Russell / 30  | American immigrant, the / Sullivan, Robert   |
| 101 best we sites for kids / Cangero, Karen  | American legacy: the united states constitution and other essential documents of American democracy /  |
| 1001 ways to celebrate America / Godeck, Gregory J. P.   | American revolution, the / Lukes, Bonnie L.  |
| 1791 to 1991, 200 Years of our bill of rights: the bill of rights and beyond / Cusack, Michael / 2 | American revolution, the / Morris, Richard B.  |
| Abe Lincoln goes to washinton, 1837-1865 / Harness, Cheryl   | American revolution, the / Ross, Stewart   |
| Abe Lincoln remembers / Turner, Ann  | American revolution: a nonfiction companion to revolutionary war on Wednesday / Osborne, Mary Pope / 3 |
| Abe's honest words: the life of Abraham Lincoln / Rappaport, Doreen                                | American revolution: give me liberty, or give me death, the / Kent, Deborah                            |
| Abraham Lincoln / Raatma, Lucia  | American story: 100 true tales from American history, the / Armstron, Jennifer                         |
| Abraham Lincoln / Schaefer, Lola M.  | And then there were none / Christie, Agatha / 2  |
| Across America on an emigrant train / Murphy, Jim  | And then what happened, paul revere / Fritz, Jean  |
| Advnetures of tom sawyer, the / Twain, Mark / 3  | Anthony burns: the defeat and triumph of a fugitive slave / Hamilton, Virginia                         |
| Africans, the / Green, Jen   | Apache wars: an illustrate battle history / Reedstrom, E. Lisle  |
| Age of extremes, an / Hakim, Joy   | Apaches, the / Sneve, Virginia Driving Hawk / 2  |
| Agnes Cecilia / Gripe, Maria   |  |

Apache Indians, the / Lund, Bill

Art of keeping cool, the / Lisle, Janet Taylor

Asian indian americans / Yoder, Carolyn P.

Asian Indians / Gordon, Susan

Assassination of a president: Abraham Lincoln / Hamilton, Sue L. /2

Atlas of the presidents / Cooke, Donald E.

Attack of the vampire and other warped and creepy tales / Lubar, David

Autobiography of will rogers / Day, Donald

Ballad of lucy whipple, the/ Cushman, Karen

Battle of Gettysburg, the / Burgan, Michael

Battle of the little bighorn, the / Nobleman, Marc Tyler

Benjamin Franklin / Meadowcroft, Enid LaMonte

Benjamin franklin: the new American / Meltzer, Milton

Beowulf / Hinds, Gareth

Beverly hills Chihuahua / Egan, Kate

Bicentennial of the constitution: a resource guide /

Bill of rights and beyond, the /

Birds and beasts / Smith, William Jay

Bogart and the moster, the / Copper, Susan

Bold journey: West with lewis and clark / Bohner, Charles

Book of americans, a : Benet, Rosemary

Botones para el general Washington / Roop, Peter

Boys' war: confederate and union soldiers talk about the civil war, the / Murphy, Jim

Buttons for general Washington / Roop, Peter / 2

California close-up pocket book / Tompkins, Scott

California legislature / Driscoll, James D.

California's legislature / Driscoll, James D.

Capitol, the : A pictoral history of the capitol and of the congress /

Carry on, mr. bowditch / Latham, Jean Lee

Causes of the civil war / Anderson, Dale

Chaising redbird / Creech, Sharon

Cherokee Indians, the / Lund, Bill

Cherokees, the / Sneve, Virginia Driving Hawk

Cheyennes, the / Sneve, Virginia Driving Hawk

Chinese americans / Binns, Tristan Boyer

Chumash Indians, the / Lund, Bill

Civil war / Stanchak, John

Civil war, the / Carter, Alden R.

Civil war almanac / Segal, Justin

Civil war: a house divided, the / Kent, Zachary

Civil war: an illustrated history, the / Ward, Geoffrey C.

Civil war: an interactive history adventure, the / Doeden, Matt

Civil war battles and leaders / Murray, Aaron R.

CNN's cold war documentary: issues and controversy / Beichman, Arnold

Colonial America: building toward independence / Worth, Richard

Colonial American merchant, a / May, Robin / 2

Comanche Indians, the / Lund, Bill

Complete handbook of baseball, the / Zander Hollander

Congress, the / Johnson, Gerald W.

Constitution of the United States of America and the Constitution of the state of California / California State Senate / 2

Constitution's children, the: A collection of essays by schoolchildren to commemorate the bicentennial of the U.S. Constitution 1787-1987 / US Department of Education

Cool tech: gadgets, games, robots, and the digital world / Gifford, Clive

Cowboy trade, the / Rounds, Glen

Cowboys of the wild west / Freedman, Russell

Cuaderno de trabajo / Cubero, Jose H. Diaz

D is for drinking gourd: an African American alphabet / Sanders, Nancy I.

Days of jubilee: the end of slavery in the United States / C., Patricia / 2

Declaration of independence, the / Burgan, Michael

Declaration of independence, the / Hossell, Karen Price

Diary of wimpy kid: cabin fever / Kinney, Jeff

Dictionary of networking / Dyson, Peter

Documents of freedom / Reeve, Christina S.

Dog days of charlotte hayes, the / Kennedy, Marlane

Don't know much about American history / Davis, Kenneth C. / 2

Don't know much about the presidents / Davis, Kenneth C. / 3

Downriver / Hobbs, Will

Dust bowl through the lens: how photography revealed and helped remedy a nation disaster, the / Sandler, Martin W.

Dynamic freedoms / Watts, Robert B.

Early American villages / Bial, Raymond

Eastern woodlands Indians / Ansary, Mir Tamim

Emperor pickletime rides the bus: an origami yoda book / Angleberger, Tom

Eve of the revolution: the colonial adventures of Benjamin wilcox, the / Burt, Barbara

Explorer's gazette, the: amazing stories of 30 real-life journeys / Heckscher, Melissa

Eyewitness and others: Readings in American history, Volume 1: beginnings to 1865 /

Farmer boy / Wilder, Laura Ingalls /

First Americans, the / Hakim, Joy

First blood: fort sumter to bull run / Davis, William C.

First book of presidents, the / Coy, Harold

Franklin Delano Reoosevelt / Israel, Fred L.

Freedom Roads / Hansen, Joyce / 2

French, the / Horton, Casey

From colonies to country / Hakim, Joy

George vs. George: the American revolution as seen from both sides / Schanzer, Rosalyn

George Washington: the man who would not be king / Krensky, Stephen

George Washington / Santella, Andrew

George Washington, young leader / Santrey, Laurence / 8

George washington's teeth / Chandra, Deborah

German americans / Binns, Tristan Boyer

Germans, the / Nickles, Greg

Germans in America / Schouweiler, Thomas

Go, go America / Yaccarino, Dan

God and government: the separation of church and state / Weiss, Ann E.

Going to war in the 18<sup>th</sup> century / Cooper, Paul

Golden Compass, the / Pullman, Philip

Grandfather tang's story / Tompert, Ann

Great age of change, the: Volume 12 from 1945

Great battles of the 20<sup>th</sup> century / Pitt, Barrie

Great expectations / Dickens, Charles

Great women of the American revolution / Burgan, Michael

Growing up in revolution and the new nation, 1775 to 1800 / Miller, Brandon Marie

Growing years, the: Volume 3 1789-1829

Guinness record breakers / Young, Karen Romano

Gulf lands and central south / Wood, Frances E.

Harriet the spy / Fitzhugh, Louise

Harriet tubman / Rau, Dana Meachen

Harry potter and the prisoner of Azkaban / Rowling, J.K.

Hatchet / Paulsen, Gary

Hey world, here I am / Little, Jean

Hills and harbors / Wood, Dorothy

Hispanics, the / Nickles, Greg

Historia del pueblo de los estados unidos de America / Cubero, Jose H. Diaz

Historical community, An: Williamsburg, Virginia / Educational research Council of America

Hopi, the / Lassieur, Allison

Hopis, the / Sneve, Virginia Driving Hawk

How do dinosaurs eat their food / Yolen, Jane

How do dinosaurs say I'm mad / Yolen, Jane

If the walls could talk: family life at the white house / O'Connor, Jane

If you lived at the time of the American revolution / Moore, Kay

If you lived with the hopi / Kamma, Anne

In review: pictures I've kept: a concise pictorial "autobiography" / Eisenhower, Dwight D.

In the line of fire: presidents' live at stake / St. George, Judith

Indians of north America / Turner, Geoffrey

Inside pro football / Smith, Don

Internet for beginners, the / Wingate, Philippa

Introduction to poetry / Raffel, Burton

Irish, the / Nickles, Greg

Iroquois, the / Sneve, Virginia Driving Hawk

Iroquois Indians, the / Lund, Bill

It happened in America: true stories from the fifty states / Perl, Lila

Italian americans / Yoder, Carolyn P.

Italians, the / Nickles, Greg

It's true, by George: suprising facts about georgy Washington / Healey, Brooks

I'm still here in the bathtub / Katz, Alan

Jackie's nine: Jackie robinson's values to live by / Robinson, Sharon

Jews, the / Horton, Casey

John paul jones: hero of the seas / Brandt, Keith /4

Johnny tertain: the story of the Boston in revolt against the British / Forbes, Esther / 27

Journey: Japanese American, racism, and renewal, the / Hamanaka, Sheila

Journey to America / Levitin, Sonia

Journey of poems, A : an original anthology of verse / Niebling, Richard F.

Jump at the sun treasury: an African American picture book collection, the / Price, Hope Lynne

Just dial a number / Maxwell, Edith

Kids at work / Hine, Lewis

Kids' science book, the / Hirschfeld, Robert

Know your America / The American Legion, The National Americanism Commission

La bandera de estrellas centelleantes: el himno nacional / Welch, Catherine A.

Lady bird Johnson / Simon, Charnan

Land of stories: the wishing spell, the / Colfer, Chris

Lawn boy / Paulsen, Gary

Letters of liberty / Rhodehamel, John H.

Liberty for all / Hakim, Joy

Life in rural America / national geography society

Little house in the big woods / Wilder, Laura Ingalls / 15

Little house on the prarie / Wilder, Laura Ingalls / 5

Lives of the presidents: fame, shame, and what the neighbors thought / Krull, Kathleen

Living American documents / Starr, Isidore

Long winter, the / Wilder, Laura Ingalls / 2

Lost and found / Schraff, Anne

Louisiana purchase, the / Burgan, Michael

Love, maybe / Hepler, Heather

Lucy on the loose / Copper, Ilene

Magic school bus, the: inside the human body / Cole, Joanna / 4

Magic school bus, on the ocean floor / Cole, Joanna / 15

Making thirteen colonies / Hakim, Joy

Manners / Alik

Mary todd Lincoln, president's wife / Anderson, LaVere

Math curse / Scieszka, Jon

Men of the constitution / Bradbury, Pamela

Mexican americans / Binns, Tristan Boyer

Midnight on the moon / Osborne, Mary Pope

Mill / Macaulay, David

Mirror image / Bennett, Cherie

Miserable mill, the / Snicket, Lemony

Mockingjay / Collins, Suzanne

Monkey puzzle and other poems / Livingston, Myra Cohn

More scary stories to tell in the dark / Schwartz, Alvin

Mr. Lincoln's high-tech war: how the north used the telegraph, railroads, surveillance balloons, iron-clads, high-powered weapons, and more to win the civil war / Allen, Thomas B.

My Antonia / Cather, Willa

My fellow American: a family album / Provensen, Alice / 2

My name is sus5an smith. The 5 is silent / Plummer, Louise

My pants are haunted / Benton, Jim

Nathaniel hawthorne: haunting tales : Scholastic

Native americans / Miller, Jay

Native Americans: the Pueblos / Erdoes, Richard

Native Americans: the Sioux / Erdoes, Richard

Navajos, the / Sneve, Virginia Driving Hawk

Negro American heritage / Lawrence, Paulk

Nettie's trip south / Turner, Ann

New nation, the / Hakim, Joy

New webster's Spanish-english, English-spanish dictionary / 2

New world, the : Volume 1 Prehistory to 1774 / Morris, Richard B.

Nez perce, the / Sneve, Virginia Driving Hawk

Night flight / Exu[ery, Antoine De Staint

Nine steps to success: Teens can make it happen / Graham, Stedman

Ninthe issue, the/ Malmgren, Dallin

Ojibwa Indians, the / Lund, Bill

Old yeller / Gipson, Fred / 20

On the banks of plum creek / Wilder, Laura Ingalls / 2

Original constitution of the state of California 1849 / Telefact Foundation

Our 50 states: a family adventure across America / Cheney, Lynne V.

Our American presidents / Bumann, Joan

Our constitution and what it means / Kottmeyer, William

Patrick henry: voice of the American revolution / Sabin, Louis

Paul revere's ride / Longfellow, Henry Wadsworth

Paws off, cheddarface / Stilton, Geronimo

Pirateology / Lubber, William / 2

Pirates, explorers, trailblazers / Klawitter, Pamela Amick

Poles, the / Nickles, Greg

Pomo Indians, the / Lund, Bill

Portraits of American presidents / World Book Encyclopedia / 2

Positive discipline: a warm, practical, step-by-step sourcebook for parents and teachers / Nelsen, Jane

Presidency, the / January, Brendan

Presidential profiles / The Franklin Mint

Presidents / Sandler, Martin W.

Presidents of the United States, the / Freidel, Frank

Presidents of the United States, the / Western Publishing Co.

Presidents of the United States: completely and updated to include the 2004 election, the / Adams, Simon

Presidents world, the / World Book Encyclopedia / 2

Proudly we hail: the story of our national anthem / Cour, Art La / 2

Quick reference world atlas / McNall0079

Rainbows are made / Sandburg, Carl

Reagan in pursuit of the presidency -1980/ Wead, Doug

Reconstruction and reform / Hakim, Joy

Red badge of courage, the / Crane, Stephen /26

Reflections on a gift of watermelon pickle: and other modern verse / Dunning, Stephen / 3

Reptile room, the / Snicket, Lemony

Ricky ricotta's might robot / Pilkey, Dav

Ricky ricotta's mighty robot vs. the stupid stinkbugs from Saturn / Pilkey, Dav

Robert E. Lee: brave leader / Bainsm, Rae

Roget's thesaurus of synonyms & antonyms / Roget, Peter Mark

San Francisco & Northern California / Riegert, Ray

Sarah bishop / O'Dell, Scott

Savage thunder: Antietam and the bloody road to freedom, a / Murphy, Jim

Scholastic Almanac 2011: Facts & stats / Greve, Delja

Scholastic book of lists / Buckley Jr., James

Scholastic encyclopedia of the presidents and their times / Rubel, David

Scholastic timelines: the united states in the 20<sup>th</sup> century / Rubel, David

Secret codes 2004, Vol 1 / Brady Games

Secrets of a civil war submarine: solving the mysteries of the h.l. hunley / Walker, Sally M.

Seminole Indians, the / Lund, Bill

Seminoles, the / Sneve, Virginia Driving Hawk

Sew what, betsy ross / Roop, Peter

Shark lady: true adventures of Eugenie clark / McGovern, Ann

Sign of the beaver, the / Speare, Elizabeth George / 2



Silent witness: a true story of the civil war, the / Friedman, Robin

Sioux, the / Sneve, Virginia Driving Hawk

Sioux Indians, the / Lund, Bill

Slavery in America / McDougal Littell

Slightly odd united states of America: wacky facts, great country / Klutz / 2

Slob / Potter, Ellen

Slopes of war, the: a novel of Gettysburg / Perez, N.A.

Smart about the fifty states / Buller, Jon

Smart about the presidents / Buller, Jon / 2

Smith: john smith and the settlement of Jamestown / Doak, Robin S.

So you want to be president? / George, Judith St.

Soldier life / Time-Life books

Soldier's life in the civil war, a / Anderson, Dale

Space shuttle / Hawkes, Nigel

Spice of America, the / Swanson, June

Stanford basketball: 2001-2002 / Vasquez, Bob / 2

State and local government / Jantzen, Steven

State capitals / Maurer, Tracy

State facts / Travis, George

Story of America, the / Garraty, John A.

Story of the H.L. Hunley and queenie's coin, the / Hawk, Fran

Student atlas of the world / National Geographic Society

Student's quick reference atlas from Cram / MCMXCI by Hammond Incorp. / 12

Student's world atlas / Rand McNally Co. / 3

Super pop-up reports for American history / Gaylord, Susan Kapuscinski

Super study skills: the ultimate guide to tests and studying / Rozakis, Laurie

Supreme court, the / Johnson, Gerald W.

Sweep westword, the: Volume 4 1829-1849

Synonyms & antonyms / Random House

Tales from the underground railroad / Connell, Kate

Teddy Roosevelt: rough rider / Sabin, Louis / 7

Ten little Indians / Christie, Agatha / 24

Thirteen colonies from founding to revolution in American history, the / McCarthy, Pat

Thomas Jefferson / Smith, Kathie Billingslea

Thomas Jefferson: a picture book biography / Giblin, James Cross

Throw your tooth on the roof: tooth traditions from around the world / Beeler, Selby B.

Trading spaces: boys vs. girls / Lennon, Sharon

Trail of tears, the / Burgan, Michael

Train song / Siebert, Diane

Treasure hunt across America / Morrison, Cathy

Trip around the world, a / Graham, Leland

True stories about Abraham Lincoln / Gross, Ruth Belov / 2

Truth about Stacey, the / Telgemeier, Raina

Twilight struggle: the life of john fitzgerald kennedy, a / Harrison, Barbara

Uncommon sense: the real American manifesto / A Real American

Underground railroad for kids: from slavery to freedom with 21 activities, the / Carson, Mary Kay

Union restored, the: Volume 6 1861-1876

Union sundered, the: Volume 5 1849-1865

United States Constitution Californai / California Senate

United states of America: a state-by-state guide, the / Miller, Millie

United states of America jigsaw book /Top That

U.S. presidents feats & foulups: The good , the bad, and the silly / Fuqua, Nell

Verteran's day /

Voices / Graves, Damien

Volvamonos invisibles / Stine, R.L.

Vote / Christelow, Eileen

Wampanoag Indians, the / Lund, Bill

War for the plains / Time-Life Books

War of 1812, the / Morris, Richard B.

War, peace, and all that jazz / Hakim, Joy

War, terrible war / Hakim, Joy

Washington: A picture book to remember her by / Gibbon, David / 3

Washington at valley forge / Freedman, Russell

Washington, D.C.: Our nations capital / Strickland, Alison

Washinton, D.C.: travel guide / World book encyclopedia

Watchwords of liberty: a pageant of American quotations / Lawson, Robert

We, the people: the story of the united states capital / United States Capitol Historical society

Welcome to my world / Peircem Lincoln

Welcome to the USA/ Frank, Nicole

Where words were born / Leokum, Arkady

Who discovered America: mysteries and puzzles of the new world / Lauber, Patricia

Wide window, the / Snicket, Lemony

Will you sign here, john hancock? / Fritz, Jean

Wind in the wollows, the / Grahame, Kenneth

Winner's walk, the / Patterson, Nancy Ruth

Wolf at the door and other retold fairy tales, a / Datlow, Ellen

Wonder / Palacio, R.J.

World almanac for kids, the: 2001 / Israel, Elaine

World atlas: a resource for students / Nystrom

World series of geography, the / Tompkins, Scott

Yellow house mystery, the / Warner, Gertrude Warner

Young Thomas Jefferson / Sabin, Francene / 7

**CASSETTES (audio books)**

Amazing grace / Hoffman, Mary  
Best of North Sound  
Biggest pumpkin ever, the / Kroll, Steven  
Blueberries for sal / McCloskey, Robert  
Bony-legs / Cole, Joanna  
Dateline 1787 / Tapes 1-7  
Elton John  
Frog and toad together / Lobel, Arnold  
Georgie / Bright, Robert  
Gingerbread man, the / Aylesworth, Jim  
Girl who loved wild horses, the / Goble, Paul  
Halloween cats / Marzollo, Jean  
Hat, the / Brett, Jan  
Hey, al / Yorinks, Arthur  
Higher ground / Barbara Streisand  
I see a song / Carle, Eric  
If you give a pig a pancake / Numeroff, Laura  
In 1942 / Marzollo, Jean  
It's Halloween / Prelutsky, Jack  
Legend of sleepy hollow, the / Littledale, Freya  
Little bill / Cosby, Bill  
Little house, the / Burton, Virginia Lee  
Little rabbit's loose tooth / Bate, Lucy  
Magic school bus on the ocean floor, the / Cole, Joanna  
Marshmallow / Newberry, Clare Turlay  
Millions of cats / Ga'g, Wanda  
Mr. fine, porcupine / Joly, Fanny  
My favorite time of year / Pearson, Susan  
No moon, no milk / Babcock, Chris  
Officer buckle and Gloria / Rathmann, Peggy  
Owen / Henkes, Kevin  
Ox-cart man / Hall, Donald  
Paperboy, the / Pilkey, Dav  
Romantic evening / Lifescapes  
Serenity / Coulter, Phil  
Sleepy owl, the / Pfister, Marcus  
Sounder / Armstrong, William H.  
St. patrick's day in the morning / Bunting, Eve  
Story of America #1-11  
Strega nona / dePaola, Tomie  
Strega nona her story / dePaola, Tomie  
There was an old lady who swallowed a fly / Taback, Simm  
Tuck everlasting / Babbitt, Natalie  
Voices of America: speeches and documents  
What have you done, davy / Weninger, Brigitte  
When the earth wakes / Rucki, Ani

Yanni live at the acropolis

**CDS (audio books / music / other)**

1000 borders & backgrounds

7<sup>th</sup> son, the / Vai, Steve

Anthem / Jackson, D.D.

Balloons

Beauty and the beast sound track (2001) / Walt Disney / 2

Best friends for frances / Hoban, Russell

Best of Peter Allen, the / Allen, Peter

Born to fly / Evans, Sara

Brochure magic

Carter

Cat in the hat and other dr. seuss stories, the / Seuss, Dr.

Division rap / Caudle, Brad

Doktor faust / Busoni

Dr. seuss story collection (various titles)

Extra! Extra!: a fact & opinion game

Frost wolf / Lasky, Kathryn

Grammar

Grammar rock (VHS)

Greatest hits / Count Basie

Green eggs and ham / Seuss, Dr. / 2

Green eggs and ham; yertle the turtle; the rabbit, the bear and the zinniga-zanniga ; the big brag ; Bartholomew and the oobleck / Seuss, Dr.

Hanson conducts barber, piston, griffes & others

Hatchet / Paulsen, Gary / 2

Haydn / Dorati, Antal

Heart of things, the / McLaughlin, John

I won't dance / Allen, Harry

Invention of hugo cabret, the / Selznick, Brian

Letter sounds

Lyric language: spanish

Magic school bus explores the solar system, the

Marie Christine: a new musical / LaChiusa, Michael John

Meet the Robinsons / Walt Disney

Mercy living presence

Money rock (VHS)

Monk's dream / Lacy, Steve

Moon landing / ABDO books

Multiplication country / Caudle, Brad

Multiplication rap / Caudle, Brad

Multiplication rock (VHS)

New York counterpoint, eight lines, four organs / Reich, Steve

Night and day / Jackson, Joe

Peculiar situation / Klugh, Earl

Presidents & U.S. government / Caudle, Brad

Quartet / Mulligan, Gerry

Quintet for new tango / Ziegler, Pablo

Rivers of fire / Carman, Patrick

Santa's greatest hits

Santa's sing-a-long / 2

Shake and other hits / Redding, Otis

Sing- along songs: Level C, long vowels and inflections

Sing-along songs: Level D, blends and digraphs

Solar system

Star turtle / Connick Jr. , Harry

States & capitals rap / Caudle, Brad

Superfly and other hits / Mayfield, Curtis

Swift draw

Tale of desperedux, the / DiCamillo, Kate

Tuck everlasting / Babbitt, Natalie

We wish you a merry Christmas / Take 6

Wheels on the race car, the / Scholastic

When skies are grey / Carter, Ron

Whitney Houston / 2

World book 2001 user guide / 2

## **LEARNING KITS**

Africa / Time Life

Big block world atlas

Building a nation / Time Life

Butterflies / National Geographic Society

Food for your body / National Geographic Society

Life at the sea shore / National Geographic Society

People on the move / Time Life

People with a dream / Time Life

Senses, the / National Geographic Society

Spiders / National Geographic Society

Sun, the moon, the / National Geographic Society

Tree through the seasons, A / National Geographic Society

We the people / Houghton Mifflin

What happens in autumn / National Geographic Society

What happens in spring / National Geographic Society

What happens in summer / National Geographic Society

What happens in winter / National Geographic Society

What is a seed? / National Geographic Society

Who was Abraham Lincoln / National Geographic Society

Who was George Washington / National Geographic Society

Your brain / National Geographic Society

Your teeth / National Geographic Society

## VHS

Abraham Lincoln

Air force one

Algebra Instructional Videos #1-22

Amelia Earhart

America rock

Benjamin Franklin

Civil war – 1861: Cause 1&2

Civil war – 1861: Cause 1&2

Civil war – 1862: Affair 1&2

Civil war – 1862: Free 1&2

Civil war – 1863: Battles 1&2

Civil war – 1863: Murder 1&2

Civil war – 1864: Death 1&2

Civil war – 1864: Hallowed 1&2

Civil war – 1864: War 1&2

Civil war: Gettysburg to reconstruction

Civil war: secession to Gettysburg

Congress

Frederick douglass

Gunfighters of the old west: the old west's most wanted 1&2

Henry Ford

How computers work: a journey into the walk-through computer

Internet searching skills: navigate the web with ease

Jackie robinson

John wilkes booth

Kids on the internet: the ultimate guide to the internet video series

Maps and globes: an introduction

Modern Marvels

Monterey bay aquarium

Power point 2000: video tutorial

President John F. Kennedy: "Ich Bin Ein Berliner"

Project overview

Real story of butch Cassidy and the sundance kid, the V 1&2

San Francisco

San Francisco earthquake

Separate but equal 1&2

Story of Washington D.C., the

Susan B. Anthony

Taxes in U.S. history

Tiger woods

Washington monuments

We the people 1&2

Whiskey rebellion, the; Protective tariff Issue,  
the; fairness and the income tax

Wyatt earp V 1&2

**MISC.**

Canon ES8400v - Cassette Camcorder & storage bag

Hitachi 8300A – VHS Camcorder & Storage bag

**6. CONSENT CALENDAR: Action items:**

**6.10 Fundraiser and Facilities Request**



Tipton Elementary School District

Name of Club: Yearbook

Request for Fundraiser Approval and Revenue Projection

School Year: 2019-2020

Date form submitted: \_\_\_\_\_ Submitted by: Tamara Morton

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Yearbook

Location of activity: School

Facilities needed: N/A

Items to be sold: yearbooks

Date of activity: all year

Time of activity: From \_\_\_\_\_ a.m./p.m. To: \_\_\_\_\_ a.m. /p.m.

Item/Ticket selling price: \$ 35.00

Cash Box required? Yes  No

Number of items purchased for sale: 125 @ \$ 35 each = \$ 4,375

ASB purchase order required? Yes  No

How much income is anticipated? \$ 4,000 how much expense is anticipated? \$ 3,375

How will profit be used? pay for unsold books

Fundraiser Contact Person: Tamara Morton

Phone Number: 281 0047

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by: [Signature]  
Principal/Superintendent:

Business Manager/ASB Administrator: [Signature]

Reason for disapproval, if applicable: \_\_\_\_\_

**7. ADMINISTRATIVE: Action items:**

**7.1 Approval of Covid-19 Written Report**

# COVID-19 Operations Written Report for Tipton Elementary School District

| Local Educational Agency (LEA) Name | Contact Name and Title               | Email and Phone                                 | Date of Adoption |
|-------------------------------------|--------------------------------------|---|------------------|
| Tipton Elementary School District   | Stacey Bettencourt<br>Superintendent | sbettencourt@tipton.k12.ca.us<br>(559) 752-4213 | June 9, 2020     |

**Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.**

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

In response to school closure to address the COVID-19 emergency, students were impacted academically and logistically. Off-site learning was supported through learning packets distributed and collected approximately every two to three weeks. A drive-thru and delivery food service to our local bus stops of breakfast and lunch was provided from 10 a.m. to 12 p.m. three days per week. Grading practices were adjusted to include the ‘no harm’ approach, all third quarter grades were used to determine fourth quarter grades, students were given opportunity to improve grades and could not receive grades lower than third quarter. Attendance was measured by learning packet completion and number of contacts made by parents and or students with teacher. Teacher support was offered by established office hours and teacher contact with families outside of the traditional school day hour to accommodate family schedules. Our ASES program supported students by providing additional enrichment packets and support with classwork through daily phone calls.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Foster youth were and continue to be contacted at least one time per week by the classroom teacher, family services worker, school psychologist, or site administrator. The Resource Teacher has been working alongside teachers with English learner students to differentiate learning packets based on reading levels and language proficiency levels. Meals were and continue to be provided for all students, including our low-income students. The Family Services Worker is reaching out to low-income families to help connect them with community services such as assistance with utility bills, housing, and other daily living services that may be needed.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

Independent learning packets included a comprehensive assortment of academic activities that addressed grade level standards. Teachers individualized learning packets to accommodate unique needs of students and determined the appropriate level of difficulty for the students based on home circumstances. Teachers communicated with parents to gather information about who the student was staying home with during school hours and how much support the adult would need to help the student to complete the learning packet. Adjustments were

made to the learning packets based on optimizing academic access for students during distance learning. Packets were distributed and collected across an appropriate amount of time so that students have the opportunity to receive instruction and apply feedback from teachers. Teachers connected with their students to provide supportive services through class dojo, google classroom and phone calls. ASES staff supported students as well through providing extra enrichment packets and provided support to their students with phone calls. The enrichment packets included family based activities along with all materials needed to participate. They also included familiar practice work similar to what students would experience in the ASES program. All families were notified through phone calls, Facebook and the schools website on how to pick up and drop of independent learning packets throughout the school closure. The Resource Specialist maintained continuity of services for Special Education students through the Zoom platform. She also conducted all IEPs in a timely manner.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

The nutrition follows the CDC guidelines of use of gloves, mask, and social distancing when preparing and distributing meals. Initially, we were delivering and serving two meals daily. Currently, we have a drive through system to minimize contact. We moved to a 3 day model where our staff provides 4 meals twice per week and 2 meals once per week. Meals are available for pick up at the school site, as well as delivered to individual bus stops. School meals were provided through the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO), consistent with the requirements of the California Department of Education (CDE) and U.S. Department of Agriculture (USDA). All children in the community ages 1-18 are provided meals.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

The majority of our staff was and continues working from home. The Maintenance, Operations, and Transportation department continues working on essential tasks and delivering food to children 1-18 years. The cafeteria staff continues working to prepare and serve meals. The lack of resources and staff on campus means that our school continues to be unable to reasonably provided adequate supervision of students during ordinary school hours. First responders, including paramedics, officers, and health care workers in our community have not requested supervision services from our site. Staff members who needed to care for their children were given the opportunity to utilize the Families First Corona-virus Response Act.

**7. ADMINISTRATIVE: Action items:**

**7.2 Approval of District's General Fund Excess Reserves**



**7. ADMINISTRATIVE: Action items:**

**7.3** Approval of Proposed School Budget for the 2020-2021 School Year



Tipton Elementary School District  
370 N. Evans  
Tipton, CA 93272

**2020-2021**  
**BUDGET ADOPTION**

**Board Meeting June 9<sup>th</sup>, 2020**

**Board of Trustees**

**Board President–Greg Rice**

**Board Clerk–Iva Sousa**

**Board Trustee–John Cardoza**

**Board Trustee–Shelley Heeger**

**Board Trustee–Fernando Cunha**

**District Administration**

Stacey Bettencourt  
Superintendent/Secretary of Board

Cherie Solian, Ed.D  
Principal

Maryann Henry, Business Services

Fausto Martin, Maintenance Operations & Transportation

Connie Sanchez, Cafeteria





ANNUAL BUDGET REPORT:  
July 1, 2020 Budget Adoption

Insert "X" in applicable boxes:

This budget was developed using the state-adopted Criteria and Standards. [REDACTED]  
[REDACTED] The budget was filed and adopted subsequent to a public hearing by the governing board of the school district pursuant to Education Code sections 33129, 42127 [REDACTED]

If the budget includes a combined assigned and unassigned ending fund balance above the minimum recommended reserve for economic uncertainties, at its public hearing, the school district complied with the requirements of subparagraphs (B) and (C) of paragraph (2) of subdivision (a) of Education Code Section 42127.

Budget available for inspection at:

Public Hearing:

Place: Business Office- 370 N Evans Rd Tipton CA  
Date: June 04, 2020

Place: District Cafeteria - 370 Evans Rd Tipton CA  
Date: June 09, 2020  
Time: 07:00 PM

Adoption Date: June 09, 2020

Signed: \_\_\_\_\_  
Clerk/Secretary of the Governing Board  
(Original signature required)

Contact person for additional information on the budget reports:

Name: Stacey Bettencourt  
Title: Superintendent

Telephone: 559.752.4213  
E-mail: Sbettencourt@tipton.k12.ca.us

**Criteria and Standards Review Summary**

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

| CRITERIA AND STANDARDS |                          |  | Met | Not Met |
|------------------------|--------------------------|--|-----|---------|
| 1                      | Average Daily Attendance | Budgeted (funded) ADA has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years. | X   |         |

| CRITERIA AND STANDARDS (continued) |  |  | Met | Not Met |
|------------------------------------|--|--|-----|---------|
| 2                                  | Enrollment                                   | Enrollment has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.  |     | X       |
| 3                                  | ADA to Enrollment                            | Projected second period (P-2) ADA to enrollment ratio is consistent with historical ratios for the budget and two subsequent fiscal years.   |     | X       |
| 4                                  | Local Control Funding Formula (LCFF) Revenue | Projected change in LCFF revenue is within the standard for the budget and two subsequent fiscal years.  |     | X       |
| 5                                  | Salaries and Benefits                        | Projected ratios of total unrestricted salaries and benefits to total unrestricted general fund expenditures are consistent with historical ratios for the budget and two subsequent fiscal years. |     | X       |
| 6a                                 | Other Revenues                               | Projected operating revenues (e.g., federal, other state, and other local) are within the standard for the budget and two subsequent fiscal years.   |     | X       |
| 6b                                 | Other Expenditures                           | Projected operating expenditures (e.g., books and supplies, and services and other operating) are within the standard for the budget and two subsequent fiscal years.                              |     | X       |
| 7                                  | Ongoing and Major Maintenance Account        | If applicable, required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account) is included in the budget.  | X   |         |
| 8                                  | Deficit Spending                             | Unrestricted deficit spending, if any, has not exceeded the standard for two or more of the last three fiscal years.   | X   |         |
| 9                                  | Fund Balance                                 | Unrestricted general fund beginning balance has not been overestimated by more than the standard for two or more of the last three fiscal years.   | X   |         |
| 10                                 | Reserves                                     | Projected available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the budget and two subsequent fiscal years.               | X   |         |

| SUPPLEMENTAL INFORMATION |  |  | No | Yes |
|--------------------------|--|--|----|-----|
| S1                       | Contingent Liabilities                               | Are there known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?  | X  |     |
| S2                       | Using One-time Revenues to Fund Ongoing Expenditures | Are there ongoing general fund expenditures in excess of one percent of the total general fund expenditures that are funded with one-time resources?   | X  |     |
| S3                       | Using Ongoing Revenues to Fund One-time Expenditures | Are there large non-recurring general fund expenditures that are funded with ongoing general fund revenues?  | X  |     |
| S4                       | Contingent Revenues                                  | Are any projected revenues for the budget or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?  | X  |     |
| S5                       | Contributions  | Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed by more than the standard for the budget or two subsequent fiscal years? |    | X   |

| SUPPLEMENTAL INFORMATION (continued) |  |   | No  | Yes |
|--------------------------------------|--|---|-----|-----|
| S6                                   | Long-term Commitments                        | Does the district have long-term (multiyear) commitments or debt agreements?  |     | X   |
|                                      |  | • If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2019-20) annual payment?  |     | X   |
| S7a                                  | Postemployment Benefits Other than Pensions  | Does the district provide postemployment benefits other than pensions (OPEB)?   |     | X   |
|                                      |  | • If yes, are they lifetime benefits?   | X   |     |
|                                      |  | • If yes, do benefits continue beyond age 65?   | X   |     |
|                                      |  | • If yes, are benefits funded by pay-as-you-go?   |     | X   |
| S7b                                  | Other Self-insurance Benefits                | Does the district provide other self-insurance benefits (e.g., workers' compensation)?  | X   |     |
| S8                                   | Status of Labor Agreements                   | Are salary and benefit negotiations still open for:   |     | X   |
|                                      |  | • Certificated? (Section S8A, Line 1)   |     | X   |
|                                      |  | • Classified? (Section S8B, Line 1)   | n/a |     |
|                                      |  | • Management/supervisor/confidential? (Section S8C, Line 1)   |     |     |
| S9                                   | Local Control and Accountability Plan (LCAP) | • Did or will the school district's governing board adopt an LCAP or an update to the LCAP effective for the budget year?   |     | X   |
|                                      |  | • Adoption date of the LCAP or an update to the LCAP:   | N/A |     |
| S10                                  | LCAP Expenditures                            | Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template? | X   |     |

| ADDITIONAL FISCAL INDICATORS |   |   | No | Yes |
|------------------------------|---|---|----|-----|
| A1                           | Negative Cash Flow                                | Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?  | X  |     |
| A2                           | Independent Position Control                      | Is personnel position control independent from the payroll system?  |    | X   |
| A3                           | Declining Enrollment                              | Is enrollment decreasing in both the prior fiscal year and budget year?   | X  |     |
| 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 fiscal year or budget year?  | X  |     |
| A5                           | Salary Increases Exceed COLA                      | Has the district entered into a bargaining agreement where any of the budget or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment? | X  |     |

| ADDITIONAL FISCAL INDICATORS (continued) |                                 |   | No | Yes |
|--|---------------------------------|---|----|-----|
| A6                                       | Uncapped Health Benefits        | Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?                       |    | X   |
| A7                                       | Independent Financial System    | Is the district's financial system independent from the county office system?   | X  |     |
| 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). | X  |     |
| 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?   | X  |     |

7901

ANNUAL CERTIFICATION REGARDING SELF-INSURED WORKERS' COMPENSATION CLAIMS

Pursuant to EC Section 42141, if a school district, either individually or as a member of a joint powers agency, is self-insured for workers' compensation claims, the superintendent of the school district annually shall provide information to the governing board of the school district regarding the estimated accrued but unfunded cost of those claims. The governing board annually shall certify to the county superintendent of schools the amount of money, if any, that it has decided to reserve in its budget for the cost of those claims.

To the County Superintendent of Schools:

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

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

This school district is self-insured for workers' compensation claims through a JPA, and offers the following information:  
Protected Insurance Programs for school reinsured to 99% confidence level.

This school district is not self-insured for workers' compensation claims.

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

Date of Meeting: Jun 09, 2020

For additional information on this certification, please contact:

Name: Stacey Bettencourt  
Title: Superintendent  
Telephone: 559.752.4213  
E-mail: Sbettencourt@tipton.k12.ca.us

District: Tipton Elementary  
 CDS #: 54-72215

**2020-21 Budget Attachment**

**Substantiation of Need for Assigned and Unassigned Ending Fund Balances in Excess of Minimum Recommended Reserves**

Education Code Section 42127(a)(2)(B) requires a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties.

| Combined and Unassigned/Unappropriated Fund Balances (Resources 0000-1999, Objects 9780, 9789 and 9790) |   |                      |                |
|---|---|----------------------|----------------|
| Form  | Fund  |                      | 2020-21 Budget |
| 01  | General Fund/County School Service Fund                     | Form 01              | \$2,459,948.38 |
| 17  | Special Reserve Fund for Other Than Capital Outlay Projects | Form 17              |                |
| Total Assigned and Unassigned Ending Fund Balances  |   |                      | \$2,459,948.38 |
| District Standard Reserve Level   |   | Form 01CS Line 10B-4 | 4%             |
| Less District Minimum Recommended Reserve for Economic Uncertainties                                    |   | Form 01CS Line 10B-7 | \$286,159.85   |
| Remaining Balance to Substantiate Need  |   |                      | \$2,173,788.53 |

| Substantiation of Need for Fund Balances in Excess of Minimum Recommended Reserve for Economic Uncertainties |  | Amount         |
|--|--|----------------|
| Fund   | Descriptions                                     |                |
| 01   | Designated for Health and Welfare                | \$250,000.00   |
| 01   | Designated for Economic Uncertainties-Additional | \$350,000.00   |
| 01   | Assigned for Facility Purposes                   | \$500,000.00   |
| 01   | Reserved for Encumbrances                        | \$350,000.00   |
| 01   | LCFF Uncertainties                               | \$723,788.53   |
| Insert Lines above as needed   |  |                |
| Total of Substantiated Needs   |  | \$2,173,788.53 |
| Remaining Unsubstantiated Balance  |  | \$0.00         |

- 4) Requires the governing board of a school district, beginning in 2015-16, to provide the following information for public

SB 858

Page 2

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review, when adopting a budget with a local reserve above the minimum recommended level:

- a) The minimum recommended reserve adopted by the State Board of Education.
- b) The district's fund balance in excess of the recommended reserve.
- c) A statement substantiating the need for the excess reserve level.

G = General Ledger Data; S = Supplemental Data

| Form  | Description   | Data Supplied For:              |                   |
|-------|---|---------------------------------|-------------------|
|       |   | 2019-20<br>Estimated<br>Actuals | 2020-21<br>Budget |
| 01    | General Fund/County School Service Fund                     | GS                              | GS                |
| 08    | Student Activity Special Revenue Fund                       |                                 |                   |
| 09    | Charter Schools Special Revenue Fund                        |                                 |                   |
| 10    | Special Education Pass-Through Fund                         |                                 |                   |
| 11    | Adult Education Fund  |                                 |                   |
| 12    | Child Development Fund                                      |                                 |                   |
| 13    | Cafeteria Special Revenue Fund                              | G                               | G                 |
| 14    | Deferred Maintenance Fund                                   | G                               | G                 |
| 15    | Pupil Transportation Equipment Fund                         |                                 |                   |
| 17    | Special Reserve Fund for Other Than Capital Outlay Projects |                                 |                   |
| 18    | School Bus Emissions Reduction Fund                         |                                 |                   |
| 19    | Foundation Special Revenue Fund                             |                                 |                   |
| 20    | Special Reserve Fund for Postemployment Benefits            |                                 |                   |
| 21    | Building Fund   | G                               | G                 |
| 25    | Capital Facilities Fund                                     | G                               | G                 |
| 30    | State School Building Lease-Purchase Fund                   |                                 |                   |
| 35    | County School Facilities Fund                               | G                               | G                 |
| 40    | Special Reserve Fund for Capital Outlay Projects            |                                 |                   |
| 49    | Capital Project Fund for Blended Component Units            |                                 |                   |
| 51    | Bond Interest and Redemption Fund                           | G                               | G                 |
| 52    | Debt Service Fund for Blended Component Units               |                                 |                   |
| 53    | Tax Override Fund   |                                 |                   |
| 56    | Debt Service Fund   |                                 |                   |
| 57    | Foundation Permanent Fund                                   |                                 |                   |
| 61    | Cafeteria Enterprise Fund                                   |                                 |                   |
| 62    | Charter Schools Enterprise Fund                             |                                 |                   |
| 63    | Other Enterprise Fund                                       |                                 |                   |
| 66    | Warehouse Revolving Fund                                    |                                 |                   |
| 67    | Self-Insurance Fund   |                                 |                   |
| 71    | Retiree Benefit Fund  |                                 |                   |
| 73    | Foundation Private-Purpose Trust Fund                       |                                 |                   |
| 76    | Warrant/Pass-Through Fund                                   |                                 |                   |
| 95    | Student Body Fund   |                                 |                   |
| A     | Average Daily Attendance                                    | S                               | S                 |
| ASSET | Schedule of Capital Assets                                  |                                 |                   |
| CASH  | Cashflow Worksheet  |                                 |                   |
| CB    | Budget Certification  |                                 | S                 |
| CC    | Workers' Compensation Certification                         |                                 | S                 |
| CEA   | Current Expense Formula/Minimum Classroom Comp. - Actuals   | G                               |                   |
| CEB   | Current Expense Formula/Minimum Classroom Comp. - Budget    |                                 | GS                |
| CHG   | Change Order Form   |                                 |                   |
| DEBT  | Schedule of Long-Term Liabilities                           |                                 |                   |
| ESMOE | Every Student Succeeds Act Maintenance of Effort            | G                               |                   |
| ICR   | Indirect Cost Rate Worksheet                                | GS                              |                   |
| L     | Lottery Report  | GS                              |                   |
| MYP   | Multiyear Projections - General Fund                        |                                 | GS                |



G = General Ledger Data; S = Supplemental Data

| Form | Description   | Data Supplied For:              |                   |
|------|---|---------------------------------|-------------------|
|      |   | 2019-20<br>Estimated<br>Actuals | 2020-21<br>Budget |
| SEA  | Special Education Revenue Allocations                         |                                 |                   |
| SEAS | Special Education Revenue Allocations Setup (SELPA Selection) |                                 |                   |
| SIAA | Summary of Interfund Activities - Actuals                     | G                               |                   |
| SIAB | Summary of Interfund Activities - Budget                      |                                 | G                 |
| 01CS | Criteria and Standards Review                                 | GS                              | GS                |

TIPTON ELEMENTARY SCHOOL DISTRICT

2020-2021

BUDGET ADOPTION

June 9, 2020

**MYP**

(MULTI YEAR PROJECTIONS)

Unrestricted/Restricted  
Restricted  
Unrestricted

TIPTON ELEMENTARY SCHOOL DISTRICT -

Multi-Year Projection Budget Adoption- 2020-2021 Unrest / Res. Combined



ADA

2020-2021  
BUDGET  
ADOPTION

2021-2022  
Projected  
Budget

2022-2023  
Projected  
Budget

522.83 Based on 19/20 P2

|                   | 2020-2021<br>BUDGET<br>ADOPTION | 2021-2022<br>Projected<br>Budget | 2022-2023<br>Projected<br>Budget |
|-------------------|---------------------------------|----------------------------------|----------------------------------|
| Beginning Balance | \$3,339,287                     | \$2,878,901                      | \$2,355,385                      |
| Revenues          |                                 |                                  |                                  |
| LCFF              | \$5,503,320                     | \$5,576,747                      | \$5,576,747                      |
| Federal           | \$529,768                       | \$340,690                        | \$340,690                        |
| Other State       | \$497,408                       | \$490,168                        | \$490,168                        |
| CONTRIB           | \$163,115                       | \$163,115                        | \$163,115                        |
|                   | \$0                             | \$0                              | \$0                              |

Total Revenues **\$6,693,611** **\$6,570,720** **\$6,570,720**

Expenditures

|                       |             |             |             |
|-----------------------|-------------|-------------|-------------|
| Certificated Salaries | \$2,422,094 | \$2,479,524 | \$2,538,102 |
| Classified Salaries   | \$1,037,911 | \$1,058,669 | \$1,079,843 |
| Employee Benefits     | \$1,943,602 | \$1,854,328 | \$1,983,923 |
| Books & Supplies      | \$711,830   | \$724,145   | \$739,496   |
| Services/Operating    | \$808,833   | \$750,571   | \$766,484   |
| Capital Outlay        | \$26,935    | \$26,935    | \$26,935    |
| Other Outgo           | \$211,908   | \$209,180   | \$209,089   |
| Inter Fund Transfers  | -\$9,116    | -\$9,116    | -\$9,116    |

Total Expenditures **\$7,153,997** **\$7,094,236** **\$7,334,756**

Ending Balance:

|                        |             |             |             |
|------------------------|-------------|-------------|-------------|
| Categorical Restricted | \$2,878,901 | \$2,355,385 | \$1,591,349 |
| Economic Reserve 4%    | \$286,160   | \$283,769   | \$293,390   |

Net Increase (Decrease) in Fd Bal

**\$ (460,386)** **\$ (523,516)** **\$ (764,036)**

DISTRICTS AVAILABLE RESERVES

**34.39%** **29.29%** **20.25%**



**TIPTON ELEMENTARY SCHOOL DISTRICT - REVISED  
Multi-Year Projection - 2020-21 Budget Adoption UNRESTRICTED**

| ADA                                      | 2020-2021           | 2021-2022           | 2022-2023           |
|--|---------------------|---------------------|---------------------|
| 525.03                                   | BUDGET              | Projected           | Projected           |
|  | ADOPTION            | Budget              | Budget              |
| <b>Beginning Balance</b>                 | <b>2,919,834</b>    | <b>2,462,448</b>    | <b>2,080,711</b>    |
| Obj.                                     |                     |                     |                     |
| 8010-8099                                | 5,503,320           | \$5,576,747         | \$5,576,747         |
| 8100-8299                                |                     |                     |                     |
| 8300-8599                                | 100,167             | \$100,167           | \$100,167           |
| 8600-8799                                | 45,000              | \$45,000            | \$45,000            |
|  | (683,623)           | (\$693,429)         | (\$703,543)         |
|  | <b>4,964,864</b>    | <b>\$5,028,485</b>  | <b>\$5,018,371</b>  |
| <b>Expenditures</b>                      |                     |                     |                     |
|  | 2,369,240           | \$2,425,613         | \$2,483,113         |
|  | 612,649             | \$624,902           | \$637,400           |
|  | 1,479,132           | \$1,382,267         | \$1,492,807         |
|  | 416,966             | \$424,180           | \$433,172           |
|  | 520,064             | \$529,061           | \$540,278           |
|  | 18,000              | \$18,000            | \$18,000            |
|  | 31,625              | \$31,625            | \$31,625            |
|  | (25,426)            | (\$25,426)          | (\$25,426)          |
| <b>Total Expenditures</b>                | <b>5,422,250</b>    | <b>5,410,222</b>    | <b>5,610,969</b>    |
| <b>Ending Balance:</b>                   | <b>\$2,462,448</b>  | <b>\$2,080,711</b>  | <b>\$1,488,113</b>  |
| STORES                                   | -\$2,500            | -2500               | -2500               |
|  | \$2,459,948         | \$2,078,211         | \$1,485,613         |
| <b>Net Increase (Decrease) in Fd Bal</b> | <b>\$ (457,386)</b> | <b>\$ (381,737)</b> | <b>\$ (592,598)</b> |



**TIPTON ELEMENTARY SCHOOL DISTRICT - REVISED  
Multi-Year Projection - 2020-21 Budget Adoption RESTRICTED**

| ADA                       | 2020-2021<br>BUDGET<br>ADOPTION | 2021-2022<br>Projected<br>Budget | 2022-2023<br>Projected<br>Budget |
|---------------------------|---------------------------------|----------------------------------|----------------------------------|
| 525.03                    |                                 |                                  |                                  |
| <b>Beginning Balance</b>  | \$419,453                       | \$416,453                        | \$274,674                        |
| <b>Revenues</b>           |                                 |                                  |                                  |
| Obj.                      |                                 |                                  |                                  |
| 8010-8599                 | \$0                             | \$0                              | \$0                              |
| 8100-8299                 | \$529,768                       | \$340,690                        | \$340,690                        |
| 8300-8599                 | \$397,241                       | \$390,001                        | \$390,001                        |
| 8600-8799                 | \$118,115                       | \$118,115                        | \$118,115                        |
| CONTRIB                   | \$683,623                       | \$693,429                        | \$703,543                        |
| <b>Total Revenues</b>     | <b>\$1,728,747</b>              | <b>\$1,542,235</b>               | <b>\$1,552,349</b>               |
| <b>Expenditures</b>       |                                 |                                  |                                  |
| Certificated Salaries     | \$52,854                        | \$53,911                         | \$54,989                         |
| Classified Salaries       | \$425,262                       | \$433,767                        | \$442,443                        |
| Employee Benefits         | \$464,470                       | \$472,061                        | \$491,116                        |
| Books & Supplies          | \$294,864                       | \$299,965                        | \$306,324                        |
| Services/Operating        | \$288,769                       | \$221,510                        | \$226,206                        |
| Capital Outlay            | \$8,935                         | \$8,935                          | \$8,935                          |
| Other Outgo               | \$180,283                       | \$177,555                        | \$177,464                        |
| Inter Fund Transfers      | \$16,310                        | \$16,310                         | \$16,310                         |
| <b>Total Expenditures</b> | <b>\$1,731,747</b>              | <b>\$1,684,014</b>               | <b>\$1,723,787</b>               |
| <b>Ending Balance:</b>    | <b>\$416,453</b>                | <b>\$274,674</b>                 | <b>\$103,236</b>                 |

**Net Increase (Decrease) in Fd Bal**      \$ (3,000) \$ (141,779) \$ (171,438)

| Description   | Object Codes         | 2020-21 Budget (Form 01) (A) | % Change (Cols. C-A/A) (B) | 2021-22 Projection (C) | % Change (Cols. E-C/C) (D) | 2022-23 Projection (E) |
|---|----------------------|------------------------------|----------------------------|------------------------|----------------------------|------------------------|
| (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted) |                      |                              |                            |                        |                            |                        |
| <b>A. REVENUES AND OTHER FINANCING SOURCES</b>  |                      |                              |                            |                        |                            |                        |
| 1. LCFF/Revenue Limit Sources   | 8010-8099            | 5,503,320.00                 | 1.33%                      | 5,576,747.00           | 0.00%                      | 5,576,747.00           |
| 2. Federal Revenues   | 8100-8299            | 529,768.00                   | -35.69%                    | 340,690.00             | 0.00%                      | 340,690.00             |
| 3. Other State Revenues   | 8300-8599            | 497,407.54                   | -1.46%                     | 490,168.00             | 0.00%                      | 490,168.00             |
| 4. Other Local Revenues   | 8600-8799            | 163,115.00                   | 0.00%                      | 163,115.00             | 0.00%                      | 163,115.00             |
| 5. Other Financing Sources  |                      |                              |                            |                        |                            |                        |
| a. Transfers In   | 8900-8929            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| b. Other Sources  | 8930-8979            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| c. Contributions  | 8980-8999            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| 6. Total (Sum lines A1 thru A5c)  |                      | 6,693,610.54                 | -1.84%                     | 6,570,720.00           | 0.00%                      | 6,570,720.00           |
| <b>B. EXPENDITURES AND OTHER FINANCING USES</b>   |                      |                              |                            |                        |                            |                        |
| 1. Certificated Salaries  |                      |                              |                            | 2,422,094.00           |                            | 2,479,524.00           |
| a. Base Salaries  |                      |                              |                            | 57,430.00              |                            | 58,578.00              |
| b. Step & Column Adjustment   |                      |                              |                            | 0.00                   |                            | 0.00                   |
| c. Cost-of-Living Adjustment  |                      |                              |                            | 0.00                   |                            | 0.00                   |
| d. Other Adjustments  |                      |                              |                            | 0.00                   |                            | 0.00                   |
| e. Total Certificated Salaries (Sum lines B1a thru B1d)   | 1000-1999            | 2,422,094.00                 | 2.37%                      | 2,479,524.00           | 2.36%                      | 2,538,102.00           |
| 2. Classified Salaries  |                      |                              |                            | 1,037,911.00           |                            | 1,058,669.00           |
| a. Base Salaries  |                      |                              |                            | 20,758.00              |                            | 21,173.00              |
| b. Step & Column Adjustment   |                      |                              |                            | 0.00                   |                            | 0.00                   |
| c. Cost-of-Living Adjustment  |                      |                              |                            | 0.00                   |                            | 0.00                   |
| d. Other Adjustments  |                      |                              |                            | 0.00                   |                            | 0.00                   |
| e. Total Classified Salaries (Sum lines B2a thru B2d)   | 2000-2999            | 1,037,911.00                 | 2.00%                      | 1,058,669.00           | 2.00%                      | 1,079,842.00           |
| 3. Employee Benefits  | 3000-3999            | 1,943,601.76                 | -4.59%                     | 1,854,328.00           | 6.99%                      | 1,983,923.00           |
| 4. Books and Supplies   | 4000-4999            | 711,829.25                   | 1.73%                      | 724,145.00             | 2.12%                      | 739,496.00             |
| 5. Services and Other Operating Expenditures  | 5000-5999            | 811,532.29                   | -7.51%                     | 750,571.00             | 2.12%                      | 766,483.00             |
| 6. Capital Outlay   | 6000-6999            | 26,935.00                    | 0.00%                      | 26,935.00              | 0.00%                      | 26,935.00              |
| 7. Other Outgo (excluding Transfers of Indirect Costs)  | 7100-7299, 7400-7499 | 209,209.00                   | -0.01%                     | 209,180.00             | -0.04%                     | 209,089.00             |
| 8. Other Outgo - Transfers of Indirect Costs  | 7300-7399            | (9,116.00)                   | 0.00%                      | (9,116.00)             | 0.00%                      | (9,116.00)             |
| 9. Other Financing Uses   |                      |                              |                            |                        |                            |                        |
| a. Transfers Out  | 7600-7629            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| b. Other Uses   | 7630-7699            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| 10. Other Adjustments   |                      |                              |                            | 0.00                   |                            | 0.00                   |
| 11. Total (Sum lines B1 thru B10)   |                      | 7,153,996.30                 | -0.84%                     | 7,094,236.00           | 3.39%                      | 7,334,754.00           |
| <b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b><br>(Line A6 minus line B11)                               |                      |                              |                            |                        |                            |                        |
|   |                      | (460,385.76)                 |                            | (523,516.00)           |                            | (764,034.00)           |
| <b>D. FUND BALANCE</b>  |                      |                              |                            |                        |                            |                        |
| 1. Net Beginning Fund Balance (Form 01, line F1e)   |                      | 3,339,286.91                 |                            | 2,878,901.15           |                            | 2,355,385.15           |
| 2. Ending Fund Balance (Sum lines C and D1)   |                      | 2,878,901.15                 |                            | 2,355,385.15           |                            | 1,591,351.15           |
| 3. Components of Ending Fund Balance  |                      |                              |                            |                        |                            |                        |
| a. Nonspendable   | 9710-9719            | 2,500.00                     |                            | 2,500.00               |                            | 2,500.00               |
| b. Restricted   | 9740                 | 416,452.77                   |                            | 274,673.77             |                            | 103,236.77             |
| c. Committed  |                      |                              |                            |                        |                            |                        |
| 1. Stabilization Arrangements   | 9750                 | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| 2. Other Commitments  | 9760                 | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| d. Assigned   | 9780                 | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| e. Unassigned/Unappropriated  |                      |                              |                            |                        |                            |                        |
| 1. Reserve for Economic Uncertainties   | 9789                 | 286,159.85                   |                            | 286,159.85             |                            | 286,159.85             |
| 2. Unassigned/Unappropriated  | 9790                 | 2,173,788.53                 |                            | 1,792,051.53           |                            | 1,199,454.53           |
| f. Total Components of Ending Fund Balance<br>(Line D3f must agree with line D2)                            |                      | 2,878,901.15                 |                            | 2,355,385.15           |                            | 1,591,351.15           |

| Description  | Object Codes | 2020-21 Budget (Form 01) (A) | % Change (Cols. C-A/A) (B) | 2021-22 Projection (C) | % Change (Cols. E-C/C) (D) | 2022-23 Projection (E) |
|--|--------------|------------------------------|----------------------------|------------------------|----------------------------|------------------------|
| <b>E. AVAILABLE RESERVES</b>   |              |                              |                            |                        |                            |                        |
| <b>1. General Fund</b>   |              |                              |                            |                        |                            |                        |
| a. Stabilization Arrangements  | 9750         | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| b. Reserve for Economic Uncertainties  | 9789         | 286,159.85                   |                            | 286,159.85             |                            | 286,159.85             |
| c. Unassigned/Unappropriated   | 9790         | 2,173,788.53                 |                            | 1,792,051.53           |                            | 1,199,454.53           |
| d. Negative Restricted Ending Balances (Negative resources 2000-9999)  | 979Z         |                              |                            | 0.00                   |                            | 0.00                   |
| <b>2. Special Reserve Fund - Noncapital Outlay (Fund 17)</b>   |              |                              |                            |                        |                            |                        |
| a. Stabilization Arrangements  | 9750         | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| b. Reserve for Economic Uncertainties  | 9789         | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| c. Unassigned/Unappropriated   | 9790         | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| <b>3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)</b>  |              | <b>2,459,948.38</b>          |                            | <b>2,078,211.38</b>    |                            | <b>1,485,614.38</b>    |
| <b>4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)</b>  |              | <b>34.39%</b>                |                            | <b>29.29%</b>          |                            | <b>20.25%</b>          |
| <b>F. RECOMMENDED RESERVES</b>   |              |                              |                            |                        |                            |                        |
| <b>1. Special Education Pass-through Exclusions</b>  |              |                              |                            |                        |                            |                        |
| For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):   |              |                              |                            |                        |                            |                        |
| a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?  | No           |                              |                            |                        |                            |                        |
| b. If you are the SELPA AU and are excluding special education pass-through funds:<br>1. Enter the name(s) of the SELPA(s):  |              |                              |                            |                        |                            |                        |
| <b>2. Special education pass-through funds</b><br>(Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E) |              |                              |                            |                        |                            |                        |
|  |              | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| <b>2. District ADA</b><br>Used to determine the reserve standard percentage level on line F3d (Col. A: Form A, Estimated P-2 ADA column, Lines A4 and C4; enter projections)                                 |              |                              |                            |                        |                            |                        |
|  |              | 521.39                       |                            | 521.39                 |                            | 521.39                 |
| <b>3. Calculating the Reserves</b>   |              |                              |                            |                        |                            |                        |
| a. Expenditures and Other Financing Uses (Line B11)  |              | 7,153,996.30                 |                            | 7,094,236.00           |                            | 7,334,754.00           |
| b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)   |              | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)  |              | 7,153,996.30                 |                            | 7,094,236.00           |                            | 7,334,754.00           |
| d. Reserve Standard Percentage Level (Refer to Form 01CS, Criterion 10 for calculation details)  |              | 4%                           |                            | 4%                     |                            | 4%                     |
| e. Reserve Standard - By Percent (Line F3c times F3d)  |              | 286,159.85                   |                            | 283,769.44             |                            | 293,390.16             |
| f. Reserve Standard - By Amount (Refer to Form 01CS, Criterion 10 for calculation details)   |              | 71,000.00                    |                            | 71,000.00              |                            | 71,000.00              |
| g. Reserve Standard (Greater of Line F3e or F3f)   |              | 286,159.85                   |                            | 283,769.44             |                            | 293,390.16             |
| h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)   |              | YES                          |                            | YES                    |                            | YES                    |

| Description  | Object Codes         | 2020-21 Budget (Form 01) (A) | % Change (Cols. C-A/A) (B) | 2021-22 Projection (C) | % Change (Cols. E-C/C) (D) | 2022-23 Projection (E) |
|--|----------------------|------------------------------|----------------------------|------------------------|----------------------------|------------------------|
| (Enter projections for subsequent years 1 and 2 in Column C and E; current year - Column A - is extracted) |                      |                              |                            |                        |                            |                        |
| <b>A. REVENUES AND OTHER FINANCING SOURCES</b>   |                      |                              |                            |                        |                            |                        |
| 1. LCFE/Revenue Limit Sources  | 8010-8099            | 5,503,320.00                 | 1.33%                      | 5,576,747.00           | 0.00%                      | 5,576,747.00           |
| 2. Federal Revenues  | 8100-8299            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| 3. Other State Revenues  | 8300-8599            | 100,167.00                   | 0.00%                      | 100,167.00             | 0.00%                      | 100,167.00             |
| 4. Other Local Revenues  | 8600-8799            | 45,000.00                    | 0.00%                      | 45,000.00              | 0.00%                      | 45,000.00              |
| 5. Other Financing Sources   |                      |                              |                            |                        |                            |                        |
| a. Transfers In  | 8900-8929            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| b. Other Sources   | 8930-8979            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| c. Contributions   | 8980-8999            | (683,622.76)                 | 1.43%                      | (693,429.00)           | 1.46%                      | (703,543.00)           |
| 6. Total (Sum lines A1 thru A5c)   |                      | 4,964,864.24                 | 1.28%                      | 5,028,485.00           | -0.20%                     | 5,018,371.00           |
| <b>B. EXPENDITURES AND OTHER FINANCING USES</b>  |                      |                              |                            |                        |                            |                        |
| 1. Certificated Salaries   |                      |                              |                            | 2,369,240.00           |                            | 2,425,613.00           |
| a. Base Salaries   |                      |                              |                            | 56,373.00              |                            | 57,500.00              |
| b. Step & Column Adjustment  |                      |                              |                            | 0.00                   |                            | 0.00                   |
| c. Cost-of-Living Adjustment   |                      |                              |                            | 0.00                   |                            | 0.00                   |
| d. Other Adjustments   |                      |                              |                            | 2,369,240.00           | 2.38%                      | 2,425,613.00           |
| e. Total Certificated Salaries (Sum lines B1a thru B1d)  | 1000-1999            | 2,369,240.00                 | 2.38%                      | 2,425,613.00           | 2.37%                      | 2,483,113.00           |
| 2. Classified Salaries   |                      |                              |                            | 612,649.00             |                            | 624,902.00             |
| a. Base Salaries   |                      |                              |                            | 12,253.00              |                            | 12,498.00              |
| b. Step & Column Adjustment  |                      |                              |                            | 0.00                   |                            | 0.00                   |
| c. Cost-of-Living Adjustment   |                      |                              |                            | 0.00                   |                            | 0.00                   |
| d. Other Adjustments   |                      |                              |                            | 612,649.00             | 2.00%                      | 624,902.00             |
| e. Total Classified Salaries (Sum lines B2a thru B2d)  | 2000-2999            | 612,649.00                   | 2.00%                      | 624,902.00             | 2.00%                      | 637,400.00             |
| 3. Employee Benefits   | 3000-3999            | 1,479,132.00                 | -6.55%                     | 1,382,267.00           | 8.00%                      | 1,492,807.00           |
| 4. Books and Supplies  | 4000-4999            | 416,965.71                   | 1.73%                      | 424,180.00             | 2.12%                      | 433,172.00             |
| 5. Services and Other Operating Expenditures   | 5000-5999            | 520,064.29                   | 1.73%                      | 529,061.00             | 2.12%                      | 540,277.00             |
| 6. Capital Outlay  | 6000-6999            | 18,000.00                    | 0.00%                      | 18,000.00              | 0.00%                      | 18,000.00              |
| 7. Other Outgo (excluding Transfers of Indirect Costs)   | 7100-7299, 7400-7499 | 31,625.00                    | 0.00%                      | 31,625.00              | 0.00%                      | 31,625.00              |
| 8. Other Outgo - Transfers of Indirect Costs   | 7300-7399            | (25,426.00)                  | 0.00%                      | (25,426.00)            | 0.00%                      | (25,426.00)            |
| 9. Other Financing Uses  |                      |                              |                            |                        |                            |                        |
| a. Transfers Out   | 7600-7629            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| b. Other Uses  | 7630-7699            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| 10. Other Adjustments (Explain in Section F below)   |                      |                              |                            | 0.00                   |                            |                        |
| 11. Total (Sum lines B1 thru B10)  |                      | 5,422,250.00                 | -0.22%                     | 5,410,222.00           | 3.71%                      | 5,610,968.00           |
| <b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b><br>(Line A6 minus line B11)                              |                      |                              |                            |                        |                            |                        |
|  |                      | (457,385.76)                 |                            | (381,737.00)           |                            | (592,597.00)           |
| <b>D. FUND BALANCE</b>   |                      |                              |                            |                        |                            |                        |
| 1. Net Beginning Fund Balance (Form 01, line F1e)  |                      | 2,919,834.14                 |                            | 2,462,448.38           |                            | 2,080,711.38           |
| 2. Ending Fund Balance (Sum lines C and D1)  |                      | 2,462,448.38                 |                            | 2,080,711.38           |                            | 1,488,114.38           |
| 3. Components of Ending Fund Balance   |                      |                              |                            |                        |                            |                        |
| a. Nonspendable  | 9710-9719            | 2,500.00                     |                            | 2,500.00               |                            | 2,500.00               |
| b. Restricted  | 9740                 |                              |                            |                        |                            |                        |
| c. Committed   |                      |                              |                            |                        |                            |                        |
| i. Stabilization Arrangements  | 9750                 | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| 2. Other Commitments   | 9760                 | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| d. Assigned  | 9780                 | 0.00                         |                            |                        |                            | 0.00                   |
| e. Unassigned/Unappropriated   |                      |                              |                            |                        |                            |                        |
| 1. Reserve for Economic Uncertainties  | 9789                 | 286,159.85                   |                            | 286,159.85             |                            | 286,159.85             |
| 2. Unassigned/Unappropriated   | 9790                 | 2,173,788.53                 |                            | 1,792,051.53           |                            | 1,199,454.53           |
| f. Total Components of Ending Fund Balance<br>(Line D3f must agree with line D2)                           |                      | 2,462,448.38                 |                            | 2,080,711.38           |                            | 1,488,114.38           |



| Description  | Object Codes | 2020-21 Budget (Form 01) (A) | % Change (Cols. C-A/A) (B) | 2021-22 Projection (C) | % Change (Cols. E-C/C) (D) | 2022-23 Projection (E) |
|--|--------------|------------------------------|----------------------------|------------------------|----------------------------|------------------------|
| <b>E. AVAILABLE RESERVES</b>   |              |                              |                            |                        |                            |                        |
| <b>1. General Fund</b>   |              |                              |                            |                        |                            |                        |
| a. Stabilization Arrangements  | 9750         | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| b. Reserve for Economic Uncertainties  | 9789         | 286,159.85                   |                            | 286,159.85             |                            | 286,159.85             |
| c. Unassigned/Unappropriated   | 9790         | 2,173,788.53                 |                            | 1,792,051.53           |                            | 1,199,454.53           |
| (Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)   |              |                              |                            |                        |                            |                        |
| <b>2. Special Reserve Fund - Noncapital Outlay (Fund 17)</b>   |              |                              |                            |                        |                            |                        |
| a. Stabilization Arrangements  | 9750         |                              |                            |                        |                            |                        |
| b. Reserve for Economic Uncertainties  | 9789         |                              |                            |                        |                            |                        |
| c. Unassigned/Unappropriated   | 9790         |                              |                            |                        |                            |                        |
| <b>3. Total Available Reserves (Sum lines E1a thru E2c)</b>  |              | <b>2,459,948.38</b>          |                            | <b>2,078,211.38</b>    |                            | <b>1,485,614.38</b>    |
| <b>F. ASSUMPTIONS</b>  |              |                              |                            |                        |                            |                        |
| Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide. |              |                              |                            |                        |                            |                        |

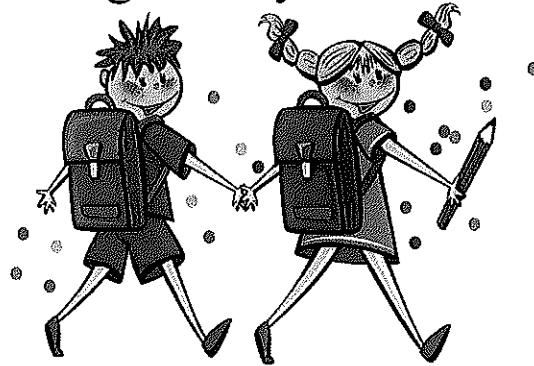
| Description   | Object Codes         | 2020-21 Budget (Form 01) (A) | % Change (Cols. C-A/A) (B) | 2021-22 Projection (C) | % Change (Cols. E-C/C) (D) | 2022-23 Projection (E) |
|---|----------------------|------------------------------|----------------------------|------------------------|----------------------------|------------------------|
| (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted) |                      |                              |                            |                        |                            |                        |
| <b>A. REVENUES AND OTHER FINANCING SOURCES</b>  |                      |                              |                            |                        |                            |                        |
| 1. LCFF/Revenue Limit Sources   | 8010-8099            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| 2. Federal Revenues   | 8100-8299            | 529,768.00                   | -35.69%                    | 340,690.00             | 0.00%                      | 340,690.00             |
| 3. Other State Revenues   | 8300-8599            | 397,240.54                   | -1.82%                     | 390,001.00             | 0.00%                      | 390,001.00             |
| 4. Other Local Revenues   | 8600-8799            | 118,115.00                   | 0.00%                      | 118,115.00             | 0.00%                      | 118,115.00             |
| 5. Other Financing Sources  |                      |                              |                            |                        |                            |                        |
| a. Transfers In   | 8900-8929            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| b. Other Sources  | 8930-8979            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| c. Contributions  | 8980-8999            | 683,622.76                   | 1.43%                      | 693,429.00             | 1.46%                      | 703,543.00             |
| 6. Total (Sum lines A1 thru A5c)  |                      | 1,728,746.30                 | -10.79%                    | 1,542,235.00           | 0.66%                      | 1,552,349.00           |
| <b>B. EXPENDITURES AND OTHER FINANCING USES</b>   |                      |                              |                            |                        |                            |                        |
| 1. Certificated Salaries  |                      |                              |                            |                        |                            |                        |
| a. Base Salaries  |                      |                              |                            | 52,854.00              |                            | 53,911.00              |
| b. Step & Column Adjustment   |                      |                              |                            | 1,057.00               |                            | 1,078.00               |
| c. Cost-of-Living Adjustment  |                      |                              |                            | 0.00                   |                            | 0.00                   |
| d. Other Adjustments  |                      |                              |                            | 0.00                   |                            | 0.00                   |
| e. Total Certificated Salaries (Sum lines B1a thru B1d)   | 1000-1999            | 52,854.00                    | 2.00%                      | 53,911.00              | 2.00%                      | 54,989.00              |
| 2. Classified Salaries  |                      |                              |                            |                        |                            |                        |
| a. Base Salaries  |                      |                              |                            | 425,262.00             |                            | 433,767.00             |
| b. Step & Column Adjustment   |                      |                              |                            | 8,505.00               |                            | 8,675.00               |
| c. Cost-of-Living Adjustment  |                      |                              |                            | 0.00                   |                            | 0.00                   |
| d. Other Adjustments  |                      |                              |                            | 0.00                   |                            | 0.00                   |
| e. Total Classified Salaries (Sum lines B2a thru B2d)   | 2000-2999            | 425,262.00                   | 2.00%                      | 433,767.00             | 2.00%                      | 442,442.00             |
| 3. Employee Benefits  | 3000-3999            | 464,469.76                   | 1.63%                      | 472,061.00             | 4.04%                      | 491,116.00             |
| 4. Books and Supplies   | 4000-4999            | 294,863.54                   | 1.73%                      | 299,965.00             | 2.12%                      | 306,324.00             |
| 5. Services and Other Operating Expenditures  | 5000-5999            | 291,468.00                   | -24.00%                    | 221,510.00             | 2.12%                      | 226,206.00             |
| 6. Capital Outlay   | 6000-6999            | 8,935.00                     | 0.00%                      | 8,935.00               | 0.00%                      | 8,935.00               |
| 7. Other Outgo (excluding Transfers of Indirect Costs)  | 7100-7299, 7400-7499 | 177,584.00                   | -0.02%                     | 177,555.00             | -0.05%                     | 177,464.00             |
| 8. Other Outgo - Transfers of Indirect Costs  | 7300-7399            | 16,310.00                    | 0.00%                      | 16,310.00              | 0.00%                      | 16,310.00              |
| 9. Other Financing Uses   |                      |                              |                            |                        |                            |                        |
| a. Transfers Out  | 7600-7629            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| b. Other Uses   | 7630-7699            | 0.00                         | 0.00%                      | 0.00                   | 0.00%                      | 0.00                   |
| 10. Other Adjustments (Explain in Section F below)  |                      |                              |                            | 0.00                   |                            | 0.00                   |
| 11. Total (Sum lines B1 thru B10)   |                      | 1,731,746.30                 | -2.76%                     | 1,684,014.00           | 2.36%                      | 1,723,786.00           |
| <b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>   |                      |                              |                            |                        |                            |                        |
| (Line A6 minus line B11)  |                      | (3,000.00)                   |                            | (141,779.00)           |                            | (171,437.00)           |
| <b>D. FUND BALANCE</b>  |                      |                              |                            |                        |                            |                        |
| 1. Net Beginning Fund Balance (Form 01, line F1e)   |                      | 419,452.77                   |                            | 416,452.77             |                            | 274,673.77             |
| 2. Ending Fund Balance (Sum lines C and D1)   |                      | 416,452.77                   |                            | 274,673.77             |                            | 103,236.77             |
| 3. Components of Ending Fund Balance  |                      |                              |                            |                        |                            |                        |
| a. Nonspendable   | 9710-9719            | 0.00                         |                            |                        |                            |                        |
| b. Restricted   | 9740                 | 416,452.77                   |                            | 274,673.77             |                            | 103,236.77             |
| c. Committed  |                      |                              |                            |                        |                            |                        |
| 1. Stabilization Arrangements   | 9750                 |                              |                            |                        |                            |                        |
| 2. Other Commitments  | 9760                 |                              |                            |                        |                            |                        |
| d. Assigned   | 9780                 |                              |                            |                        |                            |                        |
| e. Unassigned/Unappropriated  |                      |                              |                            |                        |                            |                        |
| 1. Reserve for Economic Uncertainties   | 9789                 |                              |                            |                        |                            |                        |
| 2. Unassigned/Unappropriated  | 9790                 | 0.00                         |                            | 0.00                   |                            | 0.00                   |
| f. Total Components of Ending Fund Balance  |                      | 416,452.77                   |                            | 274,673.77             |                            | 103,236.77             |
| (Line D3f must agree with line D2)  |                      | 416,452.77                   |                            | 274,673.77             |                            | 103,236.77             |

| Description  | Object Codes | 2020-21 Budget (Form 01) (A) | % Change (Cols. C-A/A) (B) | 2021-22 Projection (C) | % Change (Cols. E-C/C) (D) | 2022-23 Projection (E) |
|--|--------------|------------------------------|----------------------------|------------------------|----------------------------|------------------------|
| <b>E. AVAILABLE RESERVES</b>   |              |                              |                            |                        |                            |                        |
| 1. General Fund  |              |                              |                            |                        |                            |                        |
| a. Stabilization Arrangements  | 9750         |                              |                            |                        |                            |                        |
| b. Reserve for Economic Uncertainties  | 9789         |                              |                            |                        |                            |                        |
| c. Unassigned/Unappropriated   | 9790         |                              |                            |                        |                            |                        |
| (Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)   |              |                              |                            |                        |                            |                        |
| 2. Special Reserve Fund - Noncapital Outlay (Fund 17)  |              |                              |                            |                        |                            |                        |
| a. Stabilization Arrangements  | 9750         |                              |                            |                        |                            |                        |
| b. Reserve for Economic Uncertainties  | 9789         |                              |                            |                        |                            |                        |
| c. Unassigned/Unappropriated   | 9790         |                              |                            |                        |                            |                        |
| <b>3. Total Available Reserves (Sum lines E1a thru E2c)</b>  |              |                              |                            |                        |                            |                        |
| <b>F. ASSUMPTIONS</b>  |              |                              |                            |                        |                            |                        |
| Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide. |              |                              |                            |                        |                            |                        |

# 2020-2021 Budget Adoption

## ADA

(Average Daily Attendance)



| Description  | 2019-20 Estimated Actuals |            |            | 2020-21 Budget    |                      |                      |
|--|---------------------------|------------|------------|-------------------|----------------------|----------------------|
|  | P-2 ADA                   | Annual ADA | Funded ADA | Estimated P-2 ADA | Estimated Annual ADA | Estimated Funded ADA |
| <b>A. DISTRICT</b>   |                           |            |            |                   |                      |                      |
| <b>1. Total District Regular ADA</b><br>Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)  | 521.39                    | 521.39     | 521.39     | 521.39            | 521.39               | 521.39               |
| <b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b><br>Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above) |                           |            |            |                   |                      |                      |
| <b>3. Total Basic Aid Open Enrollment Regular ADA</b><br>Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)                               |                           |            |            |                   |                      |                      |
| <b>4. Total, District Regular ADA (Sum of Lines A1 through A3)</b>   | 521.39                    | 521.39     | 521.39     | 521.39            | 521.39               | 521.39               |
| <b>5. District Funded County Program ADA</b>   |                           |            |            |                   |                      |                      |
| a. County Community Schools  |                           |            |            |                   |                      |                      |
| b. Special Education-Special Day Class   | 1.10                      | 1.10       | 1.10       | 1.10              | 1.10                 | 1.10                 |
| c. Special Education-NPS/LCI   |                           |            |            |                   |                      |                      |
| d. Special Education Extended Year   |                           |            |            |                   |                      |                      |
| e. Other County Operated Programs:<br>Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools  |                           |            |            |                   |                      |                      |
| f. County School Tuition Fund<br>(Out of State Tuition) [EC 2000 and 46380]  |                           |            |            |                   |                      |                      |
| <b>g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)</b>   | 1.10                      | 1.10       | 1.10       | 1.10              | 1.10                 | 1.10                 |
| <b>6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)</b>   | 522.49                    | 522.49     | 522.49     | 522.49            | 522.49               | 522.49               |
| <b>7. Adults in Correctional Facilities</b>  |                           |            |            |                   |                      |                      |
| <b>8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>  |                           |            |            |                   |                      |                      |

| Description   | 2019-20 Estimated Actuals |            |            | 2020-21 Budget    |                      |                      |
|---|---------------------------|------------|------------|-------------------|----------------------|----------------------|
|   | P-2 ADA                   | Annual ADA | Funded ADA | Estimated P-2 ADA | Estimated Annual ADA | Estimated Funded ADA |
| <b>B. COUNTY OFFICE OF EDUCATION</b>  |                           |            |            |                   |                      |                      |
| <b>1. County Program Alternative Education ADA</b>  |                           |            |            |                   |                      |                      |
| a. County Group Home and Institution Pupils   |                           |            |            |                   |                      |                      |
| b. Juvenile Halls, Homes, and Camps   |                           |            |            |                   |                      |                      |
| c. Probation Referred, On Probation or Parole,<br>Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]                            |                           |            |            |                   |                      |                      |
| <b>d. Total, County Program Alternative Education<br/>    ADA (Sum of Lines B1a through B1c)</b>                                | 0.00                      | 0.00       | 0.00       | 0.00              | 0.00                 | 0.00                 |
| <b>2. District Funded County Program ADA</b>  |                           |            |            |                   |                      |                      |
| a. County Community Schools   |                           |            |            |                   |                      |                      |
| b. Special Education-Special Day Class  |                           |            |            |                   |                      |                      |
| c. Special Education-NPS/LCI  |                           |            |            |                   |                      |                      |
| d. Special Education Extended Year  |                           |            |            |                   |                      |                      |
| e. Other County Operated Programs:<br>Opportunity Schools and Full Day<br>Opportunity Classes, Specialized Secondary<br>Schools |                           |            |            |                   |                      |                      |
| f. County School Tuition Fund<br>(Out of State Tuition) [EC 2000 and 46380]   |                           |            |            |                   |                      |                      |
| <b>g. Total, District Funded County Program ADA<br/>    (Sum of Lines B2a through B2f)</b>                                      | 0.00                      | 0.00       | 0.00       | 0.00              | 0.00                 | 0.00                 |
| <b>3. TOTAL COUNTY OFFICE ADA<br/>(Sum of Lines B1d and B2g)</b>  | 0.00                      | 0.00       | 0.00       | 0.00              | 0.00                 | 0.00                 |
| 4. Adults in Correctional Facilities  |                           |            |            |                   |                      |                      |
| 5. County Operations Grant ADA  |                           |            |            |                   |                      |                      |
| 6. Charter School ADA<br>(Enter Charter School ADA using<br>Tab C. Charter School ADA)  |                           |            |            |                   |                      |                      |

| Description   | 2019-20 Estimated Actuals |            |            | 2020-21 Budget    |                      |                      |
|---|---------------------------|------------|------------|-------------------|----------------------|----------------------|
|   | P-2 ADA                   | Annual ADA | Funded ADA | Estimated P-2 ADA | Estimated Annual ADA | Estimated Funded ADA |
| <b>C. CHARTER SCHOOL ADA</b>  |                           |            |            |                   |                      |                      |
| Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools.<br>Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA. |                           |            |            |                   |                      |                      |
| <b>FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.</b>  |                           |            |            |                   |                      |                      |
| <b>1. Total Charter School Regular ADA</b>  |                           |            |            |                   |                      |                      |
| <b>2. Charter School County Program Alternative Education ADA</b>   |                           |            |            |                   |                      |                      |
| a. County Group Home and Institution Pupils   |                           |            |            |                   |                      |                      |
| b. Juvenile Halls, Homes, and Camps   |                           |            |            |                   |                      |                      |
| c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]   |                           |            |            |                   |                      |                      |
| <b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)</b>   | 0.00                      | 0.00       | 0.00       | 0.00              | 0.00                 | 0.00                 |
| <b>3. Charter School Funded County Program ADA</b>  |                           |            |            |                   |                      |                      |
| a. County Community Schools   |                           |            |            |                   |                      |                      |
| b. Special Education-Special Day Class  |                           |            |            |                   |                      |                      |
| c. Special Education-NPS/LCI  |                           |            |            |                   |                      |                      |
| d. Special Education Extended Year  |                           |            |            |                   |                      |                      |
| e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools  |                           |            |            |                   |                      |                      |
| <b>f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)</b>  | 0.00                      | 0.00       | 0.00       | 0.00              | 0.00                 | 0.00                 |
| <b>4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)</b>  | 0.00                      | 0.00       | 0.00       | 0.00              | 0.00                 | 0.00                 |
| <b>FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.</b>   |                           |            |            |                   |                      |                      |
| <b>5. Total Charter School Regular ADA</b>  |                           |            |            |                   |                      |                      |
| <b>6. Charter School County Program Alternative Education ADA</b>   |                           |            |            |                   |                      |                      |
| a. County Group Home and Institution Pupils   |                           |            |            |                   |                      |                      |
| b. Juvenile Halls, Homes, and Camps   |                           |            |            |                   |                      |                      |
| c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]   |                           |            |            |                   |                      |                      |
| <b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)</b>   | 0.00                      | 0.00       | 0.00       | 0.00              | 0.00                 | 0.00                 |
| <b>7. Charter School Funded County Program ADA</b>  |                           |            |            |                   |                      |                      |
| a. County Community Schools   |                           |            |            |                   |                      |                      |
| b. Special Education-Special Day Class  |                           |            |            |                   |                      |                      |
| c. Special Education-NPS/LCI  |                           |            |            |                   |                      |                      |
| d. Special Education Extended Year  |                           |            |            |                   |                      |                      |
| e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools  |                           |            |            |                   |                      |                      |
| <b>f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)</b>  | 0.00                      | 0.00       | 0.00       | 0.00              | 0.00                 | 0.00                 |
| <b>8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)</b>  | 0.00                      | 0.00       | 0.00       | 0.00              | 0.00                 | 0.00                 |
| <b>9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)</b>  | 0.00                      | 0.00       | 0.00       | 0.00              | 0.00                 | 0.00                 |



TIPTON ELEMENTARY SCHOOL DISTRICT

**GENERAL FUND**

**Budget Adoption**

As of June 9, 2020

**Fund # 01**

This is the chief operating fund for Tipton Elementary School District. It is used to account for the ordinary operations of an LEA. All transactions except those required or permitted by law to be in another fund are accounted for in this fund.



| Description   | Resource Codes | Object Codes           | 2019-20 Estimated Actuals |                |                           | 2020-21 Budget   |                |                           | % Diff Column C & F |
|---|----------------|------------------------|---------------------------|----------------|---------------------------|------------------|----------------|---------------------------|---------------------|
|   |                |                        | Unrestricted (A)          | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) |                     |
| <b>A. REVENUES</b>  |                |                        |                           |                |                           |                  |                |                           |                     |
| 1) LCFF Sources   |                | 8010-8099              | 6,033,411.00              | 0.00           | 6,033,411.00              | 5,503,320.00     | 0.00           | 5,503,320.00              | -8.8%               |
| 2) Federal Revenue  |                | 8100-8299              | 0.00                      | 500,245.89     | 500,245.89                | 0.00             | 529,768.00     | 529,768.00                | 5.9%                |
| 3) Other State Revenue  |                | 8300-8599              | 121,784.00                | 451,927.30     | 573,711.30                | 100,167.00       | 397,240.54     | 497,407.54                | -13.3%              |
| 4) Other Local Revenue  |                | 8600-8799              | 88,029.75                 | 129,756.00     | 217,785.75                | 45,000.00        | 118,115.00     | 163,115.00                | -25.1%              |
| 5) TOTAL, REVENUES  |                |                        | 6,243,224.75              | 1,081,929.19   | 7,325,153.94              | 5,648,487.00     | 1,045,123.54   | 6,693,610.54              | -8.6%               |
| <b>B. EXPENDITURES</b>  |                |                        |                           |                |                           |                  |                |                           |                     |
| 1) Certificated Salaries  |                | 1000-1999              | 2,505,545.16              | 61,324.00      | 2,566,869.16              | 2,369,240.00     | 52,854.00      | 2,422,094.00              | -5.6%               |
| 2) Classified Salaries  |                | 2000-2999              | 611,805.38                | 453,613.00     | 1,065,418.38              | 612,649.00       | 425,262.00     | 1,037,911.00              | -2.6%               |
| 3) Employee Benefits  |                | 3000-3999              | 1,454,818.64              | 451,804.00     | 1,906,622.64              | 1,479,132.00     | 464,469.76     | 1,943,601.76              | 1.9%                |
| 4) Books and Supplies   |                | 4000-4999              | 222,712.64                | 259,552.67     | 482,265.31                | 416,965.71       | 294,863.54     | 711,829.25                | 47.6%               |
| 5) Services and Other Operating Expenditures  |                | 5000-5999              | 563,389.36                | 277,759.61     | 841,148.97                | 520,064.29       | 291,468.00     | 811,532.29                | -3.5%               |
| 6) Capital Outlay   |                | 6000-6999              | 0.00                      | 110,000.00     | 110,000.00                | 18,000.00        | 8,935.00       | 26,935.00                 | -75.5%              |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299<br>7400-7499 | 37,633.16                 | 163,747.04     | 201,380.20                | 31,625.00        | 177,584.00     | 209,209.00                | 3.9%                |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399              | (71,693.00)               | 48,150.00      | (23,543.00)               | (25,426.00)      | 18,310.00      | (9,116.00)                | -61.3%              |
| 9) TOTAL, EXPENDITURES  |                |                        | 5,324,311.34              | 1,825,950.32   | 7,150,261.66              | 5,422,250.00     | 1,731,746.30   | 7,153,996.30              | 0.1%                |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A6 - B9)</b> |                |                        |                           |                |                           |                  |                |                           |                     |
|   |                |                        | 918,913.41                | (744,021.13)   | 174,892.28                | 226,237.00       | (686,622.76)   | (460,385.76)              | -363.2%             |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                        |                           |                |                           |                  |                |                           |                     |
| 1) Interfund Transfers  |                |                        |                           |                |                           |                  |                |                           |                     |
| a) Transfers In   |                | 8900-8929              | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| b) Transfers Out  |                | 7600-7629              | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| 2) Other Sources/Uses   |                |                        |                           |                |                           |                  |                |                           |                     |
| a) Sources  |                | 8930-8979              | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| b) Uses   |                | 7630-7699              | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| 3) Contributions  |                | 8980-8999              | (780,768.43)              | 780,768.43     | 0.00                      | (683,622.76)     | 683,622.76     | 0.00                      | 0.0%                |
| 4) TOTAL, OTHER FINANCING SOURCES/USES  |                |                        | (780,768.43)              | 780,768.43     | 0.00                      | (683,622.76)     | 683,622.76     | 0.00                      | 0.0%                |

| Description  | Resource Codes | Object Codes | 2019-20 Estimated Actuals |                |                           | 2020-21 Budget   |                | % Diff Column C & F |                           |
|--|----------------|--------------|---------------------------|----------------|---------------------------|------------------|----------------|---------------------|---------------------------|
|  |                |              | Unrestricted (A)          | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) |                     | Total Fund col. D + E (F) |
| <b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b> |                |              | 138,144.98                | 36,747.30      | 174,892.28                | (457,385.76)     | (3,000.00)     | (460,385.76)        | -363.2%                   |
| <b>F. FUND BALANCE, RESERVES</b>                           |                |              |                           |                |                           |                  |                |                     |                           |
| 1) Beginning Fund Balance                                  |                |              |                           |                |                           |                  |                |                     |                           |
| a) As of July 1 - Unaudited                                |                | 9791         | 2,791,689.16              | 382,705.47     | 3,174,394.63              | 2,919,834.14     | 419,452.77     | 3,339,286.91        | 5.2%                      |
| b) Audit Adjustments                                       |                | 9793         | (10,000.00)               | 0.00           | (10,000.00)               | 0.00             | 0.00           | 0.00                | -100.0%                   |
| c) As of July 1 - Audited (F1a + F1b)                      |                |              | 2,781,689.16              | 382,705.47     | 3,164,394.63              | 2,919,834.14     | 419,452.77     | 3,339,286.91        | 5.5%                      |
| d) Other Restatements                                      |                | 9795         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                | 0.0%                      |
| e) Adjusted Beginning Balance (F1c + F1d)                  |                |              | 2,781,689.16              | 382,705.47     | 3,164,394.63              | 2,919,834.14     | 419,452.77     | 3,339,286.91        | 5.5%                      |
| 2) Ending Balance, June 30 (E + F1e)                       |                |              | 2,919,834.14              | 419,452.77     | 3,339,286.91              | 2,462,448.38     | 416,452.77     | 2,878,901.15        | -13.8%                    |
| Components of Ending Fund Balance                          |                |              |                           |                |                           |                  |                |                     |                           |
| a) Nonspendable  |                |              |                           |                |                           |                  |                |                     |                           |
| Revolving Cash   |                | 9711         | 2,500.00                  | 0.00           | 2,500.00                  | 2,500.00         | 0.00           | 2,500.00            | 0.0%                      |
| Stores   |                | 9712         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                | 0.0%                      |
| Prepaid Items  |                | 9713         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                | 0.0%                      |
| All Others   |                | 9719         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                | 0.0%                      |
| b) Restricted  |                | 9740         | 0.00                      | 419,452.77     | 419,452.77                | 0.00             | 416,452.77     | 416,452.77          | -0.7%                     |
| c) Committed   |                |              |                           |                |                           |                  |                |                     |                           |
| Stabilization Arrangements                                 |                | 9750         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                | 0.0%                      |
| Other Commitments  |                | 9760         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                | 0.0%                      |
| d) Assigned  |                |              |                           |                |                           |                  |                |                     |                           |
| Other Assignments  |                | 9780         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                | 0.0%                      |
| e) Unassigned/Unappropriated                               |                |              |                           |                |                           |                  |                |                     |                           |
| Reserve for Economic Uncertainties                         |                | 9789         | 0.00                      | 0.00           | 0.00                      | 286,159.85       | 0.00           | 286,159.85          | New                       |
| Unassigned/Unappropriated Amount                           |                | 9790         | 2,917,334.14              | 0.00           | 2,917,334.14              | 2,173,788.53     | 0.00           | 2,173,788.53        | -25.5%                    |

| Description   | Resource Codes | Object Codes | 2019-20 Estimated Actuals |                |                           | 2020-21 Budget   |                |                           | % Diff Column C & F |
|---|----------------|--------------|---------------------------|----------------|---------------------------|------------------|----------------|---------------------------|---------------------|
|   |                |              | Unrestricted (A)          | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) |                     |
| <b>G. ASSETS</b>                                      |                |              |                           |                |                           |                  |                |                           |                     |
| 1) Cash   |                |              |                           |                |                           |                  |                |                           |                     |
| a) in County Treasury                                 |                | 9110         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 1) Fair Value Adjustment to Cash in County Treasury   |                | 9111         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| b) in Banks   |                | 9120         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| c) in Revolving Cash Account                          |                | 9130         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| d) with Fiscal Agent/Trustee                          |                | 9135         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| e) Collections Awaiting Deposit                       |                | 9140         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 2) Investments  |                | 9150         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 3) Accounts Receivable                                |                | 9200         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 4) Due from Grantor Government                        |                | 9290         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 5) Due from Other Funds                               |                | 9310         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 6) Stores   |                | 9320         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 7) Prepaid Expenditures                               |                | 9330         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 8) Other Current Assets                               |                | 9340         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 9) TOTAL, ASSETS                                      |                |              | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| <b>H. DEFERRED OUTFLOWS OF RESOURCES</b>              |                |              |                           |                |                           |                  |                |                           |                     |
| 1) Deferred Outflows of Resources                     |                | 9490         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 2) TOTAL, DEFERRED OUTFLOWS                           |                |              | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| <b>I. LIABILITIES</b>                                 |                |              |                           |                |                           |                  |                |                           |                     |
| 1) Accounts Payable                                   |                | 9500         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 2) Due to Grantor Governments                         |                | 9590         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 3) Due to Other Funds                                 |                | 9610         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 4) Current Loans                                      |                | 9640         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 5) Unearned Revenue                                   |                | 9650         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 6) TOTAL, LIABILITIES                                 |                |              | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| <b>J. DEFERRED INFLOWS OF RESOURCES</b>               |                |              |                           |                |                           |                  |                |                           |                     |
| 1) Deferred Inflows of Resources                      |                | 9690         | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| 2) TOTAL, DEFERRED INFLOWS                            |                |              | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |
| <b>K. FUND EQUITY</b>                                 |                |              |                           |                |                           |                  |                |                           |                     |
| Ending Fund Balance, June 30<br>(G9 + H2) - (I6 + J2) |                |              | 0.00                      | 0.00           | 0.00                      |                  |                |                           |                     |

| Description  | Resource Codes | Object Codes | 2019-20 Estimated Actuals |                |                           | 2020-21 Budget      |                |                           | % Diff Column C & F |
|--|----------------|--------------|---------------------------|----------------|---------------------------|---------------------|----------------|---------------------------|---------------------|
|  |                |              | Unrestricted (A)          | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D)    | Restricted (E) | Total Fund col. D + E (F) |                     |
| <b>LCFF SOURCES</b>                                    |                |              |                           |                |                           |                     |                |                           |                     |
| Principal Apportionment State Aid - Current Year       |                | 8011         | 4,687,020.00              | 0.00           | 4,687,020.00              | 4,161,353.00        | 0.00           | 4,161,353.00              | -11.2%              |
| Education Protection Account State Aid - Current Year  |                | 8012         | 630,888.00                | 0.00           | 630,888.00                | 626,464.00          | 0.00           | 626,464.00                | -0.7%               |
| State Aid - Prior Years                                |                | 8019         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Tax Relief Subventions Homeowners' Exemptions          |                | 8021         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Timber Yield Tax                                       |                | 8022         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Other Subventions/In-Lieu Taxes                        |                | 8029         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| County & District Taxes Secured Roll Taxes             |                | 8041         | 725,503.00                | 0.00           | 725,503.00                | 725,503.00          | 0.00           | 725,503.00                | 0.0%                |
| Unsecured Roll Taxes                                   |                | 8042         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Prior Years' Taxes                                     |                | 8043         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Supplemental Taxes                                     |                | 8044         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Education Revenue Augmentation Fund (ERAF)             |                | 8045         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Community Redevelopment Funds (SB 617/699/1992)        |                | 8047         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Penalties and Interest from Delinquent Taxes           |                | 8048         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Miscellaneous Funds (EC 41604) Royalties and Bonuses   |                | 8081         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Other In-Lieu Taxes                                    |                | 8082         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Less: Non-LCFF (50%) Adjustment                        |                | 8089         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| <b>Subtotal, LCFF Sources</b>                          |                |              | <b>6,043,411.00</b>       | <b>0.00</b>    | <b>6,043,411.00</b>       | <b>5,513,320.00</b> | <b>0.00</b>    | <b>5,513,320.00</b>       | <b>-8.8%</b>        |
| <b>LCFF Transfers</b>                                  |                |              |                           |                |                           |                     |                |                           |                     |
| Unrestricted LCFF Transfers - Current Year             | 0000           | 8091         | (10,000.00)               |                | (10,000.00)               | (10,000.00)         |                | (10,000.00)               | 0.0%                |
| All Other LCFF Transfers - Current Year                | All Other      | 8091         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Transfers to Charter Schools in Lieu of Property Taxes |                | 8096         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Property Taxes Transfers                               |                | 8097         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| LCFF/Revenue Limit Transfers - Prior Years             |                | 8099         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| <b>TOTAL, LCFF SOURCES</b>                             |                |              | <b>6,033,411.00</b>       | <b>0.00</b>    | <b>6,033,411.00</b>       | <b>5,503,320.00</b> | <b>0.00</b>    | <b>5,503,320.00</b>       | <b>-8.8%</b>        |
| <b>FEDERAL REVENUE</b>                                 |                |              |                           |                |                           |                     |                |                           |                     |
| Maintenance and Operations                             |                | 8110         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Special Education Entitlement                          |                | 8181         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Special Education Discretionary Grants                 |                | 8182         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Child Nutrition Programs                               |                | 8220         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Donated Food Commodities                               |                | 8221         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Forest Reserve Funds                                   |                | 8260         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Flood Control Funds                                    |                | 8270         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Wildlife Reserve Funds                                 |                | 8280         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| FEMA   |                | 8281         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Interagency Contracts Between LEAs                     |                | 8285         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Pass-Through Revenues from Federal Sources             |                | 8287         | 0.00                      | 0.00           | 0.00                      | 0.00                | 0.00           | 0.00                      | 0.0%                |
| Title I, Part A, Basic                                 | 3010           | 8290         |                           | 346,373.00     | 346,373.00                |                     | 247,867.00     | 247,867.00                | -28.4%              |
| Title I, Part D, Local Delinquent Programs             | 3025           | 8290         |                           | 0.00           | 0.00                      |                     | 0.00           | 0.00                      | 0.0%                |
| Title II, Part A, Supporting Effective Instruction     | 4035           | 8290         |                           | 54,708.00      | 54,708.00                 |                     | 32,960.00      | 32,960.00                 | -39.8%              |
| Title III, Part A, Immigrant Student Program           | 4201           | 8290         |                           | 6,788.87       | 6,788.87                  |                     | 3,344.00       | 3,344.00                  | -50.7%              |

| Description  | Resource Codes   | Object Codes | 2019-20 Estimated Actuals |                   |                           | 2020-21 Budget    |                   |                           | % Diff Column C & F |
|--|--|--------------|---------------------------|-------------------|---------------------------|-------------------|-------------------|---------------------------|---------------------|
|  |  |              | Unrestricted (A)          | Restricted (B)    | Total Fund col. A + B (C) | Unrestricted (D)  | Restricted (E)    | Total Fund col. D + E (F) |                     |
| Title III, Part A, English Learner Program         | 4203   | 8290         |                           | 42,784.02         | 42,784.02                 |                   | 38,311.00         | 38,311.00                 | -10.5%              |
| Public Charter Schools Grant Program (PCSGP)       | 4610   | 8290         |                           | 0.00              | 0.00                      |                   | 0.00              | 0.00                      | 0.0%                |
| Other NCLB / Every Student Succeeds Act            | 3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3185, 4037, 4050, 4123, 4124, 4126, 4127, 4128, 5510, 5630 | 8290         |                           | 34,544.00         | 34,544.00                 |                   | 18,208.00         | 18,208.00                 | -47.3%              |
| Career and Technical Education                     | 3500-3599  | 8290         |                           | 0.00              | 0.00                      |                   | 0.00              | 0.00                      | 0.0%                |
| All Other Federal Revenue                          | All Other  | 8290         | 0.00                      | 15,048.00         | 15,048.00                 | 0.00              | 189,078.00        | 189,078.00                | 1158.5%             |
| <b>TOTAL, FEDERAL REVENUE</b>                      |  |              | <b>0.00</b>               | <b>500,245.89</b> | <b>500,245.89</b>         | <b>0.00</b>       | <b>529,768.00</b> | <b>529,768.00</b>         | <b>5.9%</b>         |
| <b>OTHER STATE REVENUE</b>                         |  |              |                           |                   |                           |                   |                   |                           |                     |
| Other State Apportionments                         |  |              |                           |                   |                           |                   |                   |                           |                     |
| ROCP Entitlement Prior Years                       | 6360   | 8319         |                           | 0.00              | 0.00                      |                   | 0.00              | 0.00                      | 0.0%                |
| Special Education Master Plan Current Year         | 6500   | 8311         |                           | 0.00              | 0.00                      |                   | 0.00              | 0.00                      | 0.0%                |
| Prior Years  | 6500   | 8319         |                           | 0.00              | 0.00                      |                   | 0.00              | 0.00                      | 0.0%                |
| All Other State Apportionments - Current Year      | All Other  | 8311         | 0.00                      | 0.00              | 0.00                      | 0.00              | 0.00              | 0.00                      | 0.0%                |
| All Other State Apportionments - Prior Years       | All Other  | 8319         | 0.00                      | 0.00              | 0.00                      | 0.00              | 0.00              | 0.00                      | 0.0%                |
| Child Nutrition Programs                           |  | 8520         | 0.00                      | 0.00              | 0.00                      | 0.00              | 0.00              | 0.00                      | 0.0%                |
| Mandated Costs Reimbursements                      |  | 8550         | 16,895.00                 | 0.00              | 16,895.00                 | 16,895.00         | 0.00              | 16,895.00                 | 0.0%                |
| Lottery - Unrestricted and Instructional Materials |  | 8560         | 80,374.00                 | 28,368.00         | 108,742.00                | 79,772.00         | 28,155.00         | 107,927.00                | -0.7%               |
| Tax Relief Subventions Restricted Levies - Other   |  |              |                           |                   |                           |                   |                   |                           |                     |
| Homeowners' Exemptions                             |  | 8575         | 0.00                      | 0.00              | 0.00                      | 0.00              | 0.00              | 0.00                      | 0.0%                |
| Other Subventions/In-Lieu Taxes                    |  | 8576         | 0.00                      | 0.00              | 0.00                      | 0.00              | 0.00              | 0.00                      | 0.0%                |
| Pass-Through Revenues from State Sources           |  | 8587         | 0.00                      | 0.00              | 0.00                      | 0.00              | 0.00              | 0.00                      | 0.0%                |
| After School Education and Safety (ASES)           | 6010   | 8590         |                           | 177,559.20        | 177,559.20                |                   | 152,838.54        | 152,838.54                | -13.9%              |
| Charter School Facility Grant                      | 6030   | 8590         |                           | 0.00              | 0.00                      |                   | 0.00              | 0.00                      | 0.0%                |
| Drug/Alcohol/Tobacco Funds                         | 6650, 6690, 6695   | 8590         |                           | 0.00              | 0.00                      |                   | 0.00              | 0.00                      | 0.0%                |
| California Clean Energy Jobs Act                   | 6230   | 8590         |                           | 0.00              | 0.00                      |                   | 0.00              | 0.00                      | 0.0%                |
| Career Technical Education Incentive Grant Program | 6387   | 8590         |                           | 20,452.07         | 20,452.07                 |                   | 0.00              | 0.00                      | -100.0%             |
| American Indian Early Childhood Education          | 7210   | 8590         |                           | 0.00              | 0.00                      |                   | 0.00              | 0.00                      | 0.0%                |
| Specialized Secondary                              | 7370   | 8590         |                           | 0.00              | 0.00                      |                   | 0.00              | 0.00                      | 0.0%                |
| Quality Education Investment Act                   | 7400   | 8590         |                           | 0.00              | 0.00                      |                   | 0.00              | 0.00                      | 0.0%                |
| All Other State Revenue                            | All Other  | 8590         | 24,515.00                 | 225,548.03        | 250,063.03                | 3,500.00          | 216,247.00        | 219,747.00                | -12.1%              |
| <b>TOTAL, OTHER STATE REVENUE</b>                  |  |              | <b>121,784.00</b>         | <b>451,927.30</b> | <b>573,711.30</b>         | <b>100,167.00</b> | <b>397,240.54</b> | <b>497,407.54</b>         | <b>-13.3%</b>       |

| Description  | Resource Codes | Object Codes | 2019-20 Estimated Actuals |                     |                           | 2020-21 Budget      |                     |                           | % Diff Column C & F |
|--|----------------|--------------|---------------------------|---------------------|---------------------------|---------------------|---------------------|---------------------------|---------------------|
|  |                |              | Unrestricted (A)          | Restricted (B)      | Total Fund col. A + B (C) | Unrestricted (D)    | Restricted (E)      | Total Fund col. D + E (F) |                     |
| <b>OTHER LOCAL REVENUE</b>                               |                |              |                           |                     |                           |                     |                     |                           |                     |
| Other Local Revenue                                      |                |              |                           |                     |                           |                     |                     |                           |                     |
| County and District Taxes                                |                |              |                           |                     |                           |                     |                     |                           |                     |
| Other Restricted Levies                                  |                |              |                           |                     |                           |                     |                     |                           |                     |
| Secured Rol  |                | 8615         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Unsecured Rol  |                | 8616         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Prior Years' Taxes                                       |                | 8617         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Supplemental Taxes                                       |                | 8618         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Non-Ad Valorem Taxes                                     |                |              |                           |                     |                           |                     |                     |                           |                     |
| Parcel Taxes   |                | 8621         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Other  |                | 8622         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Community Redevelopment Funds                            |                |              |                           |                     |                           |                     |                     |                           |                     |
| Not Subject to LCFF Deduction                            |                | 8625         | 0.00                      | 206.00              | 206.00                    | 0.00                | 0.00                | 0.00                      | -100.0%             |
| Penalties and Interest from                              |                |              |                           |                     |                           |                     |                     |                           |                     |
| Delinquent Non-LCFF Taxes                                |                | 8629         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Sales  |                |              |                           |                     |                           |                     |                     |                           |                     |
| Sale of Equipment/Supplies                               |                | 8631         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Sale of Publications                                     |                | 8632         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Food Service Sales                                       |                | 8634         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| All Other Sales  |                | 8639         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Leases and Rentals                                       |                | 8650         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Interest   |                | 8660         | 57,904.75                 | 0.00                | 57,904.75                 | 50,000.00           | 0.00                | 50,000.00                 | -13.7%              |
| Net Increase (Decrease) in the Fair Value of Investments |                | 8662         | (20,000.00)               | 0.00                | (20,000.00)               | (20,000.00)         | 0.00                | (20,000.00)               | 0.0%                |
| Fees and Contracts                                       |                |              |                           |                     |                           |                     |                     |                           |                     |
| Adult Education Fees                                     |                | 8671         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Non-Resident Students                                    |                | 8672         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Transportation Fees From Individuals                     |                | 8675         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Interagency Services                                     |                | 8677         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Mitigation/Developer Fees                                |                | 8681         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| All Other Fees and Contracts                             |                | 8689         | 0.00                      | 11,000.00           | 11,000.00                 | 0.00                | 11,500.00           | 11,500.00                 | 4.5%                |
| Other Local Revenue                                      |                |              |                           |                     |                           |                     |                     |                           |                     |
| Plus: Misc Funds Non-LCFF (50%) Adjustment               |                | 8691         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Pass-Through Revenues From Local Sources                 |                | 8697         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| All Other Local Revenue                                  |                | 8699         | 50,125.00                 | 118,550.00          | 168,675.00                | 15,000.00           | 106,615.00          | 121,615.00                | -27.9%              |
| Tuition  |                | 8710         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| All Other Transfers In                                   |                | 8781-8783    | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Transfers of Apportionments                              |                |              |                           |                     |                           |                     |                     |                           |                     |
| Special Education SELPA Transfers                        |                |              |                           |                     |                           |                     |                     |                           |                     |
| From Districts or Charter Schools                        | 6500           | 8791         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| From County Offices                                      | 6500           | 8792         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| From JPAs  | 6500           | 8793         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| ROC/P Transfers  |                |              |                           |                     |                           |                     |                     |                           |                     |
| From Districts or Charter Schools                        | 6360           | 8791         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| From County Offices                                      | 6360           | 8792         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| From JPAs  | 6360           | 8793         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| Other Transfers of Apportionments                        |                |              |                           |                     |                           |                     |                     |                           |                     |
| From Districts or Charter Schools                        | All Other      | 8791         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| From County Offices                                      | All Other      | 8792         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| From JPAs  | All Other      | 8793         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| All Other Transfers In from All Others                   |                | 8799         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| <b>TOTAL, OTHER LOCAL REVENUE</b>                        |                |              | <b>88,029.75</b>          | <b>129,756.00</b>   | <b>217,785.75</b>         | <b>45,000.00</b>    | <b>118,115.00</b>   | <b>163,115.00</b>         | <b>-25.1%</b>       |
| <b>TOTAL, REVENUES</b>                                   |                |              | <b>6,243,224.75</b>       | <b>1,081,929.19</b> | <b>7,325,153.94</b>       | <b>5,648,487.00</b> | <b>1,045,123.54</b> | <b>6,693,610.54</b>       | <b>-8.6%</b>        |

| Description   | Resource Codes | Object Codes | 2019-20 Estimated Actuals |                   |                           | 2020-21 Budget      |                   |                           | % Diff Column C & F |
|---|----------------|--------------|---------------------------|-------------------|---------------------------|---------------------|-------------------|---------------------------|---------------------|
|   |                |              | Unrestricted (A)          | Restricted (B)    | Total Fund col. A + B (C) | Unrestricted (D)    | Restricted (E)    | Total Fund col. D + E (F) |                     |
| <b>CERTIFICATED SALARIES</b>                                |                |              |                           |                   |                           |                     |                   |                           |                     |
| Certificated Teachers' Salaries                             |                | 1100         | 2,256,912.16              | 43,979.00         | 2,300,891.16              | 2,118,464.00        | 38,500.00         | 2,156,964.00              | -6.3%               |
| Certificated Pupil Support Salaries                         |                | 1200         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| Certificated Supervisors' and Administrators' Salaries      |                | 1300         | 136,700.00                | 0.00              | 136,700.00                | 137,000.00          | 0.00              | 137,000.00                | 0.2%                |
| Other Certificated Salaries                                 |                | 1900         | 111,933.00                | 17,345.00         | 129,278.00                | 113,776.00          | 14,354.00         | 128,130.00                | -0.9%               |
| <b>TOTAL, CERTIFICATED SALARIES</b>                         |                |              | <b>2,505,545.16</b>       | <b>61,324.00</b>  | <b>2,566,869.16</b>       | <b>2,369,240.00</b> | <b>52,854.00</b>  | <b>2,422,094.00</b>       | <b>-5.6%</b>        |
| <b>CLASSIFIED SALARIES</b>                                  |                |              |                           |                   |                           |                     |                   |                           |                     |
| Classified Instructional Salaries                           |                | 2100         | 130,372.16                | 241,415.00        | 371,787.16                | 130,254.00          | 229,094.00        | 359,348.00                | -3.3%               |
| Classified Support Salaries                                 |                | 2200         | 231,376.22                | 139,393.00        | 370,769.22                | 247,660.00          | 130,640.00        | 378,300.00                | 2.0%                |
| Classified Supervisors' and Administrators' Salaries        |                | 2300         | 127,492.00                | 16,195.00         | 143,687.00                | 127,491.00          | 16,195.00         | 143,686.00                | 0.0%                |
| Clerical, Technical and Office Salaries                     |                | 2400         | 122,165.00                | 0.00              | 122,165.00                | 108,744.00          | 0.00              | 108,744.00                | -12.6%              |
| Other Classified Salaries                                   |                | 2900         | 500.00                    | 56,610.00         | 57,110.00                 | 500.00              | 49,333.00         | 49,833.00                 | -12.7%              |
| <b>TOTAL, CLASSIFIED SALARIES</b>                           |                |              | <b>611,905.38</b>         | <b>453,613.00</b> | <b>1,065,518.38</b>       | <b>612,649.00</b>   | <b>425,262.00</b> | <b>1,037,911.00</b>       | <b>-2.6%</b>        |
| <b>EMPLOYEE BENEFITS</b>                                    |                |              |                           |                   |                           |                     |                   |                           |                     |
| STRS  |                | 3101-3102    | 255,594.75                | 227,200.00        | 482,794.75                | 328,223.15          | 225,973.00        | 554,196.15                | 14.8%               |
| PERS  |                | 3201-3202    | 109,886.18                | 79,112.00         | 188,998.18                | 139,062.00          | 95,517.76         | 234,579.76                | 24.1%               |
| OASDI/Medicare/Alternative                                  |                | 3301-3302    | 89,637.11                 | 35,588.00         | 125,225.11                | 86,868.15           | 33,318.00         | 120,186.15                | -4.0%               |
| Health and Welfare Benefits                                 |                | 3401-3402    | 810,089.13                | 89,666.00         | 899,755.13                | 770,364.00          | 87,993.00         | 858,357.00                | -4.6%               |
| Unemployment Insurance                                      |                | 3501-3502    | 1,784.36                  | 281.00            | 2,065.36                  | 1,696.70            | 243.00            | 1,939.70                  | -6.1%               |
| Workers' Compensation                                       |                | 3601-3602    | 105,520.78                | 15,763.00         | 121,283.78                | 124,768.00          | 17,616.00         | 142,384.00                | 17.4%               |
| OPEB, Allocated   |                | 3701-3702    | 14,511.05                 | 2,016.00          | 16,527.05                 | 12,600.00           | 1,761.00          | 14,361.00                 | -13.1%              |
| OPEB, Active Employees                                      |                | 3751-3752    | 17,795.28                 | 2,178.00          | 19,973.28                 | 15,550.00           | 2,048.00          | 17,598.00                 | -11.9%              |
| Other Employee Benefits                                     |                | 3901-3902    | 50,000.00                 | 0.00              | 50,000.00                 | 0.00                | 0.00              | 0.00                      | -100.0%             |
| <b>TOTAL, EMPLOYEE BENEFITS</b>                             |                |              | <b>1,454,818.64</b>       | <b>451,804.00</b> | <b>1,906,622.64</b>       | <b>1,479,132.00</b> | <b>464,469.76</b> | <b>1,943,601.76</b>       | <b>1.9%</b>         |
| <b>BOOKS AND SUPPLIES</b>                                   |                |              |                           |                   |                           |                     |                   |                           |                     |
| Approved Textbooks and Core Curricula Materials             |                | 4100         | 0.00                      | 13,368.00         | 13,368.00                 | 0.00                | 14,000.00         | 14,000.00                 | 4.7%                |
| Books and Other Reference Materials                         |                | 4200         | 5,922.17                  | 15,400.00         | 21,322.17                 | 22,056.71           | 14,555.00         | 36,611.71                 | 71.7%               |
| Materials and Supplies                                      |                | 4300         | 152,491.70                | 120,564.25        | 273,055.95                | 215,272.00          | 149,308.54        | 364,580.54                | 33.5%               |
| Noncapitalized Equipment                                    |                | 4400         | 63,798.77                 | 110,220.42        | 174,019.19                | 178,137.00          | 117,000.00        | 295,137.00                | 69.6%               |
| Food  |                | 4700         | 500.00                    | 0.00              | 500.00                    | 1,500.00            | 0.00              | 1,500.00                  | 200.0%              |
| <b>TOTAL, BOOKS AND SUPPLIES</b>                            |                |              | <b>222,712.64</b>         | <b>259,552.67</b> | <b>482,265.31</b>         | <b>416,965.71</b>   | <b>294,863.54</b> | <b>711,829.25</b>         | <b>47.6%</b>        |
| <b>SERVICES AND OTHER OPERATING EXPENDITURES</b>            |                |              |                           |                   |                           |                     |                   |                           |                     |
| Subagreements for Services                                  |                | 5100         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| Travel and Conferences                                      |                | 5200         | 11,797.00                 | 53,211.53         | 65,008.53                 | 8,600.00            | 34,487.00         | 43,087.00                 | -33.7%              |
| Dues and Memberships  |                | 5300         | 17,215.00                 | 0.00              | 17,215.00                 | 28,700.00           | 0.00              | 28,700.00                 | 66.7%               |
| Insurance   |                | 5400 - 5450  | 35,400.00                 | 0.00              | 35,400.00                 | 33,400.00           | 0.00              | 33,400.00                 | -5.6%               |
| Operations and Housekeeping Services                        |                | 5500         | 50,000.00                 | 64,800.00         | 114,800.00                | 50,000.00           | 63,916.00         | 113,916.00                | -0.8%               |
| Rentals, Leases, Repairs, and Noncapitalized Improvements   |                | 5600         | 73,500.00                 | 6,215.66          | 79,715.66                 | 66,500.00           | 7,000.00          | 73,500.00                 | -7.8%               |
| Transfers of Direct Costs                                   |                | 5710         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| Transfers of Direct Costs - Interfund                       |                | 5750         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| Professional/Consulting Services and Operating Expenditures |                | 5800         | 334,477.36                | 153,532.42        | 488,009.78                | 296,864.29          | 186,065.00        | 482,929.29                | -1.0%               |
| Communications  |                | 5900         | 41,000.00                 | 0.00              | 41,000.00                 | 36,000.00           | 0.00              | 36,000.00                 | -12.2%              |
| <b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>     |                |              | <b>563,389.36</b>         | <b>277,759.61</b> | <b>841,148.97</b>         | <b>520,064.29</b>   | <b>291,468.00</b> | <b>811,532.29</b>         | <b>-3.5%</b>        |

| Description   | Resource Codes | Object Codes | 2019-20 Estimated Actuals |                     |                           | 2020-21 Budget      |                     |                           | % Diff Column C & F |
|---|----------------|--------------|---------------------------|---------------------|---------------------------|---------------------|---------------------|---------------------------|---------------------|
|   |                |              | Unrestricted (A)          | Restricted (B)      | Total Fund col. A + B (C) | Unrestricted (D)    | Restricted (E)      | Total Fund col. D + E (F) |                     |
| <b>CAPITAL OUTLAY</b>   |                |              |                           |                     |                           |                     |                     |                           |                     |
| Land  |                | 6100         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Land Improvements   |                | 6170         | 0.00                      | 110,000.00          | 110,000.00                | 0.00                | 8,935.00            | 8,935.00                  | -91.9%              |
| Buildings and Improvements of Buildings   |                | 6200         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Books and Media for New School Libraries or Major Expansion of School Libraries         |                | 6300         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Equipment   |                | 6400         | 0.00                      | 0.00                | 0.00                      | 18,000.00           | 0.00                | 18,000.00                 | New                 |
| Equipment Replacement   |                | 6500         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| <b>TOTAL, CAPITAL OUTLAY</b>  |                |              | <b>0.00</b>               | <b>110,000.00</b>   | <b>110,000.00</b>         | <b>18,000.00</b>    | <b>8,935.00</b>     | <b>26,935.00</b>          | <b>-75.5%</b>       |
| <b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>                              |                |              |                           |                     |                           |                     |                     |                           |                     |
| Tuition   |                |              |                           |                     |                           |                     |                     |                           |                     |
| Tuition for Instruction Under Interdistrict Attendance Agreements                       |                | 7110         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| State Special Schools   |                | 7130         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools |                | 7141         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Payments to County Offices  |                | 7142         | 31,625.00                 | 0.00                | 31,625.00                 | 31,625.00           | 0.00                | 31,625.00                 | 0.0%                |
| Payments to JPAs  |                | 7143         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Transfers of Pass-Through Revenues To Districts or Charter Schools                      |                | 7211         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| To County Offices   |                | 7212         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| To JPAs   |                | 7213         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Special Education SELPA Transfers of Apportionments To Districts or Charter Schools     | 6500           | 7221         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| To County Offices   | 6500           | 7222         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| To JPAs   | 6500           | 7223         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| ROC/P Transfers of Apportionments To Districts or Charter Schools                       | 6360           | 7221         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| To County Offices   | 6360           | 7222         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| To JPAs   | 6360           | 7223         |                           | 0.00                | 0.00                      |                     | 0.00                | 0.00                      | 0.0%                |
| Other Transfers of Apportionments   | All Other      | 7221-7223    | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| All Other Transfers   |                | 7281-7283    | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| All Other Transfers Out to All Others   |                | 7299         | 0.00                      | 0.00                | 0.00                      | 0.00                | 0.00                | 0.00                      | 0.0%                |
| Debt Service  |                |              |                           |                     |                           |                     |                     |                           |                     |
| Debt Service - Interest   |                | 7438         | 6,008.16                  | 61,505.17           | 67,513.33                 | 0.00                | 59,518.00           | 59,518.00                 | -11.8%              |
| Other Debt Service - Principal  |                | 7439         | 0.00                      | 102,241.87          | 102,241.87                | 0.00                | 118,066.00          | 118,066.00                | 15.5%               |
| <b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>                       |                |              | <b>37,633.16</b>          | <b>163,747.04</b>   | <b>201,380.20</b>         | <b>31,625.00</b>    | <b>177,584.00</b>   | <b>209,209.00</b>         | <b>3.9%</b>         |
| <b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>  |                |              |                           |                     |                           |                     |                     |                           |                     |
| Transfers of Indirect Costs   |                | 7310         | (48,150.00)               | 48,150.00           | 0.00                      | (16,310.00)         | 16,310.00           | 0.00                      | 0.0%                |
| Transfers of Indirect Costs - Interfund   |                | 7350         | (23,543.00)               | 0.00                | (23,543.00)               | (9,116.00)          | 0.00                | (9,116.00)                | -61.3%              |
| <b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>                                 |                |              | <b>(71,693.00)</b>        | <b>48,150.00</b>    | <b>(23,543.00)</b>        | <b>(25,426.00)</b>  | <b>16,310.00</b>    | <b>(9,116.00)</b>         | <b>-61.3%</b>       |
| <b>TOTAL, EXPENDITURES</b>  |                |              | <b>5,324,311.34</b>       | <b>1,825,950.32</b> | <b>7,150,261.66</b>       | <b>5,422,250.00</b> | <b>1,731,746.30</b> | <b>7,153,996.30</b>       | <b>0.1%</b>         |



| Description  | Resource Codes | Object Codes | 2019-20 Estimated Actuals |                   |                           | 2020-21 Budget      |                   |                           | % Diff Column C & F |
|--|----------------|--------------|---------------------------|-------------------|---------------------------|---------------------|-------------------|---------------------------|---------------------|
|  |                |              | Unrestricted (A)          | Restricted (B)    | Total Fund col. A + B (C) | Unrestricted (D)    | Restricted (E)    | Total Fund col. D + E (F) |                     |
| <b>INTERFUND TRANSFERS</b>                                       |                |              |                           |                   |                           |                     |                   |                           |                     |
| <b>INTERFUND TRANSFERS IN</b>                                    |                |              |                           |                   |                           |                     |                   |                           |                     |
| From: Special Reserve Fund                                       |                | 8912         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| From: Bond Interest and Redemption Fund                          |                | 8914         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| Other Authorized Interfund Transfers In                          |                | 8919         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| <b>(a) TOTAL, INTERFUND TRANSFERS IN</b>                         |                |              | <b>0.00</b>               | <b>0.00</b>       | <b>0.00</b>               | <b>0.00</b>         | <b>0.00</b>       | <b>0.00</b>               | <b>0.0%</b>         |
| <b>INTERFUND TRANSFERS OUT</b>                                   |                |              |                           |                   |                           |                     |                   |                           |                     |
| To: Child Development Fund                                       |                | 7611         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| To: Special Reserve Fund   |                | 7612         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| To: State School Building Fund/<br>County School Facilities Fund |                | 7613         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| To: Cafeteria Fund   |                | 7616         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| Other Authorized Interfund Transfers Out                         |                | 7619         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| <b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>                        |                |              | <b>0.00</b>               | <b>0.00</b>       | <b>0.00</b>               | <b>0.00</b>         | <b>0.00</b>       | <b>0.00</b>               | <b>0.0%</b>         |
| <b>OTHER SOURCES/USES</b>  |                |              |                           |                   |                           |                     |                   |                           |                     |
| <b>SOURCES</b>   |                |              |                           |                   |                           |                     |                   |                           |                     |
| State Apportionments<br>Emergency Apportionments                 |                | 8931         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| Proceeds   |                |              |                           |                   |                           |                     |                   |                           |                     |
| Proceeds from Disposal of Capital Assets                         |                | 8953         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| Other Sources  |                |              |                           |                   |                           |                     |                   |                           |                     |
| Transfers from Funds of Lapsed/Reorganized LEAs                  |                | 8965         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| Long-Term Debt Proceeds  |                |              |                           |                   |                           |                     |                   |                           |                     |
| Proceeds from Certificates of Participation                      |                | 8971         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| Proceeds from Capital Leases                                     |                | 8972         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| Proceeds from Lease Revenue Bonds                                |                | 8973         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| All Other Financing Sources                                      |                | 8979         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| <b>(c) TOTAL, SOURCES</b>  |                |              | <b>0.00</b>               | <b>0.00</b>       | <b>0.00</b>               | <b>0.00</b>         | <b>0.00</b>       | <b>0.00</b>               | <b>0.0%</b>         |
| <b>USES</b>  |                |              |                           |                   |                           |                     |                   |                           |                     |
| Transfers of Funds from Lapsed/Reorganized LEAs                  |                | 7651         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| All Other Financing Uses   |                | 7699         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| <b>(d) TOTAL, USES</b>   |                |              | <b>0.00</b>               | <b>0.00</b>       | <b>0.00</b>               | <b>0.00</b>         | <b>0.00</b>       | <b>0.00</b>               | <b>0.0%</b>         |
| <b>CONTRIBUTIONS</b>   |                |              |                           |                   |                           |                     |                   |                           |                     |
| Contributions from Unrestricted Revenues                         |                | 8980         | (780,768.43)              | 780,768.43        | 0.00                      | (683,622.76)        | 683,622.76        | 0.00                      | 0.0%                |
| Contributions from Restricted Revenues                           |                | 8990         | 0.00                      | 0.00              | 0.00                      | 0.00                | 0.00              | 0.00                      | 0.0%                |
| <b>(e) TOTAL, CONTRIBUTIONS</b>                                  |                |              | <b>(780,768.43)</b>       | <b>780,768.43</b> | <b>0.00</b>               | <b>(683,622.76)</b> | <b>683,622.76</b> | <b>0.00</b>               | <b>0.0%</b>         |
| <b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>   |                |              | <b>(780,768.43)</b>       | <b>780,768.43</b> | <b>0.00</b>               | <b>(683,622.76)</b> | <b>683,622.76</b> | <b>0.00</b>               | <b>0.0%</b>         |

| Description  | Function Codes | Object Codes     | 2019-20 Estimated Actuals |                |                           | 2020-21 Budget   |                |                           | % Diff Column C & F |
|--|----------------|------------------|---------------------------|----------------|---------------------------|------------------|----------------|---------------------------|---------------------|
|  |                |                  | Unrestricted (A)          | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) |                     |
| <b>A. REVENUES</b>   |                |                  |                           |                |                           |                  |                |                           |                     |
| 1) LCFF Sources  |                | 8010-8099        | 6,033,411.00              | 0.00           | 6,033,411.00              | 5,503,320.00     | 0.00           | 5,503,320.00              | -8.8%               |
| 2) Federal Revenue   |                | 8100-8299        | 0.00                      | 500,245.89     | 500,245.89                | 0.00             | 529,768.00     | 529,768.00                | 5.9%                |
| 3) Other State Revenue   |                | 8300-8599        | 121,784.00                | 451,927.30     | 573,711.30                | 100,167.00       | 397,240.54     | 497,407.54                | -13.3%              |
| 4) Other Local Revenue   |                | 8600-8799        | 88,029.75                 | 129,756.00     | 217,785.75                | 45,000.00        | 118,115.00     | 163,115.00                | -25.1%              |
| 5) TOTAL, REVENUES   |                |                  | 6,243,224.75              | 1,081,929.19   | 7,325,153.94              | 5,648,487.00     | 1,045,123.54   | 6,693,610.54              | -8.6%               |
| <b>B. EXPENDITURES (Objects 1000-7999)</b>   |                |                  |                           |                |                           |                  |                |                           |                     |
| 1) Instruction   | 1000-1999      |                  | 3,590,719.38              | 932,797.90     | 4,523,517.28              | 3,636,361.71     | 967,871.30     | 4,604,233.01              | 1.8%                |
| 2) Instruction - Related Services  | 2000-2999      |                  | 503,309.66                | 94,524.22      | 597,833.88                | 510,898.00       | 55,199.00      | 566,097.00                | -5.3%               |
| 3) Pupil Services  | 3000-3999      |                  | 276,612.10                | 14,468.00      | 291,080.10                | 274,525.29       | 14,500.00      | 289,025.29                | -0.7%               |
| 4) Ancillary Services  | 4000-4999      |                  | 526.00                    | 0.00           | 526.00                    | 532.00           | 0.00           | 532.00                    | 1.1%                |
| 5) Community Services  | 5000-5999      |                  | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| 6) Enterprise  | 6000-6999      |                  | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| 7) General Administration  | 7000-7999      |                  | 564,815.04                | 61,845.00      | 626,660.04                | 594,339.00       | 30,005.00      | 624,344.00                | -0.4%               |
| 8) Plant Services  | 8000-8999      |                  | 350,696.00                | 558,568.16     | 909,264.16                | 373,969.00       | 486,587.00     | 860,556.00                | -5.4%               |
| 9) Other Outgo   | 9000-9999      | Except 7600-7699 | 37,633.16                 | 163,747.04     | 201,380.20                | 31,625.00        | 177,584.00     | 209,209.00                | 3.9%                |
| 10) TOTAL, EXPENDITURES  |                |                  | 5,324,311.34              | 1,825,950.32   | 7,150,261.66              | 5,422,250.00     | 1,731,746.30   | 7,153,996.30              | 0.1%                |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A6 - B10)</b> |                |                  |                           |                |                           |                  |                |                           |                     |
|  |                |                  | 918,913.41                | (744,021.13)   | 174,892.28                | 226,237.00       | (686,622.76)   | (460,385.76)              | -363.2%             |
| <b>D. OTHER FINANCING SOURCES/USES</b>   |                |                  |                           |                |                           |                  |                |                           |                     |
| 1) Interfund Transfers   |                |                  |                           |                |                           |                  |                |                           |                     |
| a) Transfers In  |                | 8900-8929        | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| b) Transfers Out   |                | 7600-7629        | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| 2) Other Sources/Uses  |                |                  |                           |                |                           |                  |                |                           |                     |
| a) Sources   |                | 8930-8979        | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| b) Uses  |                | 7630-7699        | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| 3) Contributions   |                | 8980-8999        | (780,768.43)              | 780,768.43     | 0.00                      | (683,622.76)     | 683,622.76     | 0.00                      | 0.0%                |
| 4) TOTAL, OTHER FINANCING SOURCES/USES   |                |                  | (780,768.43)              | 780,768.43     | 0.00                      | (683,622.76)     | 683,622.76     | 0.00                      | 0.0%                |

| Description  | Function Codes | Object Codes | 2019-20 Estimated Actuals |                |                           | 2020-21 Budget   |                |                           | % Diff Column C & F |
|--|----------------|--------------|---------------------------|----------------|---------------------------|------------------|----------------|---------------------------|---------------------|
|  |                |              | Unrestricted (A)          | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) |                     |
| <b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b> |                |              | 138,144.98                | 36,747.30      | 174,892.28                | (457,385.76)     | (3,000.00)     | (460,385.76)              | -363.2%             |
| <b>F. FUND BALANCE, RESERVES</b>                           |                |              |                           |                |                           |                  |                |                           |                     |
| 1) Beginning Fund Balance                                  |                |              |                           |                |                           |                  |                |                           |                     |
| a) As of July 1 - Unaudited                                |                | 9791         | 2,791,689.16              | 382,705.47     | 3,174,394.63              | 2,919,834.14     | 419,452.77     | 3,339,286.91              | 5.2%                |
| b) Audit Adjustments                                       |                | 9793         | (10,000.00)               | 0.00           | (10,000.00)               | 0.00             | 0.00           | 0.00                      | -100.0%             |
| c) As of July 1 - Audited (F1a + F1b)                      |                |              | 2,781,689.16              | 382,705.47     | 3,164,394.63              | 2,919,834.14     | 419,452.77     | 3,339,286.91              | 5.5%                |
| d) Other Restatements                                      |                | 9795         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| e) Adjusted Beginning Balance (F1c + F1d)                  |                |              | 2,781,689.16              | 382,705.47     | 3,164,394.63              | 2,919,834.14     | 419,452.77     | 3,339,286.91              | 5.5%                |
| 2) Ending Balance, June 30 (E + F1e)                       |                |              | 2,919,834.14              | 419,452.77     | 3,339,286.91              | 2,462,448.38     | 416,452.77     | 2,878,901.15              | -13.8%              |
| Components of Ending Fund Balance                          |                |              |                           |                |                           |                  |                |                           |                     |
| a) Nonspendable  |                |              |                           |                |                           |                  |                |                           |                     |
| Revolving Cash   |                | 9711         | 2,500.00                  | 0.00           | 2,500.00                  | 2,500.00         | 0.00           | 2,500.00                  | 0.0%                |
| Stores   |                | 9712         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| Prepaid Items  |                | 9713         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| All Others   |                | 9719         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| b) Restricted  |                | 9740         | 0.00                      | 419,452.77     | 419,452.77                | 0.00             | 416,452.77     | 416,452.77                | -0.7%               |
| c) Committed   |                |              |                           |                |                           |                  |                |                           |                     |
| Stabilization Arrangements                                 |                | 9750         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| Other Commitments (by Resource/Object)                     |                | 9760         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| d) Assigned  |                |              |                           |                |                           |                  |                |                           |                     |
| Other Assignments (by Resource/Object)                     |                | 9780         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| e) Unassigned/Unappropriated                               |                |              |                           |                |                           |                  |                |                           |                     |
| Reserve for Economic Uncertainties                         |                | 9789         | 0.00                      | 0.00           | 0.00                      | 286,159.85       | 0.00           | 286,159.85                | New                 |
| Unassigned/Unappropriated Amount                           |                | 9790         | 2,917,334.14              | 0.00           | 2,917,334.14              | 2,173,788.53     | 0.00           | 2,173,788.53              | -25.5%              |

| <b>Resource</b>                  | <b>Description</b>               | <b>2019-20<br/>Estimated Actuals</b> | <b>2020-21<br/>Budget</b> |
|----------------------------------|----------------------------------|--------------------------------------|---------------------------|
| 5640                             | Medi-Cal Billing Option          | 12,297.05                            | 9,297.05                  |
| 5810                             | Other Restricted Federal         | 0.05                                 | 0.05                      |
| 6300                             | Lottery: Instructional Materials | 58,740.15                            | 58,740.15                 |
| 9010                             | Other Restricted Local           | 348,415.52                           | 348,415.52                |
| <b>Total, Restricted Balance</b> |                                  | <b>419,452.77</b>                    | <b>416,452.77</b>         |



TIPTON ELEMENTARY SCHOOL DISTRICT

## CAFETERIA FUND

2020-2021 Budget Adoption

June 9, 2020

### Fund # 13

The Cafeteria Fund is the operating fund of the District that accumulates costs related to providing food services for students. The Cafeteria Fund does not require a contribution from the General Fund.

Child Nutrition Services provides lunch, breakfast and snacks, as well as other food services, to students and staff of the Tipton Elementary School District. Money received from meal service and sales is deposited into the Cafeteria Fund.

The primary program expenditures are for labor, benefits and meal supplies. The Cafeteria Fund is a categorical fund expected to operate solely on program revenues received. The Child Nutrition Services program will continue to streamline operations and maximize its use of resources.

| Description   | Resource Codes | Object Codes            | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|-------------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>  |                |                         |                              |                   |                       |
| 1) LCFF Sources   |                | 8010-8099               | 0.00                         | 0.00              | 0.0%                  |
| 2) Federal Revenue  |                | 8100-8299               | 395,000.00                   | 395,000.00        | 0.0%                  |
| 3) Other State Revenue  |                | 8300-8599               | 35,000.00                    | 35,000.00         | 0.0%                  |
| 4) Other Local Revenue  |                | 8600-8799               | 14,972.86                    | 14,500.00         | -3.2%                 |
| 5) TOTAL, REVENUES  |                |                         | 444,972.86                   | 444,500.00        | -0.1%                 |
| <b>B. EXPENDITURES</b>  |                |                         |                              |                   |                       |
| 1) Certificated Salaries  |                | 1000-1999               | 0.00                         | 0.00              | 0.0%                  |
| 2) Classified Salaries  |                | 2000-2999               | 144,670.00                   | 147,161.00        | 1.7%                  |
| 3) Employee Benefits  |                | 3000-3999               | 65,225.00                    | 72,920.00         | 11.8%                 |
| 4) Books and Supplies   |                | 4000-4999               | 233,100.00                   | 222,500.00        | -4.5%                 |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 17,600.00                    | 20,000.00         | 13.6%                 |
| 6) Capital Outlay   |                | 6000-6999               | 0.00                         | 10,000.00         | New                   |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 0.00                         | 0.00              | 0.0%                  |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 23,543.00                    | 9,116.00          | -61.3%                |
| 9) TOTAL, EXPENDITURES  |                |                         | 484,138.00                   | 481,697.00        | -0.5%                 |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         | (39,165.14)                  | (37,197.00)       | -5.0%                 |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                              |                   |                       |
| 1) Interfund Transfers  |                |                         |                              |                   |                       |
| a) Transfers In   |                | 8900-8929               | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out  |                | 7600-7629               | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses   |                |                         |                              |                   |                       |
| a) Sources  |                | 8930-8979               | 0.00                         | 0.00              | 0.0%                  |
| b) Uses   |                | 7630-7699               | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions  |                | 8980-8999               | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL, OTHER FINANCING SOURCES/USES  |                |                         | 0.00                         | 0.00              | 0.0%                  |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | (39,165.14)                  | (37,197.00)       | -5.0%                 |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                |              |                              |                   |                       |
|  |                | 9791         | 294,475.00                   | 255,309.86        | -13.3%                |
| b) Audit Adjustments   |                |              |                              |                   |                       |
|  |                | 9793         | 0.00                         | 0.00              | 0.0%                  |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              |                              |                   |                       |
|  |                |              | 294,475.00                   | 255,309.86        | -13.3%                |
| d) Other Restatements  |                |              |                              |                   |                       |
|  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              |                              |                   |                       |
|  |                |              | 294,475.00                   | 255,309.86        | -13.3%                |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              |                              |                   |                       |
|  |                |              | 255,309.86                   | 218,112.86        | -14.6%                |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                |              |                              |                   |                       |
|  |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                |              |                              |                   |                       |
|  |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                |              |                              |                   |                       |
|  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                |              |                              |                   |                       |
|  |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                |              |                              |                   |                       |
|  |                | 9740         | 255,309.86                   | 218,112.86        | -14.6%                |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                |              |                              |                   |                       |
|  |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments  |                |              |                              |                   |                       |
|  |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments  |                |              |                              |                   |                       |
|  |                | 9780         | 0.00                         | 0.00              | 0.0%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                |              |                              |                   |                       |
|  |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                |              |                              |                   |                       |
|  |                | 9790         | 0.00                         | 0.00              | 0.0%                  |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>G. ASSETS</b>                                    |                |              |                              |                   |                       |
| 1) Cash   |                |              |                              |                   |                       |
| a) in County Treasury                               |                | 9110         | 0.00                         |                   |                       |
| 1) Fair Value Adjustment to Cash in County Treasury |                | 9111         | 0.00                         |                   |                       |
| b) in Banks   |                | 9120         | 0.00                         |                   |                       |
| c) in Revolving Cash Account                        |                | 9130         | 0.00                         |                   |                       |
| d) with Fiscal Agent/Trustee                        |                | 9135         | 0.00                         |                   |                       |
| e) Collections Awaiting Deposit                     |                | 9140         | 0.00                         |                   |                       |
| 2) Investments                                      |                | 9150         | 0.00                         |                   |                       |
| 3) Accounts Receivable                              |                | 9200         | 0.00                         |                   |                       |
| 4) Due from Grantor Government                      |                | 9290         | 0.00                         |                   |                       |
| 5) Due from Other Funds                             |                | 9310         | 0.00                         |                   |                       |
| 6) Stores   |                | 9320         | 0.00                         |                   |                       |
| 7) Prepaid Expenditures                             |                | 9330         | 0.00                         |                   |                       |
| 8) Other Current Assets                             |                | 9340         | 0.00                         |                   |                       |
| 9) TOTAL, ASSETS                                    |                |              | 0.00                         |                   |                       |
| <b>H. DEFERRED OUTFLOWS OF RESOURCES</b>            |                |              |                              |                   |                       |
| 1) Deferred Outflows of Resources                   |                | 9490         | 0.00                         |                   |                       |
| 2) TOTAL, DEFERRED OUTFLOWS                         |                |              | 0.00                         |                   |                       |
| <b>I. LIABILITIES</b>                               |                |              |                              |                   |                       |
| 1) Accounts Payable                                 |                | 9500         | 0.00                         |                   |                       |
| 2) Due to Grantor Governments                       |                | 9590         | 0.00                         |                   |                       |
| 3) Due to Other Funds                               |                | 9610         | 0.00                         |                   |                       |
| 4) Current Loans                                    |                | 9640         |                              |                   |                       |
| 5) Unearned Revenue                                 |                | 9650         | 0.00                         |                   |                       |
| 6) TOTAL, LIABILITIES                               |                |              | 0.00                         |                   |                       |
| <b>J. DEFERRED INFLOWS OF RESOURCES</b>             |                |              |                              |                   |                       |
| 1) Deferred Inflows of Resources                    |                | 9690         | 0.00                         |                   |                       |
| 2) TOTAL, DEFERRED INFLOWS                          |                |              | 0.00                         |                   |                       |
| <b>K. FUND EQUITY</b>                               |                |              |                              |                   |                       |
| Ending Fund Balance, June 30                        |                |              |                              |                   |                       |
| (G9 + H2) - (I6 + J2)                               |                |              | 0.00                         |                   |                       |



| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>FEDERAL REVENUE</b>                                   |                |              |                              |                   |                       |
| Child Nutrition Programs                                 |                | 8220         | 395,000.00                   | 395,000.00        | 0.0%                  |
| Donated Food Commodities                                 |                | 8221         | 0.00                         | 0.00              | 0.0%                  |
| All Other Federal Revenue                                |                | 8290         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, FEDERAL REVENUE</b>                            |                |              | <b>395,000.00</b>            | <b>395,000.00</b> | <b>0.0%</b>           |
| <b>OTHER STATE REVENUE</b>                               |                |              |                              |                   |                       |
| Child Nutrition Programs                                 |                | 8520         | 35,000.00                    | 35,000.00         | 0.0%                  |
| All Other State Revenue                                  |                | 8590         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER STATE REVENUE</b>                        |                |              | <b>35,000.00</b>             | <b>35,000.00</b>  | <b>0.0%</b>           |
| <b>OTHER LOCAL REVENUE</b>                               |                |              |                              |                   |                       |
| Other Local Revenue                                      |                |              |                              |                   |                       |
| Sales  |                |              |                              |                   |                       |
| Sale of Equipment/Supplies                               |                | 8631         | 0.00                         | 0.00              | 0.0%                  |
| Food Service Sales                                       |                | 8634         | 2,000.00                     | 2,000.00          | 0.0%                  |
| Leases and Rentals                                       |                | 8650         | 0.00                         | 0.00              | 0.0%                  |
| Interest   |                | 8660         | 2,972.86                     | 2,500.00          | -15.9%                |
| Net Increase (Decrease) in the Fair Value of Investments |                | 8662         | (3,000.00)                   | (3,000.00)        | 0.0%                  |
| Fees and Contracts                                       |                |              |                              |                   |                       |
| Interagency Services                                     |                | 8677         | 0.00                         | 0.00              | 0.0%                  |
| Other Local Revenue                                      |                |              |                              |                   |                       |
| All Other Local Revenue                                  |                | 8699         | 13,000.00                    | 13,000.00         | 0.0%                  |
| <b>TOTAL, OTHER LOCAL REVENUE</b>                        |                |              | <b>14,972.86</b>             | <b>14,500.00</b>  | <b>-3.2%</b>          |
| <b>TOTAL, REVENUES</b>                                   |                |              | <b>444,972.86</b>            | <b>444,500.00</b> | <b>-0.1%</b>          |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>CERTIFICATED SALARIES</b>                           |                |              |                              |                   |                       |
| Certificated Supervisors' and Administrators' Salaries |                | 1300         | 0.00                         | 0.00              | 0.0%                  |
| Other Certificated Salaries                            |                | 1900         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CERTIFICATED SALARIES</b>                    |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>CLASSIFIED SALARIES</b>                             |                |              |                              |                   |                       |
| Classified Support Salaries                            |                | 2200         | 98,745.00                    | 101,610.00        | 2.9%                  |
| Classified Supervisors' and Administrators' Salaries   |                | 2300         | 45,925.00                    | 45,551.00         | -0.8%                 |
| Clerical, Technical and Office Salaries                |                | 2400         | 0.00                         | 0.00              | 0.0%                  |
| Other Classified Salaries                              |                | 2900         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CLASSIFIED SALARIES</b>                      |                |              | <b>144,670.00</b>            | <b>147,161.00</b> | <b>1.7%</b>           |
| <b>EMPLOYEE BENEFITS</b>                               |                |              |                              |                   |                       |
| STRS   |                | 3101-3102    | 0.00                         | 0.00              | 0.0%                  |
| PERS   |                | 3201-3202    | 26,380.00                    | 33,376.00         | 26.5%                 |
| OASDI/Medicare/Alternative                             |                | 3301-3302    | 11,225.00                    | 11,257.00         | 0.3%                  |
| Health and Welfare Benefits                            |                | 3401-3402    | 22,120.00                    | 21,850.00         | -1.2%                 |
| Unemployment Insurance                                 |                | 3501-3502    | 75.00                        | 74.00             | -1.3%                 |
| Workers' Compensation                                  |                | 3601-3602    | 4,345.00                     | 5,372.00          | 23.6%                 |
| OPEB, Allocated  |                | 3701-3702    | 580.00                       | 578.00            | -0.3%                 |
| OPEB, Active Employees                                 |                | 3751-3752    | 500.00                       | 413.00            | -17.4%                |
| Other Employee Benefits                                |                | 3901-3902    | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, EMPLOYEE BENEFITS</b>                        |                |              | <b>65,225.00</b>             | <b>72,920.00</b>  | <b>11.8%</b>          |
| <b>BOOKS AND SUPPLIES</b>                              |                |              |                              |                   |                       |
| Books and Other Reference Materials                    |                | 4200         | 0.00                         | 0.00              | 0.0%                  |
| Materials and Supplies                                 |                | 4300         | 22,500.00                    | 30,000.00         | 33.3%                 |
| Noncapitalized Equipment                               |                | 4400         | 6,400.00                     | 7,500.00          | 17.2%                 |
| Food   |                | 4700         | 204,200.00                   | 185,000.00        | -9.4%                 |
| <b>TOTAL, BOOKS AND SUPPLIES</b>                       |                |              | <b>233,100.00</b>            | <b>222,500.00</b> | <b>-4.5%</b>          |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>SERVICES AND OTHER OPERATING EXPENDITURES</b>                  |                |              |                              |                   |                       |
| Subagreements for Services  |                | 5100         | 0.00                         | 0.00              | 0.0%                  |
| Travel and Conferences  |                | 5200         | 100.00                       | 500.00            | 400.0%                |
| Dues and Memberships  |                | 5300         | 500.00                       | 500.00            | 0.0%                  |
| Insurance   |                | 5400-5450    | 0.00                         | 0.00              | 0.0%                  |
| Operations and Housekeeping Services                              |                | 5500         | 11,000.00                    | 11,000.00         | 0.0%                  |
| Rentals, Leases, Repairs, and Noncapitalized Improvements         |                | 5600         | 0.00                         | 500.00            | New                   |
| Transfers of Direct Costs   |                | 5710         | 0.00                         | 0.00              | 0.0%                  |
| Transfers of Direct Costs - Interfund                             |                | 5750         | 0.00                         | 0.00              | 0.0%                  |
| Professional/Consulting Services and Operating Expenditures       |                | 5800         | 6,000.00                     | 7,500.00          | 25.0%                 |
| Communications  |                | 5900         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>           |                |              | <b>17,600.00</b>             | <b>20,000.00</b>  | <b>13.6%</b>          |
| <b>CAPITAL OUTLAY</b>   |                |              |                              |                   |                       |
| Buildings and Improvements of Buildings                           |                | 6200         | 0.00                         | 0.00              | 0.0%                  |
| Equipment   |                | 6400         | 0.00                         | 10,000.00         | New                   |
| Equipment Replacement   |                | 6500         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CAPITAL OUTLAY</b>                                      |                |              | <b>0.00</b>                  | <b>10,000.00</b>  | <b>New</b>            |
| <b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>        |                |              |                              |                   |                       |
| Debt Service  |                |              |                              |                   |                       |
| Debt Service - Interest   |                | 7438         | 0.00                         | 0.00              | 0.0%                  |
| Other Debt Service - Principal                                    |                | 7439         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b> |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>                  |                |              |                              |                   |                       |
| Transfers of Indirect Costs - Interfund                           |                | 7350         | 23,543.00                    | 9,116.00          | -61.3%                |
| <b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>           |                |              | <b>23,543.00</b>             | <b>9,116.00</b>   | <b>-61.3%</b>         |
| <b>TOTAL EXPENDITURES</b>   |                |              | <b>484,138.00</b>            | <b>481,697.00</b> | <b>-0.5%</b>          |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>INTERFUND TRANSFERS</b>  |                |              |                              |                   |                       |
| <b>INTERFUND TRANSFERS IN</b>                                     |                |              |                              |                   |                       |
| From: General Fund  |                | 8916         | 0.00                         | 0.00              | 0.0%                  |
| Other Authorized Interfund Transfers In                           |                | 8919         | 0.00                         | 0.00              | 0.0%                  |
| <b>(a) TOTAL, INTERFUND TRANSFERS IN</b>                          |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>INTERFUND TRANSFERS OUT</b>                                    |                |              |                              |                   |                       |
| Other Authorized Interfund Transfers Out                          |                | 7619         | 0.00                         | 0.00              | 0.0%                  |
| <b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>                         |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>OTHER SOURCES/USES</b>   |                |              |                              |                   |                       |
| <b>SOURCES</b>  |                |              |                              |                   |                       |
| Other Sources   |                |              |                              |                   |                       |
| Transfers from Funds of Lapsed/Reorganized LEAs                   |                | 8965         | 0.00                         | 0.00              | 0.0%                  |
| Long-Term Debt Proceeds   |                |              |                              |                   |                       |
| Proceeds from Capital Leases                                      |                | 8972         | 0.00                         | 0.00              | 0.0%                  |
| All Other Financing Sources                                       |                | 8979         | 0.00                         | 0.00              | 0.0%                  |
| <b>(c) TOTAL, SOURCES</b>   |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>USES</b>   |                |              |                              |                   |                       |
| Transfers of Funds from Lapsed/Reorganized LEAs                   |                | 7651         | 0.00                         | 0.00              | 0.0%                  |
| All Other Financing Uses  |                | 7699         | 0.00                         | 0.00              | 0.0%                  |
| <b>(d) TOTAL, USES</b>  |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>CONTRIBUTIONS</b>  |                |              |                              |                   |                       |
| Contributions from Unrestricted Revenues                          |                | 8980         | 0.00                         | 0.00              | 0.0%                  |
| Contributions from Restricted Revenues                            |                | 8990         | 0.00                         | 0.00              | 0.0%                  |
| <b>(e) TOTAL, CONTRIBUTIONS</b>                                   |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER FINANCING SOURCES/USES</b><br>(a - b + c - d + e) |                |              | 0.00                         | 0.00              | 0.0%                  |

| Description  | Function Codes | Object Codes        | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|---------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>   |                |                     |                              |                   |                       |
| 1) LCFF Sources  |                | 8010-8099           | 0.00                         | 0.00              | 0.0%                  |
| 2) Federal Revenue   |                | 8100-8299           | 395,000.00                   | 395,000.00        | 0.0%                  |
| 3) Other State Revenue   |                | 8300-8599           | 35,000.00                    | 35,000.00         | 0.0%                  |
| 4) Other Local Revenue   |                | 8600-8799           | 14,972.86                    | 14,500.00         | -3.2%                 |
| 5) TOTAL, REVENUES   |                |                     | 444,972.86                   | 444,500.00        | -0.1%                 |
| <b>B. EXPENDITURES (Objects 1000-7999)</b>   |                |                     |                              |                   |                       |
| 1) Instruction   | 1000-1999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 2) Instruction - Related Services  | 2000-2999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 3) Pupil Services  | 3000-3999      |                     | 449,595.00                   | 451,581.00        | 0.4%                  |
| 4) Ancillary Services  | 4000-4999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 5) Community Services  | 5000-5999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 6) Enterprise  | 6000-6999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 7) General Administration  | 7000-7999      |                     | 23,543.00                    | 9,116.00          | -61.3%                |
| 8) Plant Services  | 8000-8999      |                     | 11,000.00                    | 21,000.00         | 90.9%                 |
| 9) Other Outgo   | 9000-9999      | Except<br>7600-7699 | 0.00                         | 0.00              | 0.0%                  |
| 10) TOTAL, EXPENDITURES  |                |                     | 484,138.00                   | 481,697.00        | -0.5%                 |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B10)</b> |                |                     | (39,165.14)                  | (37,197.00)       | -5.0%                 |
| <b>D. OTHER FINANCING SOURCES/USES</b>   |                |                     |                              |                   |                       |
| 1) Interfund Transfers   |                |                     |                              |                   |                       |
| a) Transfers In  |                | 8900-8929           | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out   |                | 7600-7629           | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses  |                |                     |                              |                   |                       |
| a) Sources   |                | 8930-8979           | 0.00                         | 0.00              | 0.0%                  |
| b) Uses  |                | 7630-7699           | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions   |                | 8980-8999           | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL, OTHER FINANCING SOURCES/USES   |                |                     | 0.00                         | 0.00              | 0.0%                  |

| Description  | Function Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | (39,165.14)                  | (37,197.00)       | -5.0%                 |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                | 9791         | 294,475.00                   | 255,309.86        | -13.3%                |
| b) Audit Adjustments   |                | 9793         | 0.00                         | 0.00              | 0.0%                  |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 294,475.00                   | 255,309.86        | -13.3%                |
| d) Other Restatements  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 294,475.00                   | 255,309.86        | -13.3%                |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              | 255,309.86                   | 218,112.86        | -14.6%                |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                |              | 255,309.86                   | 218,112.86        | -14.6%                |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments (by Resource/Object)                         |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments (by Resource/Object)                         |                | 9780         | 0.00                         | 0.00              | 0.0%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                         | 0.00              | 0.0%                  |

| <b>Resource</b>           | <b>Description</b>   | <b>2019-20<br/>Estimated Actuals</b> | <b>2020-21<br/>Budget</b> |
|---------------------------|--|--------------------------------------|---------------------------|
| 5310                      | Child Nutrition: School Programs (e.g., School Lunch, School | 255,309.86                           | 218,112.86                |
| Total, Restricted Balance |  | 255,309.86                           | 218,112.86                |



TIPTON ELEMENTARY SCHOOL DISTRICT

## DEFERRED MAINTENANCE FUND

2020-2021 Budget Adoption

June 9, 2020

### Fund # 14

Deferred Maintenance is a separate fund from the district general fund. The District no longer receives funds for Deferred Maintenance Fund, as it has been rolled in to the LCFF funding, however the district transfers \$10k annually from the LCFF. The District will continue to contribute amounts needed for this program.

Principle revenues in this fund are:

- Interest
- Interfund Transfers In
- LCFF Revenue



| Description   | Resource Codes | Object Codes            | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|-------------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>  |                |                         |                              |                   |                       |
| 1) LCFF Sources   |                | 8010-8099               | 10,000.00                    | 10,000.00         | 0.0%                  |
| 2) Federal Revenue  |                | 8100-8299               | 0.00                         | 0.00              | 0.0%                  |
| 3) Other State Revenue  |                | 8300-8599               | 0.00                         | 0.00              | 0.0%                  |
| 4) Other Local Revenue  |                | 8600-8799               | 805.66                       | 1,100.00          | 36.5%                 |
| 5) TOTAL REVENUES   |                |                         | 10,805.66                    | 11,100.00         | 2.7%                  |
| <b>B. EXPENDITURES</b>  |                |                         |                              |                   |                       |
| 1) Certificated Salaries  |                | 1000-1999               | 0.00                         | 0.00              | 0.0%                  |
| 2) Classified Salaries  |                | 2000-2999               | 0.00                         | 0.00              | 0.0%                  |
| 3) Employee Benefits  |                | 3000-3999               | 0.00                         | 0.00              | 0.0%                  |
| 4) Books and Supplies   |                | 4000-4999               | 20,000.00                    | 0.00              | -100.0%               |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 15,000.00                    | 10,000.00         | -33.3%                |
| 6) Capital Outlay   |                | 6000-6999               | 0.00                         | 0.00              | 0.0%                  |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 0.00                         | 0.00              | 0.0%                  |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 0.00                         | 0.00              | 0.0%                  |
| 9) TOTAL EXPENDITURES   |                |                         | 35,000.00                    | 10,000.00         | -71.4%                |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         | (24,194.34)                  | 1,100.00          | -104.5%               |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                              |                   |                       |
| 1) Interfund Transfers  |                |                         |                              |                   |                       |
| a) Transfers In   |                | 8900-8929               | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out  |                | 7600-7629               | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses   |                |                         |                              |                   |                       |
| a) Sources  |                | 8930-8979               | 0.00                         | 0.00              | 0.0%                  |
| b) Uses   |                | 7630-7699               | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions  |                | 8980-8999               | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL OTHER FINANCING SOURCES/USES   |                |                         | 0.00                         | 0.00              | 0.0%                  |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | (24,194.34)                  | 1,100.00          | -104.5%               |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                |              |                              |                   |                       |
|  |                | 9791         | 66,410.61                    | 52,216.27         | -21.4%                |
| b) Audit Adjustments   |                |              |                              |                   |                       |
|  |                | 9793         | 10,000.00                    | 0.00              | -100.0%               |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              |                              |                   |                       |
|  |                |              | 76,410.61                    | 52,216.27         | -31.7%                |
| d) Other Restatements  |                |              |                              |                   |                       |
|  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              |                              |                   |                       |
|  |                |              | 76,410.61                    | 52,216.27         | -31.7%                |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              |                              |                   |                       |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                |              |                              |                   |                       |
|  |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                |              |                              |                   |                       |
|  |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                |              |                              |                   |                       |
|  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                |              |                              |                   |                       |
|  |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                |              |                              |                   |                       |
|  |                | 9740         | 0.00                         | 0.00              | 0.0%                  |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                |              |                              |                   |                       |
|  |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments  |                |              |                              |                   |                       |
|  |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments  |                |              |                              |                   |                       |
|  |                | 9780         | 52,216.27                    | 53,316.27         | 2.1%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                |              |                              |                   |                       |
|  |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                |              |                              |                   |                       |
|  |                | 9790         | 0.00                         | 0.00              | 0.0%                  |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>G. ASSETS</b>                                      |                |              |                              |                   |                       |
| 1) Cash   |                |              |                              |                   |                       |
| a) in County Treasury                                 |                | 9110         | 0.00                         |                   |                       |
| 1) Fair Value Adjustment to Cash in County Treasury   |                | 9111         | 0.00                         |                   |                       |
| b) in Banks   |                | 9120         | 0.00                         |                   |                       |
| c) in Revolving Cash Account                          |                | 9130         | 0.00                         |                   |                       |
| d) with Fiscal Agent/Trustee                          |                | 9135         | 0.00                         |                   |                       |
| e) Collections Awaiting Deposit                       |                | 9140         | 0.00                         |                   |                       |
| 2) Investments  |                | 9150         | 0.00                         |                   |                       |
| 3) Accounts Receivable                                |                | 9200         | 0.00                         |                   |                       |
| 4) Due from Grantor Government                        |                | 9290         | 0.00                         |                   |                       |
| 5) Due from Other Funds                               |                | 9310         | 0.00                         |                   |                       |
| 6) Stores   |                | 9320         | 0.00                         |                   |                       |
| 7) Prepaid Expenditures                               |                | 9330         | 0.00                         |                   |                       |
| 8) Other Current Assets                               |                | 9340         | 0.00                         |                   |                       |
| 9) TOTAL, ASSETS                                      |                |              | 0.00                         |                   |                       |
| <b>H. DEFERRED OUTFLOWS OF RESOURCES</b>              |                |              |                              |                   |                       |
| 1) Deferred Outflows of Resources                     |                | 9490         | 0.00                         |                   |                       |
| 2) TOTAL, DEFERRED OUTFLOWS                           |                |              | 0.00                         |                   |                       |
| <b>I. LIABILITIES</b>                                 |                |              |                              |                   |                       |
| 1) Accounts Payable                                   |                | 9500         | 0.00                         |                   |                       |
| 2) Due to Grantor Governments                         |                | 9590         | 0.00                         |                   |                       |
| 3) Due to Other Funds                                 |                | 9610         | 0.00                         |                   |                       |
| 4) Current Loans                                      |                | 9640         | 0.00                         |                   |                       |
| 5) Unearned Revenue                                   |                | 9650         | 0.00                         |                   |                       |
| 6) TOTAL, LIABILITIES                                 |                |              | 0.00                         |                   |                       |
| <b>J. DEFERRED INFLOWS OF RESOURCES</b>               |                |              |                              |                   |                       |
| 1) Deferred Inflows of Resources                      |                | 9690         | 0.00                         |                   |                       |
| 2) TOTAL, DEFERRED INFLOWS                            |                |              | 0.00                         |                   |                       |
| <b>K. FUND EQUITY</b>                                 |                |              |                              |                   |                       |
| Ending Fund Balance, June 30<br>(G9 + H2) - (I6 + J2) |                |              | 0.00                         |                   |                       |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>LCFF SOURCES</b>  |                |              |                              |                   |                       |
| LCFF Transfers   |                |              |                              |                   |                       |
| LCFF Transfers - Current Year                                  |                | 8091         | 10,000.00                    | 10,000.00         | 0.0%                  |
| LCFF/Revenue Limit Transfers - Prior Years                     |                | 8099         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, LCFF SOURCES</b>                                     |                |              | <b>10,000.00</b>             | <b>10,000.00</b>  | <b>0.0%</b>           |
| <b>OTHER STATE REVENUE</b>                                     |                |              |                              |                   |                       |
| All Other State Revenue  |                |              |                              |                   |                       |
|  |                | 8590         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER STATE REVENUE</b>                              |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER LOCAL REVENUE</b>                                     |                |              |                              |                   |                       |
| Other Local Revenue  |                |              |                              |                   |                       |
| Community Redevelopment Funds<br>Not Subject to LCFF Deduction |                |              |                              |                   |                       |
|  |                | 8625         | 0.00                         | 0.00              | 0.0%                  |
| Sales  |                |              |                              |                   |                       |
| Sale of Equipment/Supplies                                     |                |              |                              |                   |                       |
|  |                | 8631         | 0.00                         | 0.00              | 0.0%                  |
| Interest   |                |              |                              |                   |                       |
|  |                | 8660         | 1,300.00                     | 1,100.00          | -15.4%                |
| Net Increase (Decrease) in the Fair Value of Investments       |                |              |                              |                   |                       |
|  |                | 8662         | (494.34)                     | 0.00              | -100.0%               |
| Other Local Revenue  |                |              |                              |                   |                       |
| All Other Local Revenue  |                |              |                              |                   |                       |
|  |                | 8699         | 0.00                         | 0.00              | 0.0%                  |
| All Other Transfers In from All Others                         |                |              |                              |                   |                       |
|  |                | 8799         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER LOCAL REVENUE</b>                              |                |              | <b>805.66</b>                | <b>1,100.00</b>   | <b>36.5%</b>          |
| <b>TOTAL, REVENUES</b>   |                |              | <b>10,805.66</b>             | <b>11,100.00</b>  | <b>2.7%</b>           |

| Description                         | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|-------------------------------------|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>CLASSIFIED SALARIES</b>          |                |              |                              |                   |                       |
| Classified Support Salaries         |                | 2200         | 0.00                         | 0.00              | 0.0%                  |
| Other Classified Salaries           |                | 2900         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CLASSIFIED SALARIES</b>   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>EMPLOYEE BENEFITS</b>            |                |              |                              |                   |                       |
| STRS                                |                | 3101-3102    | 0.00                         | 0.00              | 0.0%                  |
| PERS                                |                | 3201-3202    | 0.00                         | 0.00              | 0.0%                  |
| OASDI/Medicare/Alternative          |                | 3301-3302    | 0.00                         | 0.00              | 0.0%                  |
| Health and Welfare Benefits         |                | 3401-3402    | 0.00                         | 0.00              | 0.0%                  |
| Unemployment Insurance              |                | 3501-3502    | 0.00                         | 0.00              | 0.0%                  |
| Workers' Compensation               |                | 3601-3602    | 0.00                         | 0.00              | 0.0%                  |
| OPEB, Allocated                     |                | 3701-3702    | 0.00                         | 0.00              | 0.0%                  |
| OPEB, Active Employees              |                | 3751-3752    | 0.00                         | 0.00              | 0.0%                  |
| Other Employee Benefits             |                | 3901-3902    | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, EMPLOYEE BENEFITS</b>     |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>BOOKS AND SUPPLIES</b>           |                |              |                              |                   |                       |
| Books and Other Reference Materials |                | 4200         | 0.00                         | 0.00              | 0.0%                  |
| Materials and Supplies              |                | 4300         | 20,000.00                    | 0.00              | -100.0%               |
| Noncapitalized Equipment            |                | 4400         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, BOOKS AND SUPPLIES</b>    |                |              | <b>20,000.00</b>             | <b>0.00</b>       | <b>-100.0%</b>        |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>SERVICES AND OTHER OPERATING EXPENDITURES</b>                  |                |              |                              |                   |                       |
| Subagreements for Services  |                | 5100         | 0.00                         | 0.00              | 0.0%                  |
| Travel and Conferences  |                | 5200         | 0.00                         | 0.00              | 0.0%                  |
| Rentals, Leases, Repairs, and Noncapitalized Improvements         |                | 5600         | 15,000.00                    | 5,000.00          | -66.7%                |
| Transfers of Direct Costs   |                | 5710         | 0.00                         | 0.00              | 0.0%                  |
| Transfers of Direct Costs - Interfund                             |                | 5750         | 0.00                         | 0.00              | 0.0%                  |
| Professional/Consulting Services and Operating Expenditures       |                | 5800         | 0.00                         | 5,000.00          | New                   |
| <b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>           |                |              | <b>15,000.00</b>             | <b>10,000.00</b>  | <b>-33.3%</b>         |
| <b>CAPITAL OUTLAY</b>   |                |              |                              |                   |                       |
| Land Improvements   |                | 6170         | 0.00                         | 0.00              | 0.0%                  |
| Buildings and Improvements of Buildings                           |                | 6200         | 0.00                         | 0.00              | 0.0%                  |
| Equipment   |                | 6400         | 0.00                         | 0.00              | 0.0%                  |
| Equipment Replacement   |                | 6500         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CAPITAL OUTLAY</b>                                      |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>        |                |              |                              |                   |                       |
| Debt Service  |                |              |                              |                   |                       |
| Debt Service - Interest   |                | 7438         | 0.00                         | 0.00              | 0.0%                  |
| Other Debt Service - Principal                                    |                | 7439         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b> |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>TOTAL, EXPENDITURES</b>  |                |              | <b>35,000.00</b>             | <b>10,000.00</b>  | <b>-71.4%</b>         |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>INTERFUND TRANSFERS</b>  |                |              |                              |                   |                       |
| <b>INTERFUND TRANSFERS IN</b>                                     |                |              |                              |                   |                       |
| Other Authorized Interfund Transfers In                           |                | 8919         | 0.00                         | 0.00              | 0.0%                  |
| <b>(a) TOTAL, INTERFUND TRANSFERS IN</b>                          |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>INTERFUND TRANSFERS OUT</b>                                    |                |              |                              |                   |                       |
| Other Authorized Interfund Transfers Out                          |                | 7619         | 0.00                         | 0.00              | 0.0%                  |
| <b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>                         |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER SOURCES/USES</b>   |                |              |                              |                   |                       |
| <b>SOURCES</b>  |                |              |                              |                   |                       |
| Other Sources   |                |              |                              |                   |                       |
| Transfers from Funds of Lapsed/Reorganized LEAs                   |                | 8965         | 0.00                         | 0.00              | 0.0%                  |
| Long-Term Debt Proceeds   |                |              |                              |                   |                       |
| Proceeds from Capital Leases                                      |                | 8972         | 0.00                         | 0.00              | 0.0%                  |
| All Other Financing Sources                                       |                | 8979         | 0.00                         | 0.00              | 0.0%                  |
| <b>(c) TOTAL, SOURCES</b>   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>USES</b>   |                |              |                              |                   |                       |
| Transfers of Funds from Lapsed/Reorganized LEAs                   |                | 7651         | 0.00                         | 0.00              | 0.0%                  |
| All Other Financing Uses  |                | 7699         | 0.00                         | 0.00              | 0.0%                  |
| <b>(d) TOTAL, USES</b>  |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>CONTRIBUTIONS</b>  |                |              |                              |                   |                       |
| Contributions from Unrestricted Revenues                          |                | 8980         | 0.00                         | 0.00              | 0.0%                  |
| Contributions from Restricted Revenues                            |                | 8990         | 0.00                         | 0.00              | 0.0%                  |
| <b>(e) TOTAL, CONTRIBUTIONS</b>                                   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>TOTAL, OTHER FINANCING SOURCES/USES</b><br>(a - b + c - d + e) |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |

| Description  | Function Codes | Object Codes        | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|---------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>   |                |                     |                              |                   |                       |
| 1) LCFF Sources  |                | 8010-8099           | 10,000.00                    | 10,000.00         | 0.0%                  |
| 2) Federal Revenue   |                | 8100-8299           | 0.00                         | 0.00              | 0.0%                  |
| 3) Other State Revenue   |                | 8300-8599           | 0.00                         | 0.00              | 0.0%                  |
| 4) Other Local Revenue   |                | 8600-8799           | 805.66                       | 1,100.00          | 36.5%                 |
| 5) TOTAL, REVENUES   |                |                     | 10,805.66                    | 11,100.00         | 2.7%                  |
| <b>B. EXPENDITURES (Objects 1000-7999)</b>   |                |                     |                              |                   |                       |
| 1) Instruction   | 1000-1999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 2) Instruction - Related Services  | 2000-2999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 3) Pupil Services  | 3000-3999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 4) Ancillary Services  | 4000-4999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 5) Community Services  | 5000-5999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 6) Enterprise  | 6000-6999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 7) General Administration  | 7000-7999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 8) Plant Services  | 8000-8999      |                     | 35,000.00                    | 10,000.00         | -71.4%                |
| 9) Other Outgo   | 9000-9999      | Except<br>7600-7699 | 0.00                         | 0.00              | 0.0%                  |
| 10) TOTAL, EXPENDITURES  |                |                     | 35,000.00                    | 10,000.00         | -71.4%                |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B10)</b> |                |                     | (24,194.34)                  | 1,100.00          | -104.5%               |
| <b>D. OTHER FINANCING SOURCES/USES</b>   |                |                     |                              |                   |                       |
| 1) Interfund Transfers   |                |                     |                              |                   |                       |
| a) Transfers In  |                | 8900-8929           | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out   |                | 7600-7629           | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses  |                |                     |                              |                   |                       |
| a) Sources   |                | 8930-8979           | 0.00                         | 0.00              | 0.0%                  |
| b) Uses  |                | 7630-7699           | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions   |                | 8980-8999           | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL, OTHER FINANCING SOURCES/USES   |                |                     | 0.00                         | 0.00              | 0.0%                  |



| Description  | Function Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | (24,194.34)                  | 1,100.00          | -104.5%               |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                | 9791         | 66,410.61                    | 52,216.27         | -21.4%                |
| b) Audit Adjustments   |                | 9793         | 10,000.00                    | 0.00              | -100.0%               |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 76,410.61                    | 52,216.27         | -31.7%                |
| d) Other Restatements  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 76,410.61                    | 52,216.27         | -31.7%                |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              |                              |                   |                       |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                |              |                              |                   |                       |
|  |                | 9740         | 0.00                         | 0.00              | 0.0%                  |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments (by Resource/Object)                         |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments (by Resource/Object)                         |                | 9780         | 52,216.27                    | 53,316.27         | 2.1%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                         | 0.00              | 0.0%                  |

| <u>Resource</u> | <u>Description</u>        | <u>2019-20<br/>Estimated Actuals</u> | <u>2020-21<br/>Budget</u> |
|-----------------|---------------------------|--------------------------------------|---------------------------|
|                 | Total, Restricted Balance | 0.00                                 | 0.00                      |



TIPTON ELEMENTARY SCHOOL DISTRICT

## BUILDING FUND

2020-2021 Budget Adoption

June 9, 2020

### Fund # 21

This fund exists primarily to account separately for proceeds from the sale of bonds and may not be used for any purposes other than those for which the bonds were issued. Other authorized revenues to the Building Fund (Fund 21) are proceeds from the sale or lease-with-option-to-purchase of real property and revenue from rentals and leases of real property specifically authorized for deposit into the fund by the governing board.

Principle revenues and other sources in this fund are:

Rentals and leases

Interest

Proceeds from the Sale of Bonds (Current Year and/or Prior Years).

Proceeds from the Sale/Lease-Purchase of Land and Buildings (when applicable).

Currently this fund is not in use.

| Description   | Resource Codes | Object Codes            | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|-------------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>  |                |                         |                              |                   |                       |
| 1) LCFF Sources   |                | 8010-8099               | 0.00                         | 0.00              | 0.0%                  |
| 2) Federal Revenue  |                | 8100-8299               | 0.00                         | 0.00              | 0.0%                  |
| 3) Other State Revenue  |                | 8300-8599               | 0.00                         | 0.00              | 0.0%                  |
| 4) Other Local Revenue  |                | 8600-8799               | 100.00                       | 50.00             | -50.0%                |
| 5) TOTAL, REVENUES  |                |                         | 100.00                       | 50.00             | -50.0%                |
| <b>B. EXPENDITURES</b>  |                |                         |                              |                   |                       |
| 1) Certificated Salaries  |                | 1000-1999               | 0.00                         | 0.00              | 0.0%                  |
| 2) Classified Salaries  |                | 2000-2999               | 0.00                         | 0.00              | 0.0%                  |
| 3) Employee Benefits  |                | 3000-3999               | 0.00                         | 0.00              | 0.0%                  |
| 4) Books and Supplies   |                | 4000-4999               | 0.00                         | 0.00              | 0.0%                  |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 0.00                         | 0.00              | 0.0%                  |
| 6) Capital Outlay   |                | 6000-6999               | 0.00                         | 0.00              | 0.0%                  |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 0.00                         | 0.00              | 0.0%                  |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 0.00                         | 0.00              | 0.0%                  |
| 9) TOTAL, EXPENDITURES  |                |                         | 0.00                         | 0.00              | 0.0%                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         | 100.00                       | 50.00             | -50.0%                |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                              |                   |                       |
| 1) Interfund Transfers  |                |                         |                              |                   |                       |
| a) Transfers In   |                | 8900-8929               | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out  |                | 7600-7629               | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses   |                |                         |                              |                   |                       |
| a) Sources  |                | 8930-8979               | 0.00                         | 0.00              | 0.0%                  |
| b) Uses   |                | 7630-7699               | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions  |                | 8980-8999               | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL, OTHER FINANCING SOURCES/USES  |                |                         | 0.00                         | 0.00              | 0.0%                  |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | 100.00                       | 50.00             | -50.0%                |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                | 9791         | 1,549.17                     | 1,649.17          | 6.5%                  |
| b) Audit Adjustments   |                | 9793         | 0.00                         | 0.00              | 0.0%                  |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 1,549.17                     | 1,649.17          | 6.5%                  |
| d) Other Restatements  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 1,549.17                     | 1,649.17          | 6.5%                  |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              |                              |                   |                       |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                |              |                              |                   |                       |
|  |                | 9740         | 1,649.17                     | 1,699.17          | 3.0%                  |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments  |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments  |                | 9780         | 0.00                         | 0.00              | 0.0%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                         | 0.00              | 0.0%                  |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>G. ASSETS</b>                                      |                |              |                              |                   |                       |
| 1) Cash   |                |              |                              |                   |                       |
| a) in County Treasury                                 |                | 9110         | 0.00                         |                   |                       |
| 1) Fair Value Adjustment to Cash in County Treasury   |                | 9111         | 0.00                         |                   |                       |
| b) in Banks   |                | 9120         | 0.00                         |                   |                       |
| c) in Revolving Cash Account                          |                | 9130         | 0.00                         |                   |                       |
| d) with Fiscal Agent/Trustee                          |                | 9135         | 0.00                         |                   |                       |
| e) Collections Awaiting Deposit                       |                | 9140         | 0.00                         |                   |                       |
| 2) Investments  |                | 9150         | 0.00                         |                   |                       |
| 3) Accounts Receivable                                |                | 9200         | 0.00                         |                   |                       |
| 4) Due from Grantor Government                        |                | 9290         | 0.00                         |                   |                       |
| 5) Due from Other Funds                               |                | 9310         | 0.00                         |                   |                       |
| 6) Stores   |                | 9320         | 0.00                         |                   |                       |
| 7) Prepaid Expenditures                               |                | 9330         | 0.00                         |                   |                       |
| 8) Other Current Assets                               |                | 9340         | 0.00                         |                   |                       |
| 9) TOTAL, ASSETS                                      |                |              | 0.00                         |                   |                       |
| <b>H. DEFERRED OUTFLOWS OF RESOURCES</b>              |                |              |                              |                   |                       |
| 1) Deferred Outflows of Resources                     |                | 9490         | 0.00                         |                   |                       |
| 2) TOTAL, DEFERRED OUTFLOWS                           |                |              | 0.00                         |                   |                       |
| <b>I. LIABILITIES</b>                                 |                |              |                              |                   |                       |
| 1) Accounts Payable                                   |                | 9500         | 0.00                         |                   |                       |
| 2) Due to Grantor Governments                         |                | 9590         | 0.00                         |                   |                       |
| 3) Due to Other Funds                                 |                | 9610         | 0.00                         |                   |                       |
| 4) Current Loans                                      |                | 9640         | 0.00                         |                   |                       |
| 5) Unearned Revenue                                   |                | 9650         | 0.00                         |                   |                       |
| 6) TOTAL, LIABILITIES                                 |                |              | 0.00                         |                   |                       |
| <b>J. DEFERRED INFLOWS OF RESOURCES</b>               |                |              |                              |                   |                       |
| 1) Deferred Inflows of Resources                      |                | 9690         | 0.00                         |                   |                       |
| 2) TOTAL, DEFERRED INFLOWS                            |                |              | 0.00                         |                   |                       |
| <b>K. FUND EQUITY</b>                                 |                |              |                              |                   |                       |
| Ending Fund Balance, June 30<br>(G9 + H2) - (I6 + J2) |                |              | 0.00                         |                   |                       |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>FEDERAL REVENUE</b>   |                |              |                              |                   |                       |
| FEMA   |                | 8281         | 0.00                         | 0.00              | 0.0%                  |
| All Other Federal Revenue                                      |                | 8290         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, FEDERAL REVENUE</b>                                  |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER STATE REVENUE</b>                                     |                |              |                              |                   |                       |
| Tax Relief Subventions<br>Restricted Levies - Other            |                |              |                              |                   |                       |
| Homeowners' Exemptions   |                | 8575         | 0.00                         | 0.00              | 0.0%                  |
| Other Subventions/In-Lieu<br>Taxes                             |                | 8576         | 0.00                         | 0.00              | 0.0%                  |
| All Other State Revenue  |                | 8590         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER STATE REVENUE</b>                              |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER LOCAL REVENUE</b>                                     |                |              |                              |                   |                       |
| Other Local Revenue<br>County and District Taxes               |                |              |                              |                   |                       |
| Other Restricted Levies<br>Secured Roll                        |                | 8615         | 0.00                         | 0.00              | 0.0%                  |
| Unsecured Roll   |                | 8616         | 0.00                         | 0.00              | 0.0%                  |
| Prior Years' Taxes   |                | 8617         | 0.00                         | 0.00              | 0.0%                  |
| Supplemental Taxes   |                | 8618         | 0.00                         | 0.00              | 0.0%                  |
| Non-Ad Valorem Taxes<br>Parcel Taxes                           |                | 8621         | 0.00                         | 0.00              | 0.0%                  |
| Other  |                | 8622         | 0.00                         | 0.00              | 0.0%                  |
| Community Redevelopment Funds<br>Not Subject to LCFF Deduction |                | 8625         | 0.00                         | 0.00              | 0.0%                  |
| Penalties and Interest from<br>Delinquent Non-LCFF<br>Taxes    |                | 8629         | 0.00                         | 0.00              | 0.0%                  |
| Sales<br>Sale of Equipment/Supplies                            |                | 8631         | 0.00                         | 0.00              | 0.0%                  |
| Leases and Rentals   |                | 8650         | 0.00                         | 0.00              | 0.0%                  |
| Interest   |                | 8660         | 100.00                       | 50.00             | -50.0%                |
| Net Increase (Decrease) in the Fair Value of Investments       |                | 8662         | 0.00                         | 0.00              | 0.0%                  |
| Other Local Revenue  |                |              |                              |                   |                       |
| All Other Local Revenue  |                | 8699         | 0.00                         | 0.00              | 0.0%                  |
| All Other Transfers In from All Others                         |                | 8799         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER LOCAL REVENUE</b>                              |                |              | <b>100.00</b>                | <b>50.00</b>      | <b>-50.0%</b>         |
| <b>TOTAL, REVENUES</b>   |                |              | <b>100.00</b>                | <b>50.00</b>      | <b>-50.0%</b>         |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>CLASSIFIED SALARIES</b>                                |                |              |                              |                   |                       |
| Classified Support Salaries                               |                | 2200         | 0.00                         | 0.00              | 0.0%                  |
| Classified Supervisors' and Administrators' Salaries      |                | 2300         | 0.00                         | 0.00              | 0.0%                  |
| Clerical, Technical and Office Salaries                   |                | 2400         | 0.00                         | 0.00              | 0.0%                  |
| Other Classified Salaries                                 |                | 2900         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CLASSIFIED SALARIES</b>                         |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>EMPLOYEE BENEFITS</b>                                  |                |              |                              |                   |                       |
| STRS  |                | 3101-3102    | 0.00                         | 0.00              | 0.0%                  |
| PERS  |                | 3201-3202    | 0.00                         | 0.00              | 0.0%                  |
| OASDI/Medicare/Alternative                                |                | 3301-3302    | 0.00                         | 0.00              | 0.0%                  |
| Health and Welfare Benefits                               |                | 3401-3402    | 0.00                         | 0.00              | 0.0%                  |
| Unemployment Insurance                                    |                | 3501-3502    | 0.00                         | 0.00              | 0.0%                  |
| Workers' Compensation                                     |                | 3601-3602    | 0.00                         | 0.00              | 0.0%                  |
| OPEB, Allocated   |                | 3701-3702    | 0.00                         | 0.00              | 0.0%                  |
| OPEB, Active Employees                                    |                | 3751-3752    | 0.00                         | 0.00              | 0.0%                  |
| Other Employee Benefits                                   |                | 3901-3902    | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, EMPLOYEE BENEFITS</b>                           |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>BOOKS AND SUPPLIES</b>                                 |                |              |                              |                   |                       |
| Books and Other Reference Materials                       |                | 4200         | 0.00                         | 0.00              | 0.0%                  |
| Materials and Supplies                                    |                | 4300         | 0.00                         | 0.00              | 0.0%                  |
| Noncapitalized Equipment                                  |                | 4400         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, BOOKS AND SUPPLIES</b>                          |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>SERVICES AND OTHER OPERATING EXPENDITURES</b>          |                |              |                              |                   |                       |
| Subagreements for Services                                |                | 5100         | 0.00                         | 0.00              | 0.0%                  |
| Travel and Conferences                                    |                | 5200         | 0.00                         | 0.00              | 0.0%                  |
| Insurance   |                | 5400-5450    | 0.00                         | 0.00              | 0.0%                  |
| Operations and Housekeeping Services                      |                | 5500         | 0.00                         | 0.00              | 0.0%                  |
| Rentals, Leases, Repairs, and Noncapitalized Improvements |                | 5600         | 0.00                         | 0.00              | 0.0%                  |
| Transfers of Direct Costs                                 |                | 5710         | 0.00                         | 0.00              | 0.0%                  |
| Transfers of Direct Costs - Interfund                     |                | 5750         | 0.00                         | 0.00              | 0.0%                  |



| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| Professional/Consulting Services and<br>Operating Expenditures                     |                | 5800         | 0.00                         | 0.00              | 0.0%                  |
| Communications   |                | 5900         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>                            |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>CAPITAL OUTLAY</b>  |                |              |                              |                   |                       |
| Land   |                | 6100         | 0.00                         | 0.00              | 0.0%                  |
| Land Improvements  |                | 6170         | 0.00                         | 0.00              | 0.0%                  |
| Buildings and Improvements of Buildings  |                | 6200         | 0.00                         | 0.00              | 0.0%                  |
| Books and Media for New School Libraries<br>or Major Expansion of School Libraries |                | 6300         | 0.00                         | 0.00              | 0.0%                  |
| Equipment  |                | 6400         | 0.00                         | 0.00              | 0.0%                  |
| Equipment Replacement  |                | 6500         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CAPITAL OUTLAY</b>   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>                         |                |              |                              |                   |                       |
| Other Transfers Out  |                |              |                              |                   |                       |
| All Other Transfers Out to All Others  |                | 7299         | 0.00                         | 0.00              | 0.0%                  |
| Debt Service   |                |              |                              |                   |                       |
| Repayment of State School Building Fund<br>Aid - Proceeds from Bonds               |                | 7435         | 0.00                         | 0.00              | 0.0%                  |
| Debt Service - Interest  |                | 7438         | 0.00                         | 0.00              | 0.0%                  |
| Other Debt Service - Principal   |                | 7439         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>                  |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>TOTAL, EXPENDITURES</b>   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>INTERFUND TRANSFERS</b>                                       |                |              |                              |                   |                       |
| <b>INTERFUND TRANSFERS IN</b>                                    |                |              |                              |                   |                       |
| Other Authorized Interfund Transfers In                          |                | 8919         | 0.00                         | 0.00              | 0.0%                  |
| <b>(a) TOTAL, INTERFUND TRANSFERS IN</b>                         |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>INTERFUND TRANSFERS OUT</b>                                   |                |              |                              |                   |                       |
| To: State School Building Fund/<br>County School Facilities Fund |                | 7613         | 0.00                         | 0.00              | 0.0%                  |
| Other Authorized Interfund Transfers Out                         |                | 7619         | 0.00                         | 0.00              | 0.0%                  |
| <b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>                        |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>OTHER SOURCES/USES</b>   |                |              |                              |                   |                       |
| <b>SOURCES</b>  |                |              |                              |                   |                       |
| Proceeds  |                |              |                              |                   |                       |
| Proceeds from Sale of Bonds                                       |                | 8951         | 0.00                         | 0.00              | 0.0%                  |
| Proceeds from Disposal of<br>Capital Assets                       |                | 8953         | 0.00                         | 0.00              | 0.0%                  |
| Other Sources   |                |              |                              |                   |                       |
| County School Bldg Aid  |                | 8961         | 0.00                         | 0.00              | 0.0%                  |
| Transfers from Funds of<br>Lapsed/Reorganized LEAs                |                | 8965         | 0.00                         | 0.00              | 0.0%                  |
| Long-Term Debt Proceeds   |                |              |                              |                   |                       |
| Proceeds from Certificates<br>of Participation                    |                | 8971         | 0.00                         | 0.00              | 0.0%                  |
| Proceeds from Capital Leases                                      |                | 8972         | 0.00                         | 0.00              | 0.0%                  |
| Proceeds from Lease Revenue Bonds                                 |                | 8973         | 0.00                         | 0.00              | 0.0%                  |
| All Other Financing Sources                                       |                | 8979         | 0.00                         | 0.00              | 0.0%                  |
| <b>(c) TOTAL, SOURCES</b>   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>USES</b>   |                |              |                              |                   |                       |
| Transfers of Funds from<br>Lapsed/Reorganized LEAs                |                | 7651         | 0.00                         | 0.00              | 0.0%                  |
| All Other Financing Uses  |                | 7699         | 0.00                         | 0.00              | 0.0%                  |
| <b>(d) TOTAL, USES</b>  |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>CONTRIBUTIONS</b>  |                |              |                              |                   |                       |
| Contributions from Unrestricted Revenues                          |                | 8980         | 0.00                         | 0.00              | 0.0%                  |
| Contributions from Restricted Revenues                            |                | 8990         | 0.00                         | 0.00              | 0.0%                  |
| <b>(e) TOTAL, CONTRIBUTIONS</b>                                   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>TOTAL, OTHER FINANCING SOURCES/USES</b><br>(a - b + c - d + e) |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |

| Description  | Function Codes | Object Codes        | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|---------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>   |                |                     |                              |                   |                       |
| 1) LCFF Sources  |                | 8010-8099           | 0.00                         | 0.00              | 0.0%                  |
| 2) Federal Revenue   |                | 8100-8299           | 0.00                         | 0.00              | 0.0%                  |
| 3) Other State Revenue   |                | 8300-8599           | 0.00                         | 0.00              | 0.0%                  |
| 4) Other Local Revenue   |                | 8600-8799           | 100.00                       | 50.00             | -50.0%                |
| 5) TOTAL, REVENUES   |                |                     | 100.00                       | 50.00             | -50.0%                |
| <b>B. EXPENDITURES (Objects 1000-7999)</b>   |                |                     |                              |                   |                       |
| 1) Instruction   | 1000-1999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 2) Instruction - Related Services  | 2000-2999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 3) Pupil Services  | 3000-3999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 4) Ancillary Services  | 4000-4999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 5) Community Services  | 5000-5999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 6) Enterprise  | 6000-6999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 7) General Administration  | 7000-7999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 8) Plant Services  | 8000-8999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 9) Other Outgo   | 9000-9999      | Except<br>7600-7699 | 0.00                         | 0.00              | 0.0%                  |
| 10) TOTAL, EXPENDITURES  |                |                     | 0.00                         | 0.00              | 0.0%                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B10)</b> |                |                     | 100.00                       | 50.00             | -50.0%                |
| <b>D. OTHER FINANCING SOURCES/USES</b>   |                |                     |                              |                   |                       |
| 1) Interfund Transfers   |                |                     |                              |                   |                       |
| a) Transfers In  |                | 8900-8929           | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out   |                | 7600-7629           | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses  |                |                     |                              |                   |                       |
| a) Sources   |                | 8930-8979           | 0.00                         | 0.00              | 0.0%                  |
| b) Uses  |                | 7630-7699           | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions   |                | 8980-8999           | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL, OTHER FINANCING SOURCES/USES   |                |                     | 0.00                         | 0.00              | 0.0%                  |

| Description  | Function Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | 100.00                       | 50.00             | -50.0%                |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                | 9791         | 1,549.17                     | 1,649.17          | 6.5%                  |
| b) Audit Adjustments   |                | 9793         | 0.00                         | 0.00              | 0.0%                  |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 1,549.17                     | 1,649.17          | 6.5%                  |
| d) Other Restatements  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 1,549.17                     | 1,649.17          | 6.5%                  |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              |                              |                   |                       |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                | 9740         | 1,649.17                     | 1,699.17          | 3.0%                  |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments (by Resource/Object)                         |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments (by Resource/Object)                         |                | 9780         | 0.00                         | 0.00              | 0.0%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                         | 0.00              | 0.0%                  |

| <b>Resource</b>           | <b>Description</b>     | <b>2019-20<br/>Estimated Actuals</b> | <b>2020-21<br/>Budget</b> |
|---------------------------|------------------------|--------------------------------------|---------------------------|
| 9010                      | Other Restricted Local | 1,649.17                             | 1,699.17                  |
| Total, Restricted Balance |                        | <u>1,649.17</u>                      | <u>1,699.17</u>           |



TIP'ON ELEMENTARY SCHOOL DISTRICT

## CAPITAL FACILITIES FUND

2020-2021 Budget Adoption

June 9, 2020

### Fund # 25

This fund is used primarily to account separately for moneys received from fees levied on developers or other agencies as a condition of approving a development. The authority for these levies may be county/city ordinances or private agreements between the LEA and the developer. Interest earned in the Capital Facilities Fund (Fund 25) is restricted to that fund.

Principle revenues in this fund are the following:

- Interest
- Mitigation/Developer Fees

| Description   | Resource Codes | Object Codes            | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|-------------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>  |                |                         |                              |                   |                       |
| 1) LCFF Sources   |                | 8010-8099               | 0.00                         | 0.00              | 0.0%                  |
| 2) Federal Revenue  |                | 8100-8299               | 0.00                         | 0.00              | 0.0%                  |
| 3) Other State Revenue  |                | 8300-8599               | 0.00                         | 0.00              | 0.0%                  |
| 4) Other Local Revenue  |                | 8600-8799               | 8,195.00                     | 7,650.00          | -6.7%                 |
| 5) TOTAL, REVENUES  |                |                         | 8,195.00                     | 7,650.00          | -6.7%                 |
| <b>B. EXPENDITURES</b>  |                |                         |                              |                   |                       |
| 1) Certificated Salaries  |                | 1000-1999               | 0.00                         | 0.00              | 0.0%                  |
| 2) Classified Salaries  |                | 2000-2999               | 0.00                         | 0.00              | 0.0%                  |
| 3) Employee Benefits  |                | 3000-3999               | 0.00                         | 0.00              | 0.0%                  |
| 4) Books and Supplies   |                | 4000-4999               | 0.00                         | 0.00              | 0.0%                  |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 5,000.00                     | 5,000.00          | 0.0%                  |
| 6) Capital Outlay   |                | 6000-6999               | 0.00                         | 0.00              | 0.0%                  |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 0.00                         | 0.00              | 0.0%                  |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 0.00                         | 0.00              | 0.0%                  |
| 9) TOTAL, EXPENDITURES  |                |                         | 5,000.00                     | 5,000.00          | 0.0%                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         | 3,195.00                     | 2,650.00          | -17.1%                |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                              |                   |                       |
| 1) Interfund Transfers  |                |                         |                              |                   |                       |
| a) Transfers In   |                | 8900-8929               | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out  |                | 7600-7629               | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses   |                |                         |                              |                   |                       |
| a) Sources  |                | 8930-8979               | 0.00                         | 0.00              | 0.0%                  |
| b) Uses   |                | 7630-7699               | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions  |                | 8980-8999               | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL, OTHER FINANCING SOURCES/USES  |                |                         | 0.00                         | 0.00              | 0.0%                  |



| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | 3,195.00                     | 2,650.00          | -17.1%                |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                |              |                              |                   |                       |
|  |                | 9791         | 2,037.72                     | 5,232.72          | 156.8%                |
| b) Audit Adjustments   |                |              |                              |                   |                       |
|  |                | 9793         | 0.00                         | 0.00              | 0.0%                  |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              |                              |                   |                       |
|  |                |              | 2,037.72                     | 5,232.72          | 156.8%                |
| d) Other Restatements  |                |              |                              |                   |                       |
|  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              |                              |                   |                       |
|  |                |              | 2,037.72                     | 5,232.72          | 156.8%                |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              |                              |                   |                       |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                |              |                              |                   |                       |
|  |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                |              |                              |                   |                       |
|  |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                |              |                              |                   |                       |
|  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                |              |                              |                   |                       |
|  |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                |              |                              |                   |                       |
|  |                | 9740         | 5,232.72                     | 7,882.72          | 50.6%                 |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                |              |                              |                   |                       |
|  |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments  |                |              |                              |                   |                       |
|  |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments  |                |              |                              |                   |                       |
|  |                | 9780         | 0.00                         | 0.00              | 0.0%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                |              |                              |                   |                       |
|  |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                |              |                              |                   |                       |
|  |                | 9790         | 0.00                         | 0.00              | 0.0%                  |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>G. ASSETS</b>                                      |                |              |                              |                   |                       |
| 1) Cash   |                |              |                              |                   |                       |
| a) in County Treasury                                 |                | 9110         | 0.00                         |                   |                       |
| 1) Fair Value Adjustment to Cash in County Treasury   |                | 9111         | 0.00                         |                   |                       |
| b) in Banks   |                | 9120         | 0.00                         |                   |                       |
| c) in Revolving Cash Account                          |                | 9130         | 0.00                         |                   |                       |
| d) with Fiscal Agent/Trustee                          |                | 9135         | 0.00                         |                   |                       |
| e) Collections Awaiting Deposit                       |                | 9140         | 0.00                         |                   |                       |
| 2) Investments  |                | 9150         | 0.00                         |                   |                       |
| 3) Accounts Receivable                                |                | 9200         | 0.00                         |                   |                       |
| 4) Due from Grantor Government                        |                | 9290         | 0.00                         |                   |                       |
| 5) Due from Other Funds                               |                | 9310         | 0.00                         |                   |                       |
| 6) Stores   |                | 9320         | 0.00                         |                   |                       |
| 7) Prepaid Expenditures                               |                | 9330         | 0.00                         |                   |                       |
| 8) Other Current Assets                               |                | 9340         | 0.00                         |                   |                       |
| 9) TOTAL ASSETS                                       |                |              | 0.00                         |                   |                       |
| <b>H. DEFERRED OUTFLOWS OF RESOURCES</b>              |                |              |                              |                   |                       |
| 1) Deferred Outflows of Resources                     |                | 9490         | 0.00                         |                   |                       |
| 2) TOTAL DEFERRED OUTFLOWS                            |                |              | 0.00                         |                   |                       |
| <b>I. LIABILITIES</b>                                 |                |              |                              |                   |                       |
| 1) Accounts Payable                                   |                | 9500         | 0.00                         |                   |                       |
| 2) Due to Grantor Governments                         |                | 9590         | 0.00                         |                   |                       |
| 3) Due to Other Funds                                 |                | 9610         | 0.00                         |                   |                       |
| 4) Current Loans                                      |                | 9640         | 0.00                         |                   |                       |
| 5) Unearned Revenue                                   |                | 9650         | 0.00                         |                   |                       |
| 6) TOTAL LIABILITIES                                  |                |              | 0.00                         |                   |                       |
| <b>J. DEFERRED INFLOWS OF RESOURCES</b>               |                |              |                              |                   |                       |
| 1) Deferred Inflows of Resources                      |                | 9690         | 0.00                         |                   |                       |
| 2) TOTAL DEFERRED INFLOWS                             |                |              | 0.00                         |                   |                       |
| <b>K. FUND EQUITY</b>                                 |                |              |                              |                   |                       |
| Ending Fund Balance, June 30<br>(G9 + H2) - (I6 + J2) |                |              | 0.00                         |                   |                       |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>OTHER STATE REVENUE</b>                                     |                |              |                              |                   |                       |
| Tax Relief Subventions<br>Restricted Levies - Other            |                |              |                              |                   |                       |
| Homeowners' Exemptions   |                | 8575         | 0.00                         | 0.00              | 0.0%                  |
| Other Subventions/In-Lieu<br>Taxes                             |                | 8576         | 0.00                         | 0.00              | 0.0%                  |
| All Other State Revenue  |                | 8590         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER STATE REVENUE</b>                              |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER LOCAL REVENUE</b>                                     |                |              |                              |                   |                       |
| Other Local Revenue<br>County and District Taxes               |                |              |                              |                   |                       |
| Other Restricted Levies<br>Secured Roll                        |                | 8615         | 0.00                         | 0.00              | 0.0%                  |
| Unsecured Roll   |                | 8616         | 0.00                         | 0.00              | 0.0%                  |
| Prior Years' Taxes   |                | 8617         | 0.00                         | 0.00              | 0.0%                  |
| Supplemental Taxes   |                | 8618         | 0.00                         | 0.00              | 0.0%                  |
| Non-Ad Valorem Taxes<br>Parcel Taxes                           |                | 8621         | 0.00                         | 0.00              | 0.0%                  |
| Other  |                | 8622         | 0.00                         | 0.00              | 0.0%                  |
| Community Redevelopment Funds<br>Not Subject to LCFF Deduction |                | 8625         | 0.00                         | 0.00              | 0.0%                  |
| Penalties and Interest from<br>Delinquent Non-LCFF<br>Taxes    |                | 8629         | 0.00                         | 0.00              | 0.0%                  |
| Sales<br>Sale of Equipment/Supplies                            |                | 8631         | 0.00                         | 0.00              | 0.0%                  |
| Interest   |                | 8660         | 125.00                       | 100.00            | -20.0%                |
| Net Increase (Decrease) in the Fair Value of Investments       |                | 8662         | 70.00                        | 50.00             | -28.6%                |
| Fees and Contracts<br>Mitigation/Developer Fees                |                | 8681         | 8,000.00                     | 7,500.00          | -6.3%                 |
| Other Local Revenue<br>All Other Local Revenue                 |                | 8699         | 0.00                         | 0.00              | 0.0%                  |
| All Other Transfers In from All Others                         |                | 8799         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER LOCAL REVENUE</b>                              |                |              | <b>8,195.00</b>              | <b>7,650.00</b>   | <b>-6.7%</b>          |
| <b>TOTAL, REVENUES</b>   |                |              | <b>8,195.00</b>              | <b>7,650.00</b>   | <b>-6.7%</b>          |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>CERTIFICATED SALARIES</b>                         |                |              |                              |                   |                       |
| Other Certificated Salaries                          |                | 1900         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CERTIFICATED SALARIES</b>                  |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>CLASSIFIED SALARIES</b>                           |                |              |                              |                   |                       |
| Classified Support Salaries                          |                | 2200         | 0.00                         | 0.00              | 0.0%                  |
| Classified Supervisors' and Administrators' Salaries |                | 2300         | 0.00                         | 0.00              | 0.0%                  |
| Clerical, Technical and Office Salaries              |                | 2400         | 0.00                         | 0.00              | 0.0%                  |
| Other Classified Salaries                            |                | 2900         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CLASSIFIED SALARIES</b>                    |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>EMPLOYEE BENEFITS</b>                             |                |              |                              |                   |                       |
| STRS   |                | 3101-3102    | 0.00                         | 0.00              | 0.0%                  |
| PERS   |                | 3201-3202    | 0.00                         | 0.00              | 0.0%                  |
| OASDI/Medicare/Alternative                           |                | 3301-3302    | 0.00                         | 0.00              | 0.0%                  |
| Health and Welfare Benefits                          |                | 3401-3402    | 0.00                         | 0.00              | 0.0%                  |
| Unemployment Insurance                               |                | 3501-3502    | 0.00                         | 0.00              | 0.0%                  |
| Workers' Compensation                                |                | 3601-3602    | 0.00                         | 0.00              | 0.0%                  |
| OPEB, Allocated                                      |                | 3701-3702    | 0.00                         | 0.00              | 0.0%                  |
| OPEB, Active Employees                               |                | 3751-3752    | 0.00                         | 0.00              | 0.0%                  |
| Other Employee Benefits                              |                | 3901-3902    | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, EMPLOYEE BENEFITS</b>                      |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>BOOKS AND SUPPLIES</b>                            |                |              |                              |                   |                       |
| Approved Textbooks and Core Curricula Materials      |                | 4100         | 0.00                         | 0.00              | 0.0%                  |
| Books and Other Reference Materials                  |                | 4200         | 0.00                         | 0.00              | 0.0%                  |
| Materials and Supplies                               |                | 4300         | 0.00                         | 0.00              | 0.0%                  |
| Noncapitalized Equipment                             |                | 4400         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, BOOKS AND SUPPLIES</b>                     |                |              | 0.00                         | 0.00              | 0.0%                  |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>SERVICES AND OTHER OPERATING EXPENDITURES</b>                                |                |              |                              |                   |                       |
| Subagreements for Services  |                | 5100         | 0.00                         | 0.00              | 0.0%                  |
| Travel and Conferences  |                | 5200         | 0.00                         | 0.00              | 0.0%                  |
| Insurance   |                | 5400-5450    | 0.00                         | 0.00              | 0.0%                  |
| Operations and Housekeeping Services  |                | 5500         | 0.00                         | 0.00              | 0.0%                  |
| Rentals, Leases, Repairs, and Noncapitalized Improvements                       |                | 5600         | 0.00                         | 0.00              | 0.0%                  |
| Transfers of Direct Costs   |                | 5710         | 0.00                         | 0.00              | 0.0%                  |
| Transfers of Direct Costs - Interfund   |                | 5750         | 0.00                         | 0.00              | 0.0%                  |
| Professional/Consulting Services and Operating Expenditures                     |                | 5800         | 5,000.00                     | 5,000.00          | 0.0%                  |
| Communications  |                | 5900         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>                         |                |              | <b>5,000.00</b>              | <b>5,000.00</b>   | <b>0.0%</b>           |
| <b>CAPITAL OUTLAY</b>   |                |              |                              |                   |                       |
| Land  |                | 6100         | 0.00                         | 0.00              | 0.0%                  |
| Land Improvements   |                | 6170         | 0.00                         | 0.00              | 0.0%                  |
| Buildings and Improvements of Buildings   |                | 6200         | 0.00                         | 0.00              | 0.0%                  |
| Books and Media for New School Libraries or Major Expansion of School Libraries |                | 6300         | 0.00                         | 0.00              | 0.0%                  |
| Equipment   |                | 6400         | 0.00                         | 0.00              | 0.0%                  |
| Equipment Replacement   |                | 6500         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CAPITAL OUTLAY</b>  |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>                      |                |              |                              |                   |                       |
| Other Transfers Out   |                |              |                              |                   |                       |
| All Other Transfers Out to All Others   |                | 7299         | 0.00                         | 0.00              | 0.0%                  |
| Debt Service  |                |              |                              |                   |                       |
| Debt Service - Interest   |                | 7438         | 0.00                         | 0.00              | 0.0%                  |
| Other Debt Service - Principal  |                | 7439         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>               |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>TOTAL, EXPENDITURES</b>  |                |              | <b>5,000.00</b>              | <b>5,000.00</b>   | <b>0.0%</b>           |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>INTERFUND TRANSFERS</b>  |                |              |                              |                   |                       |
| <b>INTERFUND TRANSFERS IN</b>                                     |                |              |                              |                   |                       |
| Other Authorized Interfund Transfers In                           |                | 8919         | 0.00                         | 0.00              | 0.0%                  |
| <b>(a) TOTAL, INTERFUND TRANSFERS IN</b>                          |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>INTERFUND TRANSFERS OUT</b>                                    |                |              |                              |                   |                       |
| To: State School Building Fund/<br>County School Facilities Fund  |                | 7613         | 0.00                         | 0.00              | 0.0%                  |
| Other Authorized Interfund Transfers Out                          |                | 7619         | 0.00                         | 0.00              | 0.0%                  |
| <b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>                         |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER SOURCES/USES</b>   |                |              |                              |                   |                       |
| <b>SOURCES</b>  |                |              |                              |                   |                       |
| Proceeds  |                |              |                              |                   |                       |
| Proceeds from Disposal of<br>Capital Assets                       |                | 8953         | 0.00                         | 0.00              | 0.0%                  |
| Other Sources   |                |              |                              |                   |                       |
| Transfers from Funds of<br>Lapsed/Reorganized LEAs                |                | 8965         | 0.00                         | 0.00              | 0.0%                  |
| Long-Term Debt Proceeds   |                |              |                              |                   |                       |
| Proceeds from Certificates<br>of Participation                    |                | 8971         | 0.00                         | 0.00              | 0.0%                  |
| Proceeds from Capital Leases                                      |                | 8972         | 0.00                         | 0.00              | 0.0%                  |
| Proceeds from Lease Revenue Bonds                                 |                | 8973         | 0.00                         | 0.00              | 0.0%                  |
| All Other Financing Sources                                       |                | 8979         | 0.00                         | 0.00              | 0.0%                  |
| <b>(c) TOTAL, SOURCES</b>   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>USES</b>   |                |              |                              |                   |                       |
| Transfers of Funds from<br>Lapsed/Reorganized LEAs                |                | 7651         | 0.00                         | 0.00              | 0.0%                  |
| All Other Financing Uses  |                | 7699         | 0.00                         | 0.00              | 0.0%                  |
| <b>(d) TOTAL, USES</b>  |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>CONTRIBUTIONS</b>  |                |              |                              |                   |                       |
| Contributions from Unrestricted Revenues                          |                | 8980         | 0.00                         | 0.00              | 0.0%                  |
| Contributions from Restricted Revenues                            |                | 8990         | 0.00                         | 0.00              | 0.0%                  |
| <b>(e) TOTAL, CONTRIBUTIONS</b>                                   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>TOTAL, OTHER FINANCING SOURCES/USES</b><br>(a - b + c - d + e) |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |

| Description  | Function Codes | Object Codes        | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|---------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>   |                |                     |                              |                   |                       |
| 1) LCFF Sources  |                | 8010-8099           | 0.00                         | 0.00              | 0.0%                  |
| 2) Federal Revenue   |                | 8100-8299           | 0.00                         | 0.00              | 0.0%                  |
| 3) Other State Revenue   |                | 8300-8599           | 0.00                         | 0.00              | 0.0%                  |
| 4) Other Local Revenue   |                | 8600-8799           | 8,195.00                     | 7,650.00          | -6.7%                 |
| 5) TOTAL REVENUES  |                |                     | 8,195.00                     | 7,650.00          | -6.7%                 |
| <b>B. EXPENDITURES (Objects 1000-7999)</b>   |                |                     |                              |                   |                       |
| 1) Instruction   | 1000-1999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 2) Instruction - Related Services  | 2000-2999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 3) Pupil Services  | 3000-3999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 4) Ancillary Services  | 4000-4999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 5) Community Services  | 5000-5999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 6) Enterprise  | 6000-6999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 7) General Administration  | 7000-7999      |                     | 5,000.00                     | 5,000.00          | 0.0%                  |
| 8) Plant Services  | 8000-8999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 9) Other Outgo   | 9000-9999      | Except<br>7600-7699 | 0.00                         | 0.00              | 0.0%                  |
| 10) TOTAL EXPENDITURES   |                |                     | 5,000.00                     | 5,000.00          | 0.0%                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B10)</b> |                |                     | 3,195.00                     | 2,650.00          | -17.1%                |
| <b>D. OTHER FINANCING SOURCES/USES</b>   |                |                     |                              |                   |                       |
| 1) Interfund Transfers   |                |                     |                              |                   |                       |
| a) Transfers In  |                | 8900-8929           | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out   |                | 7600-7629           | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses  |                |                     |                              |                   |                       |
| a) Sources   |                | 8930-8979           | 0.00                         | 0.00              | 0.0%                  |
| b) Uses  |                | 7630-7699           | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions   |                | 8980-8999           | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL, OTHER FINANCING SOURCES/USES   |                |                     | 0.00                         | 0.00              | 0.0%                  |

| Description  | Function Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | 3,195.00                     | 2,650.00          | -17.1%                |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                | 9791         | 2,037.72                     | 5,232.72          | 156.8%                |
| b) Audit Adjustments   |                | 9793         | 0.00                         | 0.00              | 0.0%                  |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 2,037.72                     | 5,232.72          | 156.8%                |
| d) Other Restatements  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 2,037.72                     | 5,232.72          | 156.8%                |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              |                              |                   |                       |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                | 9740         | 5,232.72                     | 7,882.72          | 50.6%                 |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments (by Resource/Object)                         |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments (by Resource/Object)                         |                | 9780         | 0.00                         | 0.00              | 0.0%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                         | 0.00              | 0.0%                  |



| <b>Resource</b>           | <b>Description</b>     | <b>2019-20<br/>Estimated Actuals</b> | <b>2020-21<br/>Budget</b> |
|---------------------------|------------------------|--------------------------------------|---------------------------|
| 9010                      | Other Restricted Local | 5,232.72                             | 7,882.72                  |
| Total, Restricted Balance |                        | <u>5,232.72</u>                      | <u>7,882.72</u>           |



TIPTON ELEMENTARY SCHOOL DISTRICT

**COUNTY SCHOOL FACILITIES FUND**

2020-2021 Budget Adoption  
June 9, 2020

**Fund # 35**

This fund is established pursuant to Education Code Section 17070.43 to receive apportionments from the 1998 State School Facilities Fund (Proposition 1A), the 2002 State School Facilities Fund (Proposition 47), the 2004 State School Facilities Fund (Proposition 55), or the 2006 State School Facilities Fund (Proposition 1D) authorized by the State Allocation Board for new school facility construction, modernization projects, and facility hardship grants, as provided in the Leroy F. Greene School Facilities Act of 1998 (Education Code Section 17070.10 et seq.).

The principal revenues and other sources in this fund are:

- School Facilities Apportionments
- Interest
- Interfund Transfers In

Funding provided by the State Allocation Board for reconstruction of facilities after disasters such as flooding may be deposited to Fund 35. Typical expenditures in this fund are payments for the costs of sites, site improvements, buildings, building improvements, and furniture and fixtures capitalized as a part of the construction project.

| Description   | Resource Codes | Object Codes            | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|-------------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>  |                |                         |                              |                   |                       |
| 1) LCFF Sources   |                | 8010-8099               | 0.00                         | 0.00              | 0.0%                  |
| 2) Federal Revenue  |                | 8100-8299               | 0.00                         | 0.00              | 0.0%                  |
| 3) Other State Revenue  |                | 8300-8599               | 0.00                         | 0.00              | 0.0%                  |
| 4) Other Local Revenue  |                | 8600-8799               | 119.86                       | 70.00             | -41.6%                |
| 5) TOTAL, REVENUES  |                |                         | 119.86                       | 70.00             | -41.6%                |
| <b>B. EXPENDITURES</b>  |                |                         |                              |                   |                       |
| 1) Certificated Salaries  |                | 1000-1999               | 0.00                         | 0.00              | 0.0%                  |
| 2) Classified Salaries  |                | 2000-2999               | 0.00                         | 0.00              | 0.0%                  |
| 3) Employee Benefits  |                | 3000-3999               | 0.00                         | 0.00              | 0.0%                  |
| 4) Books and Supplies   |                | 4000-4999               | 0.00                         | 0.00              | 0.0%                  |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 0.00                         | 0.00              | 0.0%                  |
| 6) Capital Outlay   |                | 6000-6999               | 0.00                         | 0.00              | 0.0%                  |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 0.00                         | 0.00              | 0.0%                  |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 0.00                         | 0.00              | 0.0%                  |
| 9) TOTAL, EXPENDITURES  |                |                         | 0.00                         | 0.00              | 0.0%                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         | 119.86                       | 70.00             | -41.6%                |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                              |                   |                       |
| 1) Interfund Transfers  |                |                         |                              |                   |                       |
| a) Transfers In   |                | 8900-8929               | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out  |                | 7600-7629               | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses   |                |                         |                              |                   |                       |
| a) Sources  |                | 8930-8979               | 0.00                         | 0.00              | 0.0%                  |
| b) Uses   |                | 7630-7699               | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions  |                | 8980-8999               | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL, OTHER FINANCING SOURCES/USES  |                |                         | 0.00                         | 0.00              | 0.0%                  |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | 119.86                       | 70.00             | -41.6%                |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                | 9791         | 3,196.15                     | 3,316.01          | 3.8%                  |
| b) Audit Adjustments   |                | 9793         | 0.00                         | 0.00              | 0.0%                  |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 3,196.15                     | 3,316.01          | 3.8%                  |
| d) Other Restatements  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 3,196.15                     | 3,316.01          | 3.8%                  |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              | 3,316.01                     | 3,386.01          | 2.1%                  |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                | 9740         | 3,316.01                     | 3,386.01          | 2.1%                  |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments  |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments  |                | 9780         | 0.00                         | 0.00              | 0.0%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                         | 0.00              | 0.0%                  |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>G. ASSETS</b>                                      |                |              |                              |                   |                       |
| 1) Cash   |                |              |                              |                   |                       |
| a) in County Treasury                                 |                | 9110         | 0.00                         |                   |                       |
| 1) Fair Value Adjustment to Cash in County Treasury   |                | 9111         | 0.00                         |                   |                       |
| b) in Banks   |                | 9120         | 0.00                         |                   |                       |
| c) in Revolving Cash Account                          |                | 9130         | 0.00                         |                   |                       |
| d) with Fiscal Agent/Trustee                          |                | 9135         | 0.00                         |                   |                       |
| e) Collections Awaiting Deposit                       |                | 9140         | 0.00                         |                   |                       |
| 2) Investments  |                | 9150         | 0.00                         |                   |                       |
| 3) Accounts Receivable                                |                | 9200         | 0.00                         |                   |                       |
| 4) Due from Grantor Government                        |                | 9290         | 0.00                         |                   |                       |
| 5) Due from Other Funds                               |                | 9310         | 0.00                         |                   |                       |
| 6) Stores   |                | 9320         | 0.00                         |                   |                       |
| 7) Prepaid Expenditures                               |                | 9330         | 0.00                         |                   |                       |
| 8) Other Current Assets                               |                | 9340         | 0.00                         |                   |                       |
| 9) TOTAL, ASSETS                                      |                |              | 0.00                         |                   |                       |
| <b>H. DEFERRED OUTFLOWS OF RESOURCES</b>              |                |              |                              |                   |                       |
| 1) Deferred Outflows of Resources                     |                | 9490         | 0.00                         |                   |                       |
| 2) TOTAL, DEFERRED OUTFLOWS                           |                |              | 0.00                         |                   |                       |
| <b>I. LIABILITIES</b>                                 |                |              |                              |                   |                       |
| 1) Accounts Payable                                   |                | 9500         | 0.00                         |                   |                       |
| 2) Due to Grantor Governments                         |                | 9590         | 0.00                         |                   |                       |
| 3) Due to Other Funds                                 |                | 9610         | 0.00                         |                   |                       |
| 4) Current Loans                                      |                | 9640         | 0.00                         |                   |                       |
| 5) Unearned Revenue                                   |                | 9650         | 0.00                         |                   |                       |
| 6) TOTAL, LIABILITIES                                 |                |              | 0.00                         |                   |                       |
| <b>J. DEFERRED INFLOWS OF RESOURCES</b>               |                |              |                              |                   |                       |
| 1) Deferred Inflows of Resources                      |                | 9690         | 0.00                         |                   |                       |
| 2) TOTAL, DEFERRED INFLOWS                            |                |              | 0.00                         |                   |                       |
| <b>K. FUND EQUITY</b>                                 |                |              |                              |                   |                       |
| Ending Fund Balance, June 30<br>(G9 + H2) - (I6 + J2) |                |              | 0.00                         |                   |                       |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>FEDERAL REVENUE</b>                                   |                |              |                              |                   |                       |
| All Other Federal Revenue                                |                | 8290         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, FEDERAL REVENUE</b>                            |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>OTHER STATE REVENUE</b>                               |                |              |                              |                   |                       |
| School Facilities Apportionments                         |                | 8545         | 0.00                         | 0.00              | 0.0%                  |
| Pass-Through Revenues from<br>State Sources              |                | 8587         | 0.00                         | 0.00              | 0.0%                  |
| All Other State Revenue                                  |                | 8590         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER STATE REVENUE</b>                        |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>OTHER LOCAL REVENUE</b>                               |                |              |                              |                   |                       |
| Sales  |                |              |                              |                   |                       |
| Sale of Equipment/Supplies                               |                | 8631         | 0.00                         | 0.00              | 0.0%                  |
| Leases and Rentals                                       |                | 8650         | 0.00                         | 0.00              | 0.0%                  |
| Interest   |                | 8660         | 119.86                       | 70.00             | -41.6%                |
| Net Increase (Decrease) in the Fair Value of Investments |                | 8662         | 0.00                         | 0.00              | 0.0%                  |
| Other Local Revenue                                      |                |              |                              |                   |                       |
| All Other Local Revenue                                  |                | 8699         | 0.00                         | 0.00              | 0.0%                  |
| All Other Transfers In from All Others                   |                | 8799         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER LOCAL REVENUE</b>                        |                |              | 119.86                       | 70.00             | -41.6%                |
| <b>TOTAL, REVENUES</b>                                   |                |              | 119.86                       | 70.00             | -41.6%                |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>CLASSIFIED SALARIES</b>                           |                |              |                              |                   |                       |
| Classified Support Salaries                          |                | 2200         | 0.00                         | 0.00              | 0.0%                  |
| Classified Supervisors' and Administrators' Salaries |                | 2300         | 0.00                         | 0.00              | 0.0%                  |
| Clerical, Technical and Office Salaries              |                | 2400         | 0.00                         | 0.00              | 0.0%                  |
| Other Classified Salaries                            |                | 2900         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CLASSIFIED SALARIES</b>                    |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>EMPLOYEE BENEFITS</b>                             |                |              |                              |                   |                       |
| STRS   |                | 3101-3102    | 0.00                         | 0.00              | 0.0%                  |
| PERS   |                | 3201-3202    | 0.00                         | 0.00              | 0.0%                  |
| OASDI/Medicare/Alternative                           |                | 3301-3302    | 0.00                         | 0.00              | 0.0%                  |
| Health and Welfare Benefits                          |                | 3401-3402    | 0.00                         | 0.00              | 0.0%                  |
| Unemployment Insurance                               |                | 3501-3502    | 0.00                         | 0.00              | 0.0%                  |
| Workers' Compensation                                |                | 3601-3602    | 0.00                         | 0.00              | 0.0%                  |
| OPEB, Allocated                                      |                | 3701-3702    | 0.00                         | 0.00              | 0.0%                  |
| OPEB, Active Employees                               |                | 3751-3752    | 0.00                         | 0.00              | 0.0%                  |
| Other Employee Benefits                              |                | 3901-3902    | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, EMPLOYEE BENEFITS</b>                      |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>BOOKS AND SUPPLIES</b>                            |                |              |                              |                   |                       |
| Books and Other Reference Materials                  |                | 4200         | 0.00                         | 0.00              | 0.0%                  |
| Materials and Supplies                               |                | 4300         | 0.00                         | 0.00              | 0.0%                  |
| Noncapitalized Equipment                             |                | 4400         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, BOOKS AND SUPPLIES</b>                     |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>SERVICES AND OTHER OPERATING EXPENDITURES</b>                                |                |              |                              |                   |                       |
| Subagreements for Services  |                | 5100         | 0.00                         | 0.00              | 0.0%                  |
| Travel and Conferences  |                | 5200         | 0.00                         | 0.00              | 0.0%                  |
| Insurance   |                | 5400-5450    | 0.00                         | 0.00              | 0.0%                  |
| Operations and Housekeeping Services  |                | 5500         | 0.00                         | 0.00              | 0.0%                  |
| Rentals, Leases, Repairs, and Noncapitalized Improvements                       |                | 5600         | 0.00                         | 0.00              | 0.0%                  |
| Transfers of Direct Costs   |                | 5710         | 0.00                         | 0.00              | 0.0%                  |
| Transfers of Direct Costs - Interfund   |                | 5750         | 0.00                         | 0.00              | 0.0%                  |
| Professional/Consulting Services and Operating Expenditures                     |                | 5800         | 0.00                         | 0.00              | 0.0%                  |
| Communications  |                | 5900         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>                         |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>CAPITAL OUTLAY</b>   |                |              |                              |                   |                       |
| Land  |                | 6100         | 0.00                         | 0.00              | 0.0%                  |
| Land Improvements   |                | 6170         | 0.00                         | 0.00              | 0.0%                  |
| Buildings and Improvements of Buildings   |                | 6200         | 0.00                         | 0.00              | 0.0%                  |
| Books and Media for New School Libraries or Major Expansion of School Libraries |                | 6300         | 0.00                         | 0.00              | 0.0%                  |
| Equipment   |                | 6400         | 0.00                         | 0.00              | 0.0%                  |
| Equipment Replacement   |                | 6500         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, CAPITAL OUTLAY</b>  |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>                      |                |              |                              |                   |                       |
| Other Transfers Out   |                |              |                              |                   |                       |
| Transfers of Pass-Through Revenues  |                |              |                              |                   |                       |
| To Districts or Charter Schools   |                | 7211         | 0.00                         | 0.00              | 0.0%                  |
| To County Offices   |                | 7212         | 0.00                         | 0.00              | 0.0%                  |
| To JPAs   |                | 7213         | 0.00                         | 0.00              | 0.0%                  |
| All Other Transfers Out to All Others   |                | 7299         | 0.00                         | 0.00              | 0.0%                  |
| Debt Service  |                |              |                              |                   |                       |
| Debt Service - Interest   |                | 7438         | 0.00                         | 0.00              | 0.0%                  |
| Other Debt Service - Principal  |                | 7439         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>               |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>TOTAL, EXPENDITURES</b>  |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |



| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>INTERFUND TRANSFERS</b>  |                |              |                              |                   |                       |
| <b>INTERFUND TRANSFERS IN</b>   |                |              |                              |                   |                       |
| To: State School Building Fund/<br>County School Facilities Fund<br>From: All Other Funds |                | 8913         | 0.00                         | 0.00              | 0.0%                  |
| Other Authorized Interfund Transfers In   |                | 8919         | 0.00                         | 0.00              | 0.0%                  |
| <b>(a) TOTAL, INTERFUND TRANSFERS IN</b>  |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>INTERFUND TRANSFERS OUT</b>  |                |              |                              |                   |                       |
| To: State School Building Fund/<br>County School Facilities Fund                          |                | 7613         | 0.00                         | 0.00              | 0.0%                  |
| Other Authorized Interfund Transfers Out  |                | 7619         | 0.00                         | 0.00              | 0.0%                  |
| <b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>OTHER SOURCES/USES</b>   |                |              |                              |                   |                       |
| <b>SOURCES</b>  |                |              |                              |                   |                       |
| Proceeds  |                |              |                              |                   |                       |
| Proceeds from Disposal of<br>Capital Assets                       |                | 8953         | 0.00                         | 0.00              | 0.0%                  |
| Other Sources   |                |              |                              |                   |                       |
| Transfers from Funds of<br>Lapsed/Reorganized LEAs                |                | 8965         | 0.00                         | 0.00              | 0.0%                  |
| Long-Term Debt Proceeds   |                |              |                              |                   |                       |
| Proceeds from Certificates<br>of Participation                    |                | 8971         | 0.00                         | 0.00              | 0.0%                  |
| Proceeds from Capital Leases                                      |                | 8972         | 0.00                         | 0.00              | 0.0%                  |
| Proceeds from Lease Revenue Bonds                                 |                | 8973         | 0.00                         | 0.00              | 0.0%                  |
| All Other Financing Sources                                       |                | 8979         | 0.00                         | 0.00              | 0.0%                  |
| <b>(c) TOTAL, SOURCES</b>   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>USES</b>   |                |              |                              |                   |                       |
| Transfers of Funds from<br>Lapsed/Reorganized LEAs                |                | 7651         | 0.00                         | 0.00              | 0.0%                  |
| <b>(d) TOTAL, USES</b>  |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>CONTRIBUTIONS</b>  |                |              |                              |                   |                       |
| Contributions from Unrestricted Revenues                          |                | 8980         | 0.00                         | 0.00              | 0.0%                  |
| Contributions from Restricted Revenues                            |                | 8990         | 0.00                         | 0.00              | 0.0%                  |
| <b>(e) TOTAL, CONTRIBUTIONS</b>                                   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>TOTAL, OTHER FINANCING SOURCES/USES</b><br>(a - b + c - d + e) |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |

| Description  | Function Codes | Object Codes        | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|---------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>   |                |                     |                              |                   |                       |
| 1) LCFF Sources  |                | 8010-8099           | 0.00                         | 0.00              | 0.0%                  |
| 2) Federal Revenue   |                | 8100-8299           | 0.00                         | 0.00              | 0.0%                  |
| 3) Other State Revenue   |                | 8300-8599           | 0.00                         | 0.00              | 0.0%                  |
| 4) Other Local Revenue   |                | 8600-8799           | 119.86                       | 70.00             | -41.6%                |
| 5) TOTAL, REVENUES   |                |                     | 119.86                       | 70.00             | -41.6%                |
| <b>B. EXPENDITURES (Objects 1000-7999)</b>   |                |                     |                              |                   |                       |
| 1) Instruction   | 1000-1999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 2) Instruction - Related Services  | 2000-2999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 3) Pupil Services  | 3000-3999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 4) Ancillary Services  | 4000-4999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 5) Community Services  | 5000-5999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 6) Enterprise  | 6000-6999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 7) General Administration  | 7000-7999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 8) Plant Services  | 8000-8999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 9) Other Outgo   | 9000-9999      | Except<br>7600-7699 | 0.00                         | 0.00              | 0.0%                  |
| 10) TOTAL, EXPENDITURES  |                |                     | 0.00                         | 0.00              | 0.0%                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B10)</b> |                |                     | 119.86                       | 70.00             | -41.6%                |
| <b>D. OTHER FINANCING SOURCES/USES</b>   |                |                     |                              |                   |                       |
| 1) Interfund Transfers   |                |                     |                              |                   |                       |
| a) Transfers In  |                | 8900-8929           | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out   |                | 7600-7629           | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses  |                |                     |                              |                   |                       |
| a) Sources   |                | 8930-8979           | 0.00                         | 0.00              | 0.0%                  |
| b) Uses  |                | 7630-7699           | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions   |                | 8980-8999           | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL, OTHER FINANCING SOURCES/USES   |                |                     | 0.00                         | 0.00              | 0.0%                  |

| Description  | Function Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | 119.86                       | 70.00             | -41.6%                |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                | 9791         | 3,196.15                     | 3,316.01          | 3.8%                  |
| b) Audit Adjustments   |                | 9793         | 0.00                         | 0.00              | 0.0%                  |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 3,196.15                     | 3,316.01          | 3.8%                  |
| d) Other Restatements  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 3,196.15                     | 3,316.01          | 3.8%                  |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              |                              |                   |                       |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                | 9740         | 3,316.01                     | 3,386.01          | 2.1%                  |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments (by Resource/Object)                         |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments (by Resource/Object)                         |                | 9780         | 0.00                         | 0.00              | 0.0%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                         | 0.00              | 0.0%                  |

| <u>Resource</u>           | <u>Description</u>               | <u>2019-20<br/>Estimated Actuals</u> | <u>2020-21<br/>Budget</u> |
|---------------------------|----------------------------------|--------------------------------------|---------------------------|
| 7710                      | State School Facilities Projects | 3,316.01                             | 3,386.01                  |
| Total, Restricted Balance |                                  | <u>3,316.01</u>                      | <u>3,386.01</u>           |



TIPTON ELEMENTARY SCHOOL DISTRICT

**BOND INTEREST AND REDEMPTION FUND**

2020-2021 Budget Adoption

June 9, 2020

**Fund # 51**

This Fund is strictly in use by the Tulare County Office of Education, Tulare County Controllers and Tulare County Treasurer. This is the ins/outs of our Bond Sales and Proceeds.

| Description   | Resource Codes | Object Codes            | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|-------------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>  |                |                         |                              |                   |                       |
| 1) LCFF Sources   |                | 8010-8099               | 0.00                         | 0.00              | 0.0%                  |
| 2) Federal Revenue  |                | 8100-8299               | 0.00                         | 0.00              | 0.0%                  |
| 3) Other State Revenue  |                | 8300-8599               | 0.00                         | 0.00              | 0.0%                  |
| 4) Other Local Revenue  |                | 8600-8799               | 100,650.00                   | 100,650.00        | 0.0%                  |
| 5) TOTAL, REVENUES  |                |                         | 100,650.00                   | 100,650.00        | 0.0%                  |
| <b>B. EXPENDITURES</b>  |                |                         |                              |                   |                       |
| 1) Certificated Salaries  |                | 1000-1999               | 0.00                         | 0.00              | 0.0%                  |
| 2) Classified Salaries  |                | 2000-2999               | 0.00                         | 0.00              | 0.0%                  |
| 3) Employee Benefits  |                | 3000-3999               | 0.00                         | 0.00              | 0.0%                  |
| 4) Books and Supplies   |                | 4000-4999               | 0.00                         | 0.00              | 0.0%                  |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 0.00                         | 0.00              | 0.0%                  |
| 6) Capital Outlay   |                | 6000-6999               | 0.00                         | 0.00              | 0.0%                  |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 100,650.00                   | 100,650.00        | 0.0%                  |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 0.00                         | 0.00              | 0.0%                  |
| 9) TOTAL, EXPENDITURES  |                |                         | 100,650.00                   | 100,650.00        | 0.0%                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         |                              |                   |                       |
|   |                |                         | 0.00                         | 0.00              | 0.0%                  |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                              |                   |                       |
| 1) Interfund Transfers  |                |                         |                              |                   |                       |
| a) Transfers In   |                | 8900-8929               | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out  |                | 7600-7629               | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses   |                |                         |                              |                   |                       |
| a) Sources  |                | 8930-8979               | 0.00                         | 0.00              | 0.0%                  |
| b) Uses   |                | 7630-7699               | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions  |                | 8980-8999               | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL, OTHER FINANCING SOURCES/USES  |                |                         | 0.00                         | 0.00              | 0.0%                  |

| Description  | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                | 9791         | 289,877.22                   | 289,877.22        | 0.0%                  |
| b) Audit Adjustments   |                | 9793         | 0.00                         | 0.00              | 0.0%                  |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 289,877.22                   | 289,877.22        | 0.0%                  |
| d) Other Restatements  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 289,877.22                   | 289,877.22        | 0.0%                  |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              | 289,877.22                   | 289,877.22        | 0.0%                  |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                | 9740         | 289,877.22                   | 289,877.22        | 0.0%                  |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments  |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments  |                | 9780         | 0.00                         | 0.00              | 0.0%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                         | 0.00              | 0.0%                  |



| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>G. ASSETS</b>                                      |                |              |                              |                   |                       |
| 1) Cash   |                |              |                              |                   |                       |
| a) in County Treasury                                 |                | 9110         | 0.00                         |                   |                       |
| 1) Fair Value Adjustment to Cash in County Treasury   |                | 9111         | 0.00                         |                   |                       |
| b) in Banks   |                | 9120         | 0.00                         |                   |                       |
| c) in Revolving Cash Account                          |                | 9130         | 0.00                         |                   |                       |
| d) with Fiscal Agent/Trustee                          |                | 9135         | 0.00                         |                   |                       |
| e) Collections Awaiting Deposit                       |                | 9140         | 0.00                         |                   |                       |
| 2) Investments  |                | 9150         | 0.00                         |                   |                       |
| 3) Accounts Receivable                                |                | 9200         | 0.00                         |                   |                       |
| 4) Due from Grantor Government                        |                | 9290         | 0.00                         |                   |                       |
| 5) Due from Other Funds                               |                | 9310         | 0.00                         |                   |                       |
| 6) Stores   |                | 9320         | 0.00                         |                   |                       |
| 7) Prepaid Expenditures                               |                | 9330         | 0.00                         |                   |                       |
| 8) Other Current Assets                               |                | 9340         | 0.00                         |                   |                       |
| 9) TOTAL, ASSETS                                      |                |              | 0.00                         |                   |                       |
| <b>H. DEFERRED OUTFLOWS OF RESOURCES</b>              |                |              |                              |                   |                       |
| 1) Deferred Outflows of Resources                     |                | 9490         | 0.00                         |                   |                       |
| 2) TOTAL, DEFERRED OUTFLOWS                           |                |              | 0.00                         |                   |                       |
| <b>I. LIABILITIES</b>                                 |                |              |                              |                   |                       |
| 1) Accounts Payable                                   |                | 9500         | 0.00                         |                   |                       |
| 2) Due to Grantor Governments                         |                | 9590         | 0.00                         |                   |                       |
| 3) Due to Other Funds                                 |                | 9610         | 0.00                         |                   |                       |
| 4) Current Loans                                      |                | 9640         | 0.00                         |                   |                       |
| 5) Unearned Revenue                                   |                | 9650         | 0.00                         |                   |                       |
| 6) TOTAL, LIABILITIES                                 |                |              | 0.00                         |                   |                       |
| <b>J. DEFERRED INFLOWS OF RESOURCES</b>               |                |              |                              |                   |                       |
| 1) Deferred Inflows of Resources                      |                | 9690         | 0.00                         |                   |                       |
| 2) TOTAL, DEFERRED INFLOWS                            |                |              | 0.00                         |                   |                       |
| <b>K. FUND EQUITY</b>                                 |                |              |                              |                   |                       |
| Ending Fund Balance, June 30<br>(G9 + H2) - (I6 + J2) |                |              | 0.00                         |                   |                       |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>FEDERAL REVENUE</b>  |                |              |                              |                   |                       |
| All Other Federal Revenue   |                | 8290         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, FEDERAL REVENUE</b>   |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>OTHER STATE REVENUE</b>  |                |              |                              |                   |                       |
| Tax Relief Subventions<br>Voted Indebtedness Levies   |                |              |                              |                   |                       |
| Homeowners' Exemptions  |                | 8571         | 0.00                         | 0.00              | 0.0%                  |
| Other Subventions/In-Lieu<br>Taxes  |                | 8572         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER STATE REVENUE</b>   |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>OTHER LOCAL REVENUE</b>  |                |              |                              |                   |                       |
| Other Local Revenue<br>County and District Taxes<br>Voted Indebtedness Levies<br>Secured Roll |                |              |                              |                   |                       |
|   |                | 8611         | 100,650.00                   | 100,650.00        | 0.0%                  |
| Unsecured Roll  |                | 8612         | 0.00                         | 0.00              | 0.0%                  |
| Prior Years' Taxes  |                | 8613         | 0.00                         | 0.00              | 0.0%                  |
| Supplemental Taxes  |                | 8614         | 0.00                         | 0.00              | 0.0%                  |
| Penalties and Interest from<br>Delinquent Non-LCFF<br>Taxes                                   |                | 8629         | 0.00                         | 0.00              | 0.0%                  |
| Interest  |                | 8660         | 0.00                         | 0.00              | 0.0%                  |
| Net Increase (Decrease) in the Fair Value of Investments                                      |                | 8662         | 0.00                         | 0.00              | 0.0%                  |
| Other Local Revenue   |                |              |                              |                   |                       |
| All Other Local Revenue   |                | 8699         | 0.00                         | 0.00              | 0.0%                  |
| All Other Transfers In from All Others  |                | 8799         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER LOCAL REVENUE</b>   |                |              | 100,650.00                   | 100,650.00        | 0.0%                  |
| <b>TOTAL, REVENUES</b>  |                |              | 100,650.00                   | 100,650.00        | 0.0%                  |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>        |                |              |                              |                   |                       |
| Debt Service  |                |              |                              |                   |                       |
| Bond Redemptions  |                | 7433         | 0.00                         | 0.00              | 0.0%                  |
| Bond Interest and Other Service<br>Charges                        |                | 7434         | 100,650.00                   | 100,650.00        | 0.0%                  |
| Debt Service - Interest   |                | 7438         | 0.00                         | 0.00              | 0.0%                  |
| Other Debt Service - Principal                                    |                | 7439         | 0.00                         | 0.00              | 0.0%                  |
| <b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b> |                |              | 100,650.00                   | 100,650.00        | 0.0%                  |
| <b>TOTAL, EXPENDITURES</b>  |                |              | 100,650.00                   | 100,650.00        | 0.0%                  |

| Description   | Resource Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|---|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>INTERFUND TRANSFERS</b>  |                |              |                              |                   |                       |
| <b>INTERFUND TRANSFERS IN</b>                                     |                |              |                              |                   |                       |
| Other Authorized Interfund Transfers In                           |                | 8919         | 0.00                         | 0.00              | 0.0%                  |
| <b>(a) TOTAL, INTERFUND TRANSFERS IN</b>                          |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>INTERFUND TRANSFERS OUT</b>                                    |                |              |                              |                   |                       |
| To: General Fund  |                | 7614         | 0.00                         | 0.00              | 0.0%                  |
| Other Authorized Interfund Transfers Out                          |                | 7619         | 0.00                         | 0.00              | 0.0%                  |
| <b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>                         |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>OTHER SOURCES/USES</b>   |                |              |                              |                   |                       |
| <b>SOURCES</b>  |                |              |                              |                   |                       |
| Other Sources   |                |              |                              |                   |                       |
| Transfers from Funds of Lapsed/Reorganized LEAs                   |                | 8965         | 0.00                         | 0.00              | 0.0%                  |
| All Other Financing Sources                                       |                | 8979         | 0.00                         | 0.00              | 0.0%                  |
| <b>(c) TOTAL, SOURCES</b>   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>USES</b>   |                |              |                              |                   |                       |
| Transfers of Funds from Lapsed/Reorganized LEAs                   |                | 7651         | 0.00                         | 0.00              | 0.0%                  |
| All Other Financing Uses  |                | 7699         | 0.00                         | 0.00              | 0.0%                  |
| <b>(d) TOTAL, USES</b>  |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>CONTRIBUTIONS</b>  |                |              |                              |                   |                       |
| Contributions from Unrestricted Revenues                          |                | 8980         | 0.00                         | 0.00              | 0.0%                  |
| Contributions from Restricted Revenues                            |                | 8990         | 0.00                         | 0.00              | 0.0%                  |
| <b>(e) TOTAL, CONTRIBUTIONS</b>                                   |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |
| <b>TOTAL, OTHER FINANCING SOURCES/USES</b><br>(a - b + c - d + e) |                |              | <b>0.00</b>                  | <b>0.00</b>       | <b>0.0%</b>           |

| Description  | Function Codes | Object Codes        | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|---------------------|------------------------------|-------------------|-----------------------|
| <b>A. REVENUES</b>   |                |                     |                              |                   |                       |
| 1) LCFF Sources  |                | 8010-8099           | 0.00                         | 0.00              | 0.0%                  |
| 2) Federal Revenue   |                | 8100-8299           | 0.00                         | 0.00              | 0.0%                  |
| 3) Other State Revenue   |                | 8300-8599           | 0.00                         | 0.00              | 0.0%                  |
| 4) Other Local Revenue   |                | 8600-8799           | 100,650.00                   | 100,650.00        | 0.0%                  |
| 5) TOTAL, REVENUES   |                |                     | 100,650.00                   | 100,650.00        | 0.0%                  |
| <b>B. EXPENDITURES (Objects 1000-7999)</b>   |                |                     |                              |                   |                       |
| 1) Instruction   | 1000-1999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 2) Instruction - Related Services  | 2000-2999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 3) Pupil Services  | 3000-3999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 4) Ancillary Services  | 4000-4999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 5) Community Services  | 5000-5999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 6) Enterprise  | 6000-6999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 7) General Administration  | 7000-7999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 8) Plant Services  | 8000-8999      |                     | 0.00                         | 0.00              | 0.0%                  |
| 9) Other Outgo   | 9000-9999      | Except<br>7600-7699 | 100,650.00                   | 100,650.00        | 0.0%                  |
| 10) TOTAL, EXPENDITURES  |                |                     | 100,650.00                   | 100,650.00        | 0.0%                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B10)</b> |                |                     | 0.00                         | 0.00              | 0.0%                  |
| <b>D. OTHER FINANCING SOURCES/USES</b>   |                |                     |                              |                   |                       |
| 1) Interfund Transfers   |                |                     |                              |                   |                       |
| a) Transfers In  |                | 8900-8929           | 0.00                         | 0.00              | 0.0%                  |
| b) Transfers Out   |                | 7600-7629           | 0.00                         | 0.00              | 0.0%                  |
| 2) Other Sources/Uses  |                |                     |                              |                   |                       |
| a) Sources   |                | 8930-8979           | 0.00                         | 0.00              | 0.0%                  |
| b) Uses  |                | 7630-7699           | 0.00                         | 0.00              | 0.0%                  |
| 3) Contributions   |                | 8980-8999           | 0.00                         | 0.00              | 0.0%                  |
| 4) TOTAL, OTHER FINANCING SOURCES/USES   |                |                     | 0.00                         | 0.00              | 0.0%                  |

| Description  | Function Codes | Object Codes | 2019-20<br>Estimated Actuals | 2020-21<br>Budget | Percent<br>Difference |
|--|----------------|--------------|------------------------------|-------------------|-----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C + D4)</b> |                |              | 0.00                         | 0.00              | 0.0%                  |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                              |                   |                       |
| 1) Beginning Fund Balance                                      |                |              |                              |                   |                       |
| a) As of July 1 - Unaudited                                    |                | 9791         | 289,877.22                   | 289,877.22        | 0.0%                  |
| b) Audit Adjustments   |                | 9793         | 0.00                         | 0.00              | 0.0%                  |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 289,877.22                   | 289,877.22        | 0.0%                  |
| d) Other Restatements  |                | 9795         | 0.00                         | 0.00              | 0.0%                  |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 289,877.22                   | 289,877.22        | 0.0%                  |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              |                              |                   |                       |
| Components of Ending Fund Balance                              |                |              |                              |                   |                       |
| a) Nonspendable  |                |              |                              |                   |                       |
| Revolving Cash   |                | 9711         | 0.00                         | 0.00              | 0.0%                  |
| Stores   |                | 9712         | 0.00                         | 0.00              | 0.0%                  |
| Prepaid Items  |                | 9713         | 0.00                         | 0.00              | 0.0%                  |
| All Others   |                | 9719         | 0.00                         | 0.00              | 0.0%                  |
| b) Restricted  |                |              |                              |                   |                       |
| c) Committed   |                |              |                              |                   |                       |
| Stabilization Arrangements                                     |                | 9750         | 0.00                         | 0.00              | 0.0%                  |
| Other Commitments (by Resource/Object)                         |                | 9760         | 0.00                         | 0.00              | 0.0%                  |
| d) Assigned  |                |              |                              |                   |                       |
| Other Assignments (by Resource/Object)                         |                | 9780         | 0.00                         | 0.00              | 0.0%                  |
| e) Unassigned/Unappropriated                                   |                |              |                              |                   |                       |
| Reserve for Economic Uncertainties                             |                | 9789         | 0.00                         | 0.00              | 0.0%                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                         | 0.00              | 0.0%                  |

| <b>Resource</b>           | <b>Description</b>     | <b>2019-20<br/>Estimated Actuals</b> | <b>2020-21<br/>Budget</b> |
|---------------------------|------------------------|--------------------------------------|---------------------------|
| 9010                      | Other Restricted Local | 289,877.22                           | 289,877.22                |
| Total, Restricted Balance |                        | <u>289,877.22</u>                    | <u>289,877.22</u>         |

2020-2021 Budget Adoption  
June 9, 2020

# SUPPLEMENTAL FORMS

CEA – Current Expense Formula

ESMOE – Every Student Succeeds Act MOE

IDR – Indirect Cost Rates

L – Lottery

SIAA/SIAB – Summary of Inter-fund Activities

C&S – Criteria and Standards

Cash Flow

Other forms as needed



| PART I - CURRENT EXPENSE FORMULA             | Total Expense for Year (1) | EDP No. | Reductions (See Note 1) (2) | EDP No. | Current Expense of Education (Col 1 - Col 2) (3) | EDP No.    | Reductions (Extracted) (See Note 2) (4a) | Reductions (Overrides)* (See Note 2) (4b) | EDP No.      | Current Expense-Part II (Col 3 - Col 4) (5) | EDP No.    |
|--|----------------------------|---------|-----------------------------|---------|--|------------|--|---|--------------|---|------------|
| 1000 - Certificated Salaries                 | 2,566,869.16               | 301     | 0.00                        | 303     | 2,566,869.16                                     | 305        | 3,790.00                                 |   | 307          | 2,563,079.16                                | 309        |
| 2000 - Classified Salaries                   | 1,065,518.38               | 311     | 0.00                        | 313     | 1,065,518.38                                     | 315        | 170,473.00                               |   | 317          | 895,045.38                                  | 319        |
| 3000 - Employee Benefits                     | 1,906,622.64               | 321     | 16,527.05                   | 323     | 1,890,095.59                                     | 325        | 72,595.00                                |   | 327          | 1,817,500.59                                | 329        |
| 4000 - Books, Supplies Equip Replace. (6500) | 482,265.31                 | 331     | 33,074.00                   | 333     | 449,191.31                                       | 335        | 126,389.20                               |   | 337          | 322,802.11                                  | 339        |
| 5000 - Services. . . & 7300 - Indirect Costs | 817,605.97                 | 341     | 5,000.00                    | 343     | 812,605.97                                       | 345        | 18,016.20                                |   | 347          | 794,589.77                                  | 349        |
| <b>TOTAL</b>                                 |                            |         |                             |         | <b>6,784,280.41</b>                              | <b>365</b> |  |   | <b>TOTAL</b> | <b>6,393,017.01</b>                         | <b>369</b> |

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

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

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

| PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)  | Object      | EDP No.          |
|---|-------------|------------------|
| 1. Teacher Salaries as Per EC 41011. . . . .  | 1100        | 2,300,891.16 375 |
| 2. Salaries of Instructional Aides Per EC 41011. . . . .  | 2100        | 371,787.16 380   |
| 3. STRS. . . . .  | 3101 & 3102 | 392,792.75 382   |
| 4. PERS. . . . .  | 3201 & 3202 | 74,486.16 383    |
| 5. OASDI - Regular, Medicare and Alternative. . . . .   | 3301 & 3302 | 73,678.92 384    |
| 6. Health & Welfare Benefits (EC 41372)<br>(Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans). . . . .   | 3401 & 3402 | 600,305.37 385   |
| 7. Unemployment Insurance. . . . .  | 3501 & 3502 | 1,609.90 390     |
| 8. Workers' Compensation Insurance. . . . .   | 3601 & 3602 | 94,810.91 392    |
| 9. OPEB, Active Employees (EC 41372). . . . .   | 3751 & 3752 | 14,405.48 393    |
| 10. Other Benefits (EC 22310). . . . .  | 3901 & 3902 | 50,000.00 393    |
| 11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10). . . . .  |             | 3,974,767.81 395 |
| 12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2. . . . .  |             | 0.00             |
| 13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted). . . . .   |             | 147,154.00 396   |
| b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*. . . . .  |             | 396              |
| 14. TOTAL SALARIES AND BENEFITS. . . . .  |             | 3,827,613.81 397 |
| 15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372. . . . . |             | 59.87%           |
| 16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X') . . . . .  |             |                  |

| PART III: DEFICIENCY AMOUNT   |              |
|---|--------------|
| A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374. |              |
| 1. Minimum percentage required (60% elementary, 55% unified, 50% high) . . . . .  | 60.00%       |
| 2. Percentage spent by this district (Part II, Line 15) . . . . .   | 59.87%       |
| 3. Percentage below the minimum (Part III, Line 1 minus Line 2) . . . . .   | 0.13%        |
| 4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369). . . . .  | 6,393,017.01 |
| 5. Deficiency Amount (Part III, Line 3 times Line 4) . . . . .  | 8,310.92     |

| PART IV: Explanation for adjustments entered in Part I, Column 4b (required) |
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Current Expense Formula/Minimum Classroom Compensation

| PART I - CURRENT EXPENSE FORMULA             | Total Expense for Year (1) | EDP No. | Reductions (See Note 1) (2) | EDP No. | Current Expense of Education (Col 1 - Col 2) (3) | EDP No.    | Reductions (Extracted) (See Note 2) (4a) | Reductions (Overrides)* (See Note 2) (4b) | EDP No.      | Current Expense-Part II (Col 3 - Col 4) (5) | EDP No.    |
|--|----------------------------|---------|-----------------------------|---------|--|------------|--|---|--------------|---|------------|
| 1000 - Certificated Salaries                 | 2,422,094.00               | 301     | 0.00                        | 303     | 2,422,094.00                                     | 305        | 6,000.00                                 |   | 307          | 2,416,094.00                                | 309        |
| 2000 - Classified Salaries                   | 1,037,911.00               | 311     | 0.00                        | 313     | 1,037,911.00                                     | 315        | 156,058.00                               |   | 317          | 881,853.00                                  | 319        |
| 3000 - Employee Benefits                     | 1,943,601.76               | 321     | 14,361.00                   | 323     | 1,929,240.76                                     | 325        | 85,609.00                                |   | 327          | 1,843,631.76                                | 329        |
| 4000 - Books, Supplies Equip Replace. (6500) | 711,829.25                 | 331     | 61,500.00                   | 333     | 650,329.25                                       | 335        | 149,957.54                               |   | 337          | 500,371.71                                  | 339        |
| 5000 - Services. . . & 7300 - Indirect Costs | 802,416.29                 | 341     | 43,065.00                   | 343     | 759,351.29                                       | 345        | 27,486.00                                |   | 347          | 731,865.29                                  | 349        |
| <b>TOTAL</b>                                 |                            |         |                             |         | <b>6,798,926.30</b>                              | <b>365</b> |  |   | <b>TOTAL</b> | <b>6,373,815.76</b>                         | <b>369</b> |

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

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

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

| PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)  |  | Object      | EDP No.      |
|---|--|-------------|--------------|
| 1. Teacher Salaries as Per EC 41011. . . . .  |  | 1100        | 375          |
| 2. Salaries of Instructional Aides Per EC 41011. . . . .  |  | 2100        | 380          |
| 3. STRS. . . . .  |  | 3101 & 3102 | 382          |
| 4. PERS. . . . .  |  | 3201 & 3202 | 383          |
| 5. OASDI - Regular, Medicare and Alternative. . . . .   |  | 3301 & 3302 | 384          |
| 6. Health & Welfare Benefits (EC 41372)<br>(Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans). . . . .   |  | 3401 & 3402 | 385          |
| 7. Unemployment Insurance. . . . .  |  | 3501 & 3502 | 390          |
| 8. Workers' Compensation Insurance. . . . .   |  | 3601 & 3602 | 392          |
| 9. OPEB, Active Employees (EC 41372). . . . .   |  | 3751 & 3752 | 393          |
| 10. Other Benefits (EC 22310). . . . .  |  | 3901 & 3902 | 395          |
| 11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10). . . . .  |  |             | 395          |
| 12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2. . . . .  |  |             | 0.00         |
| 13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted). . . . .   |  |             | 145,841.00   |
| b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*. . . . .  |  |             | 396          |
| 14. TOTAL SALARIES AND BENEFITS. . . . .  |  |             | 3,668,291.76 |
| 15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372. . . . . |  |             | 57.55%       |
| 16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X'). . . . .   |  |             |              |

| PART III: DEFICIENCY AMOUNT   |              |
|---|--------------|
| A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374. |              |
| 1. Minimum percentage required (60% elementary, 55% unified, 50% high) . . . . .  | 60.00%       |
| 2. Percentage spent by this district (Part II, Line 15) . . . . .   | 57.55%       |
| 3. Percentage below the minimum (Part III, Line 1 minus Line 2) . . . . .   | 2.45%        |
| 4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369). . . . .  | 6,373,815.76 |
| 5. Deficiency Amount (Part III, Line 3 times Line 4) . . . . .  | 156,158.49   |

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



| Section I - Expenditures   | Funds 01, 09, and 62  |                                       |                                   | 2019-20 Expenditures |
|--|---|---------------------------------------|-----------------------------------|----------------------|
|  | Goals   | Functions                             | Objects                           |                      |
| A. Total state, federal, and local expenditures (all resources)  | All   | All                                   | 1000-7999                         | 7,150,261.66         |
| B. Less all federal expenditures not allowed for MOE<br>(Resources 3000-5999, except 3385)                           | All   | All                                   | 1000-7999                         | 509,799.82           |
| C. Less state and local expenditures not allowed for MOE:<br>(All resources, except federal as identified in Line B) |   |                                       |                                   |                      |
| 1. Community Services  | All   | 5000-5999                             | 1000-7999                         | 0.00                 |
| 2. Capital Outlay  | All except<br>7100-7199   | All except<br>5000-5999               | 6000-6999                         | 110,000.00           |
| 3. Debt Service  | All   | 9100                                  | 5400-5450,<br>5800, 7430-<br>7439 | 169,755.20           |
| 4. Other Transfers Out   | All   | 9200                                  | 7200-7299                         | 0.00                 |
| 5. Interfund Transfers Out   | All   | 9300                                  | 7600-7629                         | 0.00                 |
| 6. All Other Financing Uses  | All   | 9100                                  | 7699                              | 0.00                 |
|  |   | 9200                                  | 7651                              |                      |
| 7. Nonagency   | 7100-7199   | All except<br>5000-5999,<br>9000-9999 | 1000-7999                         | 0.00                 |
| 8. Tuition (Revenue, in lieu of expenditures, to approximate<br>costs of services for which tuition is received)     | All   | All                                   | 8710                              | 0.00                 |
| 9. Supplemental expenditures made as a result of a<br>Presidentially declared disaster                               | Manually entered. Must not include<br>expenditures in lines B, C1-C8, D1, or<br>D2. |                                       |                                   |                      |
| 10. Total state and local expenditures not<br>allowed for MOE calculation<br>(Sum lines C1 through C9)               |   |                                       |                                   | 279,755.20           |
| D. Plus additional MOE expenditures:   |   |                                       | 1000-7143,<br>7300-7439           |                      |
| 1. Expenditures to cover deficits for food services<br>(Funds 13 and 61) (If negative, then zero)                    | All   | All                                   | minus<br>8000-8699                | 39,165.14            |
| 2. Expenditures to cover deficits for student body activities  | Manually entered. Must not include<br>expenditures in lines A or D1.                |                                       |                                   |                      |
| E. Total expenditures subject to MOE<br>(Line A minus lines B and C10, plus lines D1 and D2)                         |   |                                       |                                   | 6,399,871.78         |

|  |              | 2019-20<br>Annual ADA/<br>Exps. Per ADA |
|--|--------------|---|
| <b>Section II - Expenditures Per ADA</b>   |              |   |
| A. Average Daily Attendance<br>(Form A, Annual ADA column, sum of lines A6 and C9)   |              | 522.49                                  |
| B. Expenditures per ADA (Line I.E divided by Line II.A)  |              | 12,248.79                               |
| <b>Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)</b>   |              |   |
|  | <b>Total</b> | <b>Per ADA</b>                          |
| A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.) | 6,520,631.10 | 12,347.58                               |
| 1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)  | 0.00         | 0.00                                    |
| 2. Total adjusted base expenditure amounts (Line A plus Line A.1)  | 6,520,631.10 | 12,347.58                               |
| B. Required effort (Line A.2 times 90%)  | 5,868,567.99 | 11,112.82                               |
| C. Current year expenditures (Line I.E and Line II.B)  | 6,399,871.78 | 12,248.79                               |
| D. MOE deficiency amount, if any (Line B minus Line C)<br>(If negative, then zero)   | 0.00         | 0.00                                    |
| E. MOE determination<br>(If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)                       | MOE Met      |   |
| F. MOE deficiency percentage, if MOE not met; otherwise, zero<br>(Line D divided by Line B)<br>(Funding under ESSA covered programs in FY 2021-22 may be reduced by the lower of the two percentages)  | 0.00%        | 0.00%                                   |

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

**Part I - General Administrative Share of Plant Services Costs**

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

**A. Salaries and Benefits - Other General Administration and Centralized Data Processing**

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 7200-7700, goals 0000 and 9000) 167,404.00
- 2. Contracted general administrative positions not paid through payroll
  - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. \_\_\_\_\_
  - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

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

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 5,355,079.13

**C. Percentage of Plant Services Costs Attributable to General Administration**

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 3.13%

**Part II - Adjustments for Employment Separation Costs**

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

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

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

**A. Normal Separation Costs (optional)**

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

**B. Abnormal or Mass Separation Costs (required)**

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00



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

**A. Indirect Costs**

|  |             |
|--|-------------|
| 1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)                            | 275,900.00  |
| 2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)                                  | 0.00        |
| 3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)  | 0.00        |
| 4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)   | 0.00        |
| 5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)           | 23,859.68   |
| 6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C) | 0.00        |
| 7. Adjustment for Employment Separation Costs  |             |
| a. Plus: Normal Separation Costs (Part II, Line A)   | 0.00        |
| b. Less: Abnormal or Mass Separation Costs (Part II, Line B)   | 0.00        |
| 8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)   | 299,759.68  |
| 9. Carry-Forward Adjustment (Part IV, Line F)  | (81,050.17) |
| 10. Total Adjusted Indirect Costs (Line A8 plus Line A9)   | 218,709.51  |

**B. Base Costs**

|   |              |
|---|--------------|
| 1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)   | 4,523,517.28 |
| 2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)  | 597,833.88   |
| 3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)   | 290,580.10   |
| 4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)  | 526.00       |
| 5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)  | 0.00         |
| 6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)   | 0.00         |
| 7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)   | 339,920.04   |
| 8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)  | 31,000.00    |
| 9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999) | 3,383.00     |
| 10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)             | 0.00         |
| 11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)  | 738,430.48   |
| 12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)   | 0.00         |
| 13. Adjustment for Employment Separation Costs  |              |
| a. Less: Normal Separation Costs (Part II, Line A)  | 0.00         |
| b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)  | 0.00         |
| 14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)  | 0.00         |
| 15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)  | 0.00         |
| 16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)  | 0.00         |
| 17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)  | 256,395.00   |
| 18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)   | 0.00         |
| 19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)   | 6,781,585.78 |

**C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment**

|   |       |
|---|-------|
| (For information only - not for use when claiming/recovering indirect costs)<br>(Line A8 divided by Line B19) | 4.42% |
|---|-------|

**D. Preliminary Proposed Indirect Cost Rate**

|   |       |
|---|-------|
| (For final approved fixed-with-carry-forward rate for use in 2021-22 see <a href="http://www.cde.ca.gov/fg/ac/ic">www.cde.ca.gov/fg/ac/ic</a> )<br>(Line A10 divided by Line B19) | 3.23% |
|---|-------|

**Part IV - Carry-forward Adjustment**

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

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

|   |                    |
|---|--------------------|
| <b>A. Indirect costs incurred in the current year (Part III, Line A8)</b>   | <u>299,759.68</u>  |
| <b>B. Carry-forward adjustment from prior year(s)</b>   |                    |
| 1. Carry-forward adjustment from the second prior year  | <u>7,096.86</u>    |
| 2. Carry-forward adjustment amount deferred from prior year(s), if any  | <u>0.00</u>        |
| <b>C. Carry-forward adjustment for under- or over-recovery in the current year</b>  |                    |
| 1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (5.72%) times Part III, Line B19); zero if negative  | <u>0.00</u>        |
| 2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (5.72%) times Part III, Line B19) or (the highest rate used to recover costs from any program (5.72%) times Part III, Line B19); zero if positive   | <u>(81,050.17)</u> |
| <b>D. Preliminary carry-forward adjustment (Line C1 or C2)</b>  | <u>(81,050.17)</u> |
| <b>E. Optional allocation of negative carry-forward adjustment over more than one year</b>  |                    |
| <p>Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.</p> |                    |
| Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:   | <u>3.23%</u>       |
| Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment (\$-40,525.09) is applied to the current year calculation and the remainder (\$-40,525.08) is deferred to one or more future years:  | <u>3.82%</u>       |
| Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment (\$-27,016.72) is applied to the current year calculation and the remainder (\$-54,033.45) is deferred to one or more future years:   | <u>4.02%</u>       |
| LEA request for Option 1, Option 2, or Option 3   | <u>1</u>           |
| <b>F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)</b>   | <u>(81,050.17)</u> |

Approved indirect cost rate: 5.72%  
Highest rate used in any program: 5.72%

| <b>Fund</b> | <b>Resource</b> | <b>Eligible Expenditures<br/>(Objects 1000-5999<br/>except Object 5100)</b> | <b>Indirect Costs Charged<br/>(Objects 7310 and 7350)</b> | <b>Rate<br/>Used</b> |
|-------------|-----------------|---|---|----------------------|
| 01          | 3010            | 327,694.00  | 18,679.00   | 5.70%                |
| 01          | 4035            | 51,758.00   | 2,950.00  | 5.70%                |
| 01          | 4201            | 6,653.87  | 135.00  | 2.03%                |
| 01          | 4203            | 48,399.00   | 939.00  | 1.94%                |
| 01          | 6010            | 169,759.20  | 7,800.00  | 4.59%                |
| 01          | 8150            | 308,523.00  | 17,647.00   | 5.72%                |
| 13          | 5310            | 460,595.00  | 23,543.00   | 5.11%                |

July 1 Budget  
2019-20 Estimated Actuals  
LOTTERY REPORT  
Revenues, Expenditures and  
Ending Balances - All Funds

| Description  | Object Codes                          | Lottery:<br>Unrestricted<br>(Resource 1100) | Transferred to<br>Other Resources<br>for Expenditure | Lottery:<br>Instructional<br>Materials<br>(Resource 6300)* | Totals     |
|--|---------------------------------------|---|--|--|------------|
| <b>A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>                                |                                       |   |  |  |            |
| 1. Adjusted Beginning Fund Balance   | 9791-9795                             | 362,775.34                                  |  | 58,740.15  | 421,515.49 |
| 2. State Lottery Revenue   | 8560                                  | 80,374.00                                   |  | 28,368.00  | 108,742.00 |
| 3. Other Local Revenue   | 8600-8799                             | 0.00  |  | 0.00   | 0.00       |
| 4. Transfers from Funds of<br>Lapsed/Reorganized Districts                     | 8965                                  | 0.00  |  | 0.00   | 0.00       |
| 5. Contributions from Unrestricted<br>Resources (Total must be zero)           | 8980                                  | 0.00  |  |  | 0.00       |
| 6. Total Available<br>(Sum Lines A1 through A5)                                |                                       | 443,149.34                                  | 0.00   | 87,108.15  | 530,257.49 |
| <b>B. EXPENDITURES AND OTHER FINANCING USES</b>                                |                                       |   |  |  |            |
| 1. Certificated Salaries   | 1000-1999                             | 0.00  |  |  | 0.00       |
| 2. Classified Salaries   | 2000-2999                             | 0.00  |  |  | 0.00       |
| 3. Employee Benefits   | 3000-3999                             | 0.00  |  |  | 0.00       |
| 4. Books and Supplies  | 4000-4999                             | 25,000.00                                   |  | 28,368.00  | 53,368.00  |
| 5. a. Services and Other Operating<br>Expenditures (Resource 1100)             | 5000-5999                             | 0.00  |  |  | 0.00       |
| b. Services and Other Operating<br>Expenditures (Resource 6300)                | 5000-5999, except<br>5100, 5710, 5800 |   |  |  |            |
| c. Duplicating Costs for<br>Instructional Materials<br>(Resource 6300)         | 5100, 5710, 5800                      |   |  |  |            |
| 6. Capital Outlay  | 6000-6999                             | 0.00  |  |  | 0.00       |
| 7. Tuition   | 7100-7199                             | 0.00  |  |  | 0.00       |
| 8. Interagency Transfers Out   |                                       |   |  |  |            |
| a. To Other Districts, County<br>Offices, and Charter Schools                  | 7211,7212,7221,<br>7222,7281,7282     | 0.00  |  |  | 0.00       |
| b. To JPAs and All Others  | 7213,7223,<br>7283,7299               | 0.00  |  |  | 0.00       |
| 9. Transfers of Indirect Costs   | 7300-7399                             |   |  |  |            |
| 10. Debt Service   | 7400-7499                             | 0.00  |  |  | 0.00       |
| 11. All Other Financing Uses   | 7630-7699                             | 0.00  |  |  | 0.00       |
| 12. Total Expenditures and Other Financing Uses<br>(Sum Lines B1 through B11 ) |                                       | 25,000.00                                   | 0.00   | 28,368.00  | 53,368.00  |
| <b>C. ENDING BALANCE</b>   |                                       |   |  |  |            |
| (Must equal Line A6 minus Line B12)  | 979Z                                  | 418,149.34                                  | 0.00   | 58,740.15  | 476,889.49 |
| <b>D. COMMENTS:</b>  |                                       |   |  |  |            |

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

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

July 1 Budget  
2019-20 Estimated Actuals  
SUMMARY OF INTERFUND ACTIVITIES  
FOR ALL FUNDS

| Description   | Direct Costs - Interfund |                       | Indirect Costs - Interfund |                       | Interfund Transfers In<br>8900-8929 | Interfund Transfers Out<br>7600-7629 | Due From<br>Other Funds<br>9310 | Due To<br>Other Funds<br>9610 |
|---|--------------------------|-----------------------|----------------------------|-----------------------|-------------------------------------|--------------------------------------|---------------------------------|-------------------------------|
|   | Transfers In<br>5750     | Transfers Out<br>5750 | Transfers In<br>7350       | Transfers Out<br>7350 |                                     |                                      |                                 |                               |
| 01 GENERAL FUND                                       |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | (23,543.00)           |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 08 STUDENT ACTIVITY SPECIAL REVENUE FUND              |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 09 CHARTER SCHOOLS SPECIAL REVENUE FUND               |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 10 SPECIAL EDUCATION PASS-THROUGH FUND                |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 11 ADULT EDUCATION FUND                               |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 12 CHILD DEVELOPMENT FUND                             |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 13 CAFETERIA SPECIAL REVENUE FUND                     |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 23,543.00                  | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 14 DEFERRED MAINTENANCE FUND                          |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 15 PUPIL TRANSPORTATION EQUIPMENT FUND                |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 18 SCHOOL BUS EMISSIONS REDUCTION FUND                |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 19 FOUNDATION SPECIAL REVENUE FUND                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       |                                     | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 21 BUILDING FUND                                      |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 25 CAPITAL FACILITIES FUND                            |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 30 STATE SCHOOL BUILDING LEASE/PURCHASE FUND          |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 35 COUNTY SCHOOL FACILITIES FUND                      |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 49 CAP PROJ FUND FOR BLENDED COMPONENT UNITS          |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 51 BOND INTEREST AND REDEMPTION FUND                  |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 52 DEBT SVC FUND FOR BLENDED COMPONENT UNITS          |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 53 TAX OVERRIDE FUND                                  |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 56 DEBT SERVICE FUND                                  |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |
| 57 FOUNDATION PERMANENT FUND                          |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       |                                     | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      | 0.00                            | 0.00                          |

July 1 Budget  
2019-20 Estimated Actuals  
SUMMARY OF INTERFUND ACTIVITIES  
FOR ALL FUNDS

| Description                              | Direct Costs - Interfund |                       | Indirect Costs - Interfund |                       | Interfund<br>Transfers In<br>8900-8929 | Interfund<br>Transfers Out<br>7600-7629 | Due From<br>Other Funds<br>9310 | Due To<br>Other Funds<br>9810 |
|--|--------------------------|-----------------------|----------------------------|-----------------------|--|---|---------------------------------|-------------------------------|
|  | Transfers In<br>5750     | Transfers Out<br>5750 | Transfers In<br>7350       | Transfers Out<br>7350 |  |   |                                 |                               |
| 61 CAFETERIA ENTERPRISE FUND             |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  | 0.00                       | 0.00                  |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   | 0.00                                    |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   | 0.00                            | 0.00                          |
| 62 CHARTER SCHOOLS ENTERPRISE FUND       |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  | 0.00                       | 0.00                  |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   | 0.00                                    |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   | 0.00                            | 0.00                          |
| 63 OTHER ENTERPRISE FUND                 |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   | 0.00                                    |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   | 0.00                            | 0.00                          |
| 66 WAREHOUSE REVOLVING FUND              |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   | 0.00                                    |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   | 0.00                            | 0.00                          |
| 67 SELF-INSURANCE FUND                   |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   | 0.00                                    |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   | 0.00                            | 0.00                          |
| 71 RETIREE BENEFIT FUND                  |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       |                          |                       |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   |   |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   | 0.00                            | 0.00                          |
| 73 FOUNDATION PRIVATE-PURPOSE TRUST FUND |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   |   |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   | 0.00                            | 0.00                          |
| 76 WARRANT/PASS-THROUGH FUND             |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       |                          |                       |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       |  |   |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   | 0.00                            | 0.00                          |
| 95 STUDENT BODY FUND                     |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       |                          |                       |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       |  |   |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   | 0.00                            | 0.00                          |
| <b>TOTALS</b>                            | <b>0.00</b>              | <b>0.00</b>           | <b>23,543.00</b>           | <b>(23,543.00)</b>    | <b>0.00</b>                            | <b>0.00</b>                             | <b>0.00</b>                     | <b>0.00</b>                   |

July 1 Budget  
2020-21 Budget  
SUMMARY OF INTERFUND ACTIVITIES  
FOR ALL FUNDS

| Description   | Direct Costs - Interfund |                       | Indirect Costs - Interfund |                       | Interfund Transfers In<br>8900-8929 | Interfund Transfers Out<br>7600-7629 | Due From<br>Other Funds<br>9310 | Due To<br>Other Funds<br>9810 |
|---|--------------------------|-----------------------|----------------------------|-----------------------|-------------------------------------|--------------------------------------|---------------------------------|-------------------------------|
|   | Transfers In<br>5750     | Transfers Out<br>5750 | Transfers In<br>7350       | Transfers Out<br>7350 |                                     |                                      |                                 |                               |
| 01 GENERAL FUND                                       |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | (9,116.00)            |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 08 STUDENT ACTIVITY SPECIAL REVENUE FUND              |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 09 CHARTER SCHOOLS SPECIAL REVENUE FUND               |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 10 SPECIAL EDUCATION PASS-THROUGH FUND                |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 11 ADULT EDUCATION FUND                               |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 12 CHILD DEVELOPMENT FUND                             |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 13 CAFETERIA SPECIAL REVENUE FUND                     |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 9,116.00                   | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 14 DEFERRED MAINTENANCE FUND                          |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 15 PUPIL TRANSPORTATION EQUIPMENT FUND                |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 18 SCHOOL BUS EMISSIONS REDUCTION FUND                |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 19 FOUNDATION SPECIAL REVENUE FUND                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       |                                     | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 21 BUILDING FUND                                      |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 25 CAPITAL FACILITIES FUND                            |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 30 STATE SCHOOL BUILDING LEASE/PURCHASE FUND          |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 35 COUNTY SCHOOL FACILITIES FUND                      |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 49 CAP PROJ FUND FOR BLENDED COMPONENT UNITS          |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 51 BOND INTEREST AND REDEMPTION FUND                  |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 52 DEBT SVC FUND FOR BLENDED COMPONENT UNITS          |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 53 TAX OVERRIDE FUND                                  |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 56 DEBT SERVICE FUND                                  |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       | 0.00                                | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| 57 FOUNDATION PERMANENT FUND                          |                          |                       |                            |                       |                                     |                                      |                                 |                               |
| Expenditure Detail                                    | 0.00                     | 0.00                  | 0.00                       | 0.00                  |                                     |                                      |                                 |                               |
| Other Sources/Uses Detail                             |                          |                       |                            |                       |                                     | 0.00                                 |                                 |                               |
| Fund Reconciliation                                   |                          |                       |                            |                       |                                     |                                      |                                 |                               |

July 1 Budget  
2020-21 Budget  
SUMMARY OF INTERFUND ACTIVITIES  
FOR ALL FUNDS

| Description                              | Direct Costs - Interfund |                       | Indirect Costs - Interfund |                       | Interfund<br>Transfers In<br>8900-8929 | Interfund<br>Transfers Out<br>7600-7629 | Due From<br>Other Funds<br>9310 | Due To<br>Other Funds<br>9610 |
|--|--------------------------|-----------------------|----------------------------|-----------------------|--|---|---------------------------------|-------------------------------|
|  | Transfers In<br>5750     | Transfers Out<br>5750 | Transfers In<br>7350       | Transfers Out<br>7350 |  |   |                                 |                               |
| 61 CAFETERIA ENTERPRISE FUND             |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  | 0.00                       | 0.00                  |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   | 0.00                                    |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   |                                 |                               |
| 62 CHARTER SCHOOLS ENTERPRISE FUND       |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  | 0.00                       | 0.00                  |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   | 0.00                                    |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   |                                 |                               |
| 63 OTHER ENTERPRISE FUND                 |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   | 0.00                                    |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   |                                 |                               |
| 66 WAREHOUSE REVOLVING FUND              |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   | 0.00                                    |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   |                                 |                               |
| 67 SELF-INSURANCE FUND                   |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   | 0.00                                    |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   |                                 |                               |
| 71 RETIREE BENEFIT FUND                  |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       |                          |                       |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   |   |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   |                                 |                               |
| 73 FOUNDATION PRIVATE-PURPOSE TRUST FUND |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       | 0.00                     | 0.00                  |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       | 0.00                                   |   |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   |                                 |                               |
| 76 WARRANT/PASS-THROUGH FUND             |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       |                          |                       |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       |  |   |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   |                                 |                               |
| 95 STUDENT BODY FUND                     |                          |                       |                            |                       |  |   |                                 |                               |
| Expenditure Detail                       |                          |                       |                            |                       |  |   |                                 |                               |
| Other Sources/Uses Detail                |                          |                       |                            |                       |  |   |                                 |                               |
| Fund Reconciliation                      |                          |                       |                            |                       |  |   |                                 |                               |
| <b>TOTALS</b>                            | <b>0.00</b>              | <b>0.00</b>           | <b>9,116.00</b>            | <b>(9,116.00)</b>     | <b>0.00</b>                            | <b>0.00</b>                             |                                 |                               |



YRA

1 Cash Flow Projection
District: S3 - Tipton Elert
Fund: 0100 - General F
Fiscal Year: 2020
Current Year Actual Through 11/11/2020 12:00
Budget As Of: Jun 1, 2020 12:00
CSLENDER: Worth Beginning Balance 3,198,716.97

Comments:

Table with columns: Category | Fiscal Month | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | YTD/Actual | Actual | Adjustments | Year | Working | Differences. Rows include RECEIPTS (107-185), DISBURSEMENTS (107-185), BALANCE SHEET TRANSACTIONS (187-240), and ENDING CASH PLUS ACCRUALS (240).

ENDING CASH PLUS ACCRUALS

2,719,209.48

182

1 Cash Flow Projection - Year 2 Estimated
District: 53 - Tipton Elementary School District
Fund: 0100 - General Fund
Fiscal Year: 2021

Comments:

Table with columns for Budget Month, Actual, and Difference. Rows include Receipts (27-36), Disbursements (107-185), Balance Sheet Transactions (187-207), and Ending Cash Plus (209-240).

Table with columns for Budget Month, Actual, and Difference. Rows include Receipts (27-36), Disbursements (107-185), Balance Sheet Transactions (187-207), and Ending Cash Plus (209-240).

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 approval of the budget.

**CRITERIA AND STANDARDS**

**1. CRITERION: Average Daily Attendance**

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

| Percentage Level | District ADA |     |       |
|------------------|--------------|-----|-------|
| 3.0%             | 0            | to  | 300   |
| 2.0%             | 301          | to  | 1,000 |
| 1.0%             | 1,001        | and | over  |

District ADA (Form A, Estimated P-2 ADA column, lines A4 and C4):

District's ADA Standard Percentage Level:

**1A. Calculating the District's ADA Variances**

DATA ENTRY: For the Third, Second, and First Prior Years, enter Estimated Funded ADA in the Original Budget Funded ADA column; enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the Third, Second, and First Prior Years. All other data are extracted.

| Fiscal Year                 | Original Budget Funded ADA<br>(Form A, Lines A4 and C4) | Estimated/Unaudited Actuals Funded ADA<br>(Form A, Lines A4 and C4) | ADA Variance Level<br>(If Budget is greater than Actuals, else N/A) | Status     |
|-----------------------------|---|---|---|------------|
| Third Prior Year (2017-18)  |   |   |   |            |
| District Regular            | 550   | 554   |   |            |
| Charter School              |   |   |   |            |
| <b>Total ADA</b>            | <b>550</b>  | <b>554</b>  | <b>N/A</b>  | <b>Met</b> |
| Second Prior Year (2018-19) |   |   |   |            |
| District Regular            | 554   | 555   |   |            |
| Charter School              |   |   |   |            |
| <b>Total ADA</b>            | <b>554</b>  | <b>555</b>  | <b>N/A</b>  | <b>Met</b> |
| First Prior Year (2019-20)  |   |   |   |            |
| District Regular            | 525   | 521   |   |            |
| Charter School              |   | 0   |   |            |
| <b>Total ADA</b>            | <b>525</b>  | <b>521</b>  | <b>0.8%</b>   | <b>Met</b> |
| Budget Year (2020-21)       |   |   |   |            |
| District Regular            | 521   |   |   |            |
| Charter School              | 0   |   |   |            |
| <b>Total ADA</b>            | <b>521</b>  |   |   |            |

**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 been overestimated by more than the standard percentage level for the first prior year.

Explanation:  
(required if NOT met)

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

Explanation:  
(required if NOT met)

**2. CRITERION: Enrollment**

**STANDARD:** Projected enrollment has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

| Percentage Level | District ADA |     |       |
|------------------|--------------|-----|-------|
| 3.0%             | 0            | to  | 300   |
| 2.0%             | 301          | to  | 1,000 |
| 1.0%             | 1,001        | and | over  |

District ADA (Form A, Estimated P-2 ADA column, lines A4 and C4):

District's Enrollment Standard Percentage Level:

**2A. Calculating the District's Enrollment Variances**

**DATA ENTRY:** Enter data in the Enrollment, Budget, column for all fiscal years and in the Enrollment, CBEDS Actual column for the First Prior Year; all other data are extracted or calculated. CBEDS Actual enrollment data preloaded in the District Regular lines will include both District Regular and Charter School enrollment. Districts will need to adjust the District Regular enrollment lines and the Charter School enrollment lines accordingly. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

| Fiscal Year                 | Budget     | Enrollment<br>CBEDS Actual | Enrollment Variance Level<br>(If Budget is greater<br>than Actual, else N/A) | Status         |
|-----------------------------|------------|----------------------------|--|----------------|
| Third Prior Year (2017-18)  |            |                            |  |                |
| District Regular            | 614        | 589                        |  |                |
| Charter School              |            |                            |  |                |
| <b>Total Enrollment</b>     | <b>614</b> | <b>589</b>                 | <b>4.1%</b>  | <b>Not Met</b> |
| Second Prior Year (2018-19) |            |                            |  |                |
| District Regular            | 584        | 549                        |  |                |
| Charter School              |            |                            |  |                |
| <b>Total Enrollment</b>     | <b>584</b> | <b>549</b>                 | <b>6.0%</b>  | <b>Not Met</b> |
| First Prior Year (2019-20)  |            |                            |  |                |
| District Regular            | 545        | 542                        |  |                |
| Charter School              |            |                            |  |                |
| <b>Total Enrollment</b>     | <b>545</b> | <b>542</b>                 | <b>0.6%</b>  | <b>Met</b>     |
| Budget Year (2020-21)       |            |                            |  |                |
| District Regular            | 542        |                            |  |                |
| Charter School              |            |                            |  |                |
| <b>Total Enrollment</b>     | <b>542</b> |                            |  |                |

**2B. Comparison of District Enrollment to the Standard**

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

1a. STANDARD MET - Enrollment has not been overestimated by more than the standard percentage level for the first prior year.

Explanation:  
(required if NOT met)

1b. STANDARD NOT MET - Enrollment was estimated above the standard for two or more of the previous three years. Provide reasons for the overestimate, a description of the methods and assumptions used in projecting enrollment, and what changes will be made to improve the accuracy of projections in this area.

Explanation:  
(required if NOT met)

District is in declining enrollment, and projections were based on prior year trends.

**3. CRITERION: ADA to Enrollment**

STANDARD: Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the budget 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: All data are extracted or calculated. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

| Fiscal Year  | P-2 ADA<br>Estimated/Unaudited Actuals<br>(Form A, Lines A4 and C4) | Enrollment<br>CBEDS Actual<br>(Criterion 2, Item 2A) | Historical Ratio<br>of ADA to Enrollment |
|--|---|--|--|
| Third Prior Year (2017-18)   |   |  |  |
| District Regular   | 554   | 589  |  |
| Charter School   |   | 0  |  |
| <b>Total ADA/Enrollment</b>  | <b>554</b>  | <b>589</b>   | <b>94.1%</b>                             |
| Second Prior Year (2018-19)  |   |  |  |
| District Regular   | 525   | 549  |  |
| Charter School   |   |  |  |
| <b>Total ADA/Enrollment</b>  | <b>525</b>  | <b>549</b>   | <b>95.6%</b>                             |
| First Prior Year (2019-20)   |   |  |  |
| District Regular   | 521   | 542  |  |
| Charter School   | 0   |  |  |
| <b>Total ADA/Enrollment</b>  | <b>521</b>  | <b>542</b>   | <b>96.1%</b>                             |
| Historical Average Ratio:  |   |  | 95.3%                                    |
| <b>District's ADA to Enrollment Standard (historical average ratio plus 0.5%):</b> |   |  | <b>95.8%</b>                             |

**3B. Calculating the District's Projected Ratio of ADA to Enrollment**

DATA ENTRY: Enter data in the Estimated P-2 ADA column for the two subsequent years. Enter data in the Enrollment column for the two subsequent 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 or calculated.

| Fiscal Year                   | Estimated P-2 ADA<br>Budget<br>(Form A, Lines A4 and C4) | Enrollment<br>Budget/Projected<br>(Criterion 2, Item 2A) | Ratio of ADA to Enrollment | Status         |
|-------------------------------|--|--|----------------------------|----------------|
| Budget Year (2020-21)         |  |  |                            |                |
| District Regular              | 521  | 542  |                            |                |
| Charter School                | 0  |  |                            |                |
| <b>Total ADA/Enrollment</b>   | <b>521</b>   | <b>542</b>   | <b>96.1%</b>               | <b>Not Met</b> |
| 1st Subsequent Year (2021-22) |  |  |                            |                |
| District Regular              | 521  | 542  |                            |                |
| Charter School                |  |  |                            |                |
| <b>Total ADA/Enrollment</b>   | <b>521</b>   | <b>542</b>   | <b>96.1%</b>               | <b>Not Met</b> |
| 2nd Subsequent Year (2022-23) |  |  |                            |                |
| District Regular              | 521  | 542  |                            |                |
| Charter School                |  |  |                            |                |
| <b>Total ADA/Enrollment</b>   | <b>521</b>   | <b>542</b>   | <b>96.1%</b>               | <b>Not Met</b> |

**3C. Comparison of District ADA to Enrollment Ratio to the Standard**

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

1a. STANDARD NOT MET - Projected P-2 ADA to enrollment ratio is above the standard for one or more of the budget or two subsequent fiscal years. Provide reasons why the projected ratio exceeds the district's historical average ratio by more than 0.5%.

Explanation:  
(required if NOT met)

District used CALPads enrollment and had a slight decline in ADA in which made the ratio exceed the historical average.

**4. CRITERION: LCFF Revenue**

**STANDARD:** Projected local control funding formula (LCFF) revenue for any of the budget year or two subsequent fiscal years has not changed from the prior fiscal year by more than the change in population, plus the district's gap funding or cost-of-living adjustment (COLA)<sup>1</sup> and its economic recovery target payment, plus or minus one percent.

For basic aid districts, projected LCFF revenue has not changed from the prior fiscal year by more than the percent change in property tax revenues plus or minus one percent.

For districts funded by necessary small school formulas, projected LCFF revenue has not changed from the prior fiscal year amount by more than the district's gap funding or COLA<sup>1</sup> and its economic recovery target payment, plus or minus one percent.

<sup>1</sup> Districts that are already at or above their LCFF target funding as described in Education Code Section 42238.03(d) receive no gap funding. These districts have a COLA applied to their LCFF target, but their year-over-year revenue increase might be less than the statutory COLA due to certain local factors and components of the funding formula.

**4A. District's LCFF Revenue Standard**

Indicate which standard applies:

LCFF Revenue

Basic Aid

Necessary Small School

The District must select which LCFF revenue standard applies.

LCFF Revenue Standard selected: LCFF Revenue

**4A1. Calculating the District's LCFF Revenue Standard**

**DATA ENTRY:** Enter data in Step 1a for the two subsequent fiscal years. All other data is extracted or calculated. Enter data for Steps 2a through 2b1. All other data is calculated.

Note: Due to the full implementation of LCFF, gap funding and the economic recovery target increment payment amounts are no longer applicable.

**Projected LCFF Revenue**

|   | Prior Year<br>(2019-20) | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|---|-------------------------|--------------------------|----------------------------------|----------------------------------|
| <b>Step 1 - Change in Population</b>  |                         |                          |                                  |                                  |
| a. ADA (Funded)<br>(Form A, lines A6 and C4)  | 522.49                  | 522.49                   | 522.49                           | 522.49                           |
| b. Prior Year ADA (Funded)  |                         | 522.49                   | 522.49                           | 522.49                           |
| c. Difference (Step 1a minus Step 1b)   |                         | 0.00                     | 0.00                             | 0.00                             |
| d. Percent Change Due to Population<br>(Step 1c divided by Step 1b)                     |                         | 0.00%                    | 0.00%                            | 0.00%                            |
| <b>Step 2 - Change in Funding Level</b>   |                         |                          |                                  |                                  |
| a. Prior Year LCFF Funding  |                         | 6,043,411.00             | 5,513,320.00                     | 5,586,747.00                     |
| b1. COLA percentage   |                         | -7.92%                   | 0.00%                            | 0.00%                            |
| b2. COLA amount (proxy for purposes of this<br>criterion)                               |                         | (478,638.15)             | 0.00                             | 0.00                             |
| c. Percent Change Due to Funding Level<br>(Step 2b2 divided by Step 2a)                 |                         | -7.92%                   | 0.00%                            | 0.00%                            |
| <b>Step 3 - Total Change in Population and Funding Level<br/>(Step 1d plus Step 2c)</b> |                         | -7.92%                   | 0.00%                            | 0.00%                            |
| <b>LCFF Revenue Standard (Step 3, plus/minus 1%):</b>                                   |                         | <b>-8.92% to -6.92%</b>  | <b>-1.00% to 1.00%</b>           | <b>-1.00% to 1.00%</b>           |

**4A2. Alternate LCFF Revenue Standard - Basic Aid**

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

**Basic Aid District Projected LCFF Revenue**

|   | Prior Year<br>(2019-20) | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|---|-------------------------|--------------------------|----------------------------------|----------------------------------|
| Projected Local Property Taxes<br>(Form 01, Objects 8021 - 8089)                      | 725,503.00              | 725,503.00               | 725,503.00                       | 725,503.00                       |
| Percent Change from Previous Year   |                         | N/A                      | N/A                              | N/A                              |
| <b>Basic Aid Standard<br/>(percent change from<br/>previous year, plus/minus 1%):</b> |                         | N/A                      | N/A                              | N/A                              |

**4A3. Alternate LCFF Revenue Standard - Necessary Small School**

DATA ENTRY: All data are extracted or calculated.

**Necessary Small School District Projected LCFF Revenue**

|   | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|---|--------------------------|----------------------------------|----------------------------------|
| <b>Necessary Small School Standard<br/>(COLA Step 2c, plus/minus 1%):</b> | N/A                      | N/A                              | N/A                              |

**4B. Calculating the District's Projected Change in LCFF Revenue**

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

|  | Prior Year<br>(2019-20) | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--|-------------------------|--------------------------|----------------------------------|----------------------------------|
| LCFF Revenue<br>(Fund 01, Objects 8011, 8012, 8020-8089) | 6,043,411.00            | 5,513,320.00             | 5,586,747.00                     | 5,586,747.00                     |
| District's Projected Change in LCFF Revenue:             |                         | -8.77%                   | 1.33%                            | 0.00%                            |
| <b>LCFF Revenue Standard:</b>                            |                         | <b>-8.92% to -6.92%</b>  | <b>-1.00% to 1.00%</b>           | <b>-1.00% to 1.00%</b>           |
| <b>Status:</b>   |                         | <b>Met</b>               | <b>Not Met</b>                   | <b>Met</b>                       |

**4C. Comparison of District LCFF Revenue to the Standard**

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

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

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

In 21/22 districts unduplicated pupil percentage increased from 20/21 therefore increase in LCFF revenue from budget year.

**5. CRITERION: Salaries and Benefits**

**STANDARD:** Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the budget 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: All data are extracted or calculated.

| Fiscal Year                 | Estimated/Unaudited Actuals - Unrestricted<br>(Resources 0000-1999) |  | Ratio<br>of Unrestricted Salaries and Benefits<br>to Total Unrestricted Expenditures |
|-----------------------------|---|--|--|
|                             | Salaries and Benefits<br>(Form 01, Objects 1000-3999)               | Total Expenditures<br>(Form 01, Objects 1000-7499) |  |
| Third Prior Year (2017-18)  | 4,351,127.94  | 4,935,644.04                                       | 88.2%  |
| Second Prior Year (2018-19) | 4,370,040.51  | 5,036,059.12                                       | 86.8%  |
| First Prior Year (2019-20)  | 4,572,269.18  | 5,324,311.34                                       | 85.9%  |
|                             | Historical Average Ratio:   |  | 87.0%  |

|   | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|---|--------------------------|----------------------------------|----------------------------------|
| District's Reserve Standard Percentage<br>(Criterion 10B, Line 4):  | 4.0%                     | 4.0%                             | 4.0%                             |
| District's Salaries and Benefits Standard<br>(historical average ratio, plus/minus the greater<br>of 3% or the district's reserve standard percentage): | 83.0% to 91.0%           | 83.0% to 91.0%                   | 83.0% to 91.0%                   |

**5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

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

| Fiscal Year                   | Budget - Unrestricted<br>(Resources 0000-1999)                                   |  | Ratio<br>of Unrestricted Salaries and Benefits<br>to Total Unrestricted Expenditures | Status  |
|-------------------------------|--|--|--|---------|
|                               | Salaries and Benefits<br>(Form 01, Objects 1000-3999)<br>(Form MYP, Lines B1-B3) | Total Expenditures<br>(Form 01, Objects 1000-7499)<br>(Form MYP, Lines B1-B8, B10) |  |         |
| Budget Year (2020-21)         | 4,461,021.00   | 5,422,250.00   | 82.3%  | Not Met |
| 1st Subsequent Year (2021-22) | 4,432,782.00   | 5,410,222.00   | 81.9%  | Not Met |
| 2nd Subsequent Year (2022-23) | 4,613,320.00   | 5,610,968.00   | 82.2%  | Not Met |

**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(s) of unrestricted salary and benefit costs to total unrestricted expenditures are outside the standard in one or more of the budget or two subsequent fiscal years. Provide reasons why the projection(s) exceed the standard, a description of the methods and assumptions used in projecting salaries and benefits, and what changes, if any, will be made to bring the projected salary and benefit costs within the standard.

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

At budget year district had two teachers retire at higher end of salary schedule and will not be replace for current and subsequent years.



**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 budget year or two subsequent fiscal years, have not changed from the prior fiscal year amount by more than the percentage change in population and the funded cost-of-living adjustment (COLA) plus or minus ten percent.

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

**6A. Calculating the District's Other Revenues and Expenditures Standard Percentage Ranges**

DATA ENTRY: All data are extracted or calculated.

|  | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--|--------------------------|----------------------------------|----------------------------------|
| 1. District's Change in Population and Funding Level<br>(Criterion 4A1, Step 3):                       | -7.92%                   | 0.00%                            | 0.00%                            |
| 2. District's Other Revenues and Expenditures<br>Standard Percentage Range (Line 1, plus/minus 10%):   | -17.92% to 2.08%         | -10.00% to 10.00%                | -10.00% to 10.00%                |
| 3. District's Other Revenues and Expenditures<br>Explanation Percentage Range (Line 1, plus/minus 5%): | -12.92% to -2.92%        | -5.00% to 5.00%                  | -5.00% to 5.00%                  |

**6B. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range (Section 6A, Line 3)**

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

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

| Object Range / Fiscal Year  | Amount     | Percent Change<br>Over Previous Year | Change Is Outside<br>Explanation Range |
|---|------------|--------------------------------------|--|
| <b>Federal Revenue (Fund 01, Objects 8100-8299) (Form MYP, Line A2)</b> |            |                                      |  |
| First Prior Year (2019-20)  | 500,245.89 |                                      |  |
| Budget Year (2020-21)   | 529,768.00 | 5.90%                                | Yes                                    |
| 1st Subsequent Year (2021-22)   | 340,690.00 | -35.69%                              | Yes                                    |
| 2nd Subsequent Year (2022-23)   | 340,690.00 | 0.00%                                | No                                     |

Explanation:  
(required if Yes)

Since prior year district has updated Federal Revenue, in prior year district had carryover in Title I, Title II, Title III, Title IV, and also had projected revenue ESSER CARES Act Funding. In subsequent year district will not have ESSER CARES Act Funding in which revenue decreases.

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

|                               |            |         |     |
|-------------------------------|------------|---------|-----|
| First Prior Year (2019-20)    | 573,711.30 |         |     |
| Budget Year (2020-21)         | 497,407.54 | -13.30% | Yes |
| 1st Subsequent Year (2021-22) | 490,168.00 | -1.46%  | No  |
| 2nd Subsequent Year (2022-23) | 490,168.00 | 0.00%   | No  |

Explanation:  
(required if Yes)

Since prior year district has updated revenue for other state for budget year district will not receive Special Ed Intervention Funds, COVID SB117 funds, and Low Performing Grant. At budget year district projecting a 18% decrease in ASES revenue.

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

|                               |            |         |     |
|-------------------------------|------------|---------|-----|
| First Prior Year (2019-20)    | 217,785.75 |         |     |
| Budget Year (2020-21)         | 163,115.00 | -25.10% | Yes |
| 1st Subsequent Year (2021-22) | 163,115.00 | 0.00%   | No  |
| 2nd Subsequent Year (2022-23) | 163,115.00 | 0.00%   | No  |

Explanation:  
(required if Yes)

At budget year district has update other local revenue in projecting a decrease in all other local revenue for budget year, and a decrease in Save the children revenue.

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

|                               |            |        |     |
|-------------------------------|------------|--------|-----|
| First Prior Year (2019-20)    | 482,265.31 |        |     |
| Budget Year (2020-21)         | 711,829.25 | 47.60% | Yes |
| 1st Subsequent Year (2021-22) | 724,145.00 | 1.73%  | No  |
| 2nd Subsequent Year (2022-23) | 739,496.00 | 2.12%  | No  |

Explanation:  
(required if Yes)

District at budget adoption will increase cost for books and supplies to due increase supplies being purchased with LCAP funds and one time ESSER CARES funding and will not have in subsequent years.

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

|                               |            |        |     |
|-------------------------------|------------|--------|-----|
| First Prior Year (2019-20)    | 841,148.97 |        |     |
| Budget Year (2020-21)         | 811,532.29 | -3.52% | No  |
| 1st Subsequent Year (2021-22) | 750,571.00 | -7.51% | Yes |
| 2nd Subsequent Year (2022-23) | 766,483.00 | 2.12%  | No  |

**Explanation:**  
(required if Yes)

At budget year district will have one time expenses of 75K of ESSER, CARES for services and operating and will not have in subsequent years.

**6C. Calculating the District's Change in Total Operating Revenues and Expenditures (Section 6A, Line 2)**

DATA ENTRY: All data are extracted or calculated.

| Object Range / Fiscal Year  | Amount       | Percent Change<br>Over Previous Year | Status  |
|---|--------------|--------------------------------------|---------|
| <b>Total Federal, Other State, and Other Local Revenue (Criterion 6B)</b>                     |              |                                      |         |
| First Prior Year (2019-20)  | 1,291,742.94 |                                      |         |
| Budget Year (2020-21)   | 1,190,290.54 | -7.85%                               | Met     |
| 1st Subsequent Year (2021-22)   | 993,973.00   | -16.49%                              | Not Met |
| 2nd Subsequent Year (2022-23)   | 993,973.00   | 0.00%                                | Met     |
| <b>Total Books and Supplies, and Services and Other Operating Expenditures (Criterion 6B)</b> |              |                                      |         |
| First Prior Year (2019-20)  | 1,323,414.28 |                                      |         |
| Budget Year (2020-21)   | 1,523,361.54 | 15.11%                               | Not Met |
| 1st Subsequent Year (2021-22)   | 1,474,716.00 | -3.19%                               | Met     |
| 2nd Subsequent Year (2022-23)   | 1,505,979.00 | 2.12%                                | Met     |

**6D. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range**

DATA ENTRY: Explanations are linked from Section 6B if the status in Section 6C is not met; no entry is allowed below.

- 1a. STANDARD NOT MET - Projected total operating revenues have changed by more than the standard in one or more of the budget or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

**Explanation:**  
Federal Revenue  
(linked from 6B  
if NOT met)

Since prior year district has updated Federal Revenue, in prior year district had carryover in Title I, Title II, Title III, Title IV, and also had projected revenue ESSER CARES Act Funding. In subsequent year district will not have ESSER CARES Act Funding in which revenue decreases.

**Explanation:**  
Other State Revenue  
(linked from 6B  
if NOT met)

Since prior year district has updated revenue for other state for budget year district will not receive Special Ed Intervention Funds, COVID SB117 funds, and Low Performing Grant. At budget year district projecting a 18% decrease in ASES revenue.

**Explanation:**  
Other Local Revenue  
(linked from 6B  
if NOT met)

At budget year district has update other local revenue in projecting a decrease in all other local revenue for budget year, and a decrease in Save the children revenue.

- 1b. STANDARD NOT MET - Projected total operating expenditures have changed by more than the standard in one or more of the budget or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating expenditures within the standard must be entered in Section 6A above and will also display in the explanation box below.

**Explanation:**  
Books and Supplies  
(linked from 6B  
if NOT met)

District at budget adoption will increase cost for books and supplies to due increase supplies being purchased with LCAP funds and one time ESSER CARES funding and will not have in subsequent years.

**Explanation:**  
Services and Other Exps  
(linked from 6B  
if NOT met)

At budget year district will have one time expenses of 75K of ESSER, CARES for services and operating and will not have in subsequent years.

**7. CRITERION: Facilities Maintenance**

**STANDARD:** Confirm that the annual contribution for facilities maintenance funding is not less than the amount required pursuant to Education Code Section 17070.75, if applicable, and that 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 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)**

**NOTE:** EC Section 17070.75 requires the district to deposit into the account a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year.

**DATA ENTRY:** Click the appropriate Yes or No button for special education local plan area (SELPA) administrative units (AUs); all other data are extracted or calculated. If standard is not met, enter an X in the appropriate box and enter an explanation, if applicable.

1. a. For districts that are the AU of a SELPA, do you choose to exclude revenues that are passed through to participating members of the SELPA from the OMMA/RMA required minimum contribution calculation? No
- b. Pass-through revenues and apportionments that may be excluded from the OMMA/RMA calculation per EC Section 17070.75(b)(2)(D) (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223) 0.00

2. Ongoing and Major Maintenance/Restricted Maintenance Account

|  |              |   |   |        |
|--|--------------|---|---|--------|
| a. Budgeted Expenditures and Other Financing Uses (Form 01, objects 1000-7999) | 7,153,996.30 |   |   |        |
| b. Plus: Pass-through Revenues and Apportionments (Line 1b, if line 1a is No)  | 0.00         | 3% Required<br>Minimum Contribution<br>(Line 2c times 3%) | Budgeted Contribution <sup>1</sup><br>to the Ongoing and Major<br>Maintenance Account | Status |
| c. Net Budgeted Expenditures and Other Financing Uses                          | 7,153,996.30 | 214,619.89  | 305,000.00  | Met    |

<sup>1</sup>Fund 01, Resource 8150, Objects 8900-8999

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

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998) |
| <input type="checkbox"/> | Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])                               |
| <input type="checkbox"/> | Other (explanation must be provided)  |

**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 two out of three prior fiscal years.

**8A. Calculating the District's Deficit Spending Standard Percentage Levels**

DATA ENTRY: All data are extracted or calculated.

|   | Third Prior Year<br>(2017-18) | Second Prior Year<br>(2018-19) | First Prior Year<br>(2019-20) |
|---|-------------------------------|--------------------------------|-------------------------------|
| 1. District's Available Reserve Amounts (resources 0000-1999)   |                               |                                |                               |
| a. Stabilization Arrangements<br>(Funds 01 and 17, Object 9750)   | 0.00                          | 0.00                           | 0.00                          |
| b. Reserve for Economic Uncertainties<br>(Funds 01 and 17, Object 9789)   | 286,739.00                    | 300,788.00                     | 0.00                          |
| c. Unassigned/Unappropriated<br>(Funds 01 and 17, Object 9790)  | 2,187,456.94                  | 2,488,401.16                   | 2,917,334.14                  |
| d. Negative General Fund Ending Balances in Restricted<br>Resources (Fund 01, Object 979Z, if negative, for each of<br>resources 2000-9999) | 0.00                          | 0.00                           | 0.00                          |
| e. Available Reserves (Lines 1a through 1d)   | 2,474,195.94                  | 2,789,189.16                   | 2,917,334.14                  |
| 2. Expenditures and Other Financing Uses  |                               |                                |                               |
| a. District's Total Expenditures and Other Financing Uses<br>(Fund 01, objects 1000-7999)   | 7,116,944.85                  | 7,323,282.77                   | 7,150,261.66                  |
| b. Plus: Special Education Pass-through Funds (Fund 10, resources<br>3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)              |                               |                                | 0.00                          |
| c. Total Expenditures and Other Financing Uses<br>(Line 2a plus Line 2b)  | 7,116,944.85                  | 7,323,282.77                   | 7,150,261.66                  |
| 3. District's Available Reserve Percentage<br>(Line 1e divided by Line 2c)  | 34.8%                         | 38.1%                          | 40.8%                         |
| <b>District's Deficit Spending Standard Percentage Levels<br/>(Line 3 times 1/3):</b>   | <b>11.6%</b>                  | <b>12.7%</b>                   | <b>13.6%</b>                  |

<sup>1</sup>Available reserves are the unrestricted amounts in the Stabilization Arrangement, Reserve for Economic Uncertainties, and 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.

**8B. Calculating the District's Deficit Spending Percentages**

DATA ENTRY: All data are extracted or calculated.

| Fiscal Year                              | Net Change in<br>Unrestricted Fund Balance<br>(Form 01, Section E) | Total Unrestricted Expenditures<br>and Other Financing Uses<br>(Form 01, Objects 1000-7999) | Deficit Spending Level<br>(If Net Change in Unrestricted Fund<br>Balance is negative, else N/A) | Status |
|--|--|---|---|--------|
| Third Prior Year (2017-18)               | (163,844.29)   | 5,773,720.65  | 2.8%  | Met    |
| Second Prior Year (2018-19)              | 314,993.22   | 5,336,059.12  | N/A   | Met    |
| First Prior Year (2019-20)               | 138,144.98   | 5,324,311.34  | N/A   | Met    |
| Budget Year (2020-21) (Information only) | (457,385.76)   | 5,422,250.00  |   |        |

**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 two or more of the three prior years.

Explanation:  
(required if NOT met)

**9. CRITERION: Fund Balance**

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

| Percentage Level <sup>1</sup> | District ADA      |
|-------------------------------|-------------------|
| 1.7%                          | 0 to 300          |
| 1.3%                          | 301 to 1,000      |
| 1.0%                          | 1,001 to 30,000   |
| 0.7%                          | 30,001 to 400,000 |
| 0.3%                          | 400,001 and over  |

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

District Estimated P-2 ADA (Form A, Lines A6 and C4):

District's Fund Balance Standard Percentage Level:

**9A. Calculating the District's Unrestricted General Fund Beginning Balance Percentages**

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

| Fiscal Year                              | Unrestricted General Fund Beginning Balance <sup>2</sup><br>(Form 01, Line F1e, Unrestricted Column) |                             | Beginning Fund Balance<br>Variance Level<br>(If overestimated, else N/A) | Status |
|--|--|-----------------------------|--|--------|
|  | Original Budget  | Estimated/Unaudited Actuals |  |        |
| Third Prior Year (2017-18)               | 1,893,452.92   | 2,640,540.23                | N/A  | Met    |
| Second Prior Year (2018-19)              | 2,154,680.25   | 2,476,695.94                | N/A  | Met    |
| First Prior Year (2019-20)               | 2,287,388.22   | 2,781,689.16                | N/A  | Met    |
| Budget Year (2020-21) (Information only) | 2,919,834.14   |                             |  |        |

<sup>2</sup> Adjusted beginning balance, including audit adjustments and other restatements (objects 9791-9795)

**9B. Comparison of District Unrestricted Beginning Fund Balance to the Standard**

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

- 1a. STANDARD MET - Unrestricted general fund beginning fund balance has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation:  
(required if NOT met)

**10. CRITERION: Reserves**

**STANDARD:** Available reserves<sup>1</sup> for any of the budget year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

**DATA ENTRY:** Budget Year data are extracted. If Form MYP 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            | District ADA |     |         |
|-----------------------------|--------------|-----|---------|
| 5% or \$71,000 (greater of) | 0            | to  | 300     |
| 4% or \$71,000 (greater of) | 301          | to  | 1,000   |
| 3%                          | 1,001        | to  | 30,000  |
| 2%                          | 30,001       | to  | 400,000 |
| 1%                          | 400,001      | and | over    |

<sup>1</sup> Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and 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> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

<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.

|   | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|---|--------------------------|----------------------------------|----------------------------------|
| District Estimated P-2 ADA (Budget Year, Form A, Lines A4 and C4, Subsequent Years, Form MYP, Line F2, if available.) | 521                      | 521                              | 521                              |
| <b>District's Reserve Standard Percentage Level:</b>  | <b>4%</b>                | <b>4%</b>                        | <b>4%</b>                        |

**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 MYP exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Budget Year data are extracted.

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

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
2. If you are the SELPA AU and are excluding special education pass-through funds:
  - a. Enter the name(s) of the SELPA(s): \_\_\_\_\_

|  | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--|--------------------------|----------------------------------|----------------------------------|
| b. Special Education Pass-through Funds<br>(Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223) | 0.00                     | 0.00                             | 0.00                             |

**10B. Calculating the District's Reserve Standard**

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

|   | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|---|--------------------------|----------------------------------|----------------------------------|
| 1. Expenditures and Other Financing Uses<br>(Fund 01, objects 1000-7999) (Form MYP, Line B11)       | 7,153,996.30             | 7,094,236.00                     | 7,334,754.00                     |
| 2. Plus: Special Education Pass-through<br>(Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No) | 0.00                     | 0.00                             | 0.00                             |
| 3. Total Expenditures and Other Financing Uses<br>(Line B1 plus Line B2)                            | 7,153,996.30             | 7,094,236.00                     | 7,334,754.00                     |
| 4. Reserve Standard Percentage Level  | 4%                       | 4%                               | 4%                               |
| 5. Reserve Standard - by Percent<br>(Line B3 times Line B4)   | 286,159.85               | 283,769.44                       | 293,390.16                       |
| 6. Reserve Standard - by Amount<br>(\$71,000 for districts with 0 to 1,000 ADA, else 0)             | 71,000.00                | 71,000.00                        | 71,000.00                        |
| 7. <b>District's Reserve Standard</b><br>(Greater of Line B5 or Line B6)                            | <b>286,159.85</b>        | <b>283,769.44</b>                | <b>293,390.16</b>                |

**10C. Calculating the District's Budgeted Reserve Amount**

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

| Reserve Amounts<br>(Unrestricted resources 0000-1999 except Line 4):   | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--|--------------------------|----------------------------------|----------------------------------|
| 1. General Fund - Stabilization Arrangements<br>(Fund 01, Object 9750) (Form MYP, Line E1a)  | 0.00                     | 0.00                             | 0.00                             |
| 2. General Fund - Reserve for Economic Uncertainties<br>(Fund 01, Object 9789) (Form MYP, Line E1b)  | 286,159.85               | 286,159.85                       | 286,159.85                       |
| 3. General Fund - Unassigned/Unappropriated Amount<br>(Fund 01, Object 9790) (Form MYP, Line E1c)  | 2,173,788.53             | 1,792,051.53                     | 1,199,454.53                     |
| 4. General Fund - Negative Ending Balances in Restricted Resources<br>(Fund 01, Object 979Z, if negative, for each of resources 2000-9999)<br>(Form MYP, Line E1d) | 0.00                     | 0.00                             | 0.00                             |
| 5. Special Reserve Fund - Stabilization Arrangements<br>(Fund 17, Object 9750) (Form MYP, Line E2a)  | 0.00                     |                                  |                                  |
| 6. Special Reserve Fund - Reserve for Economic Uncertainties<br>(Fund 17, Object 9789) (Form MYP, Line E2b)  | 0.00                     |                                  |                                  |
| 7. Special Reserve Fund - Unassigned/Unappropriated Amount<br>(Fund 17, Object 9790) (Form MYP, Line E2c)  | 0.00                     |                                  |                                  |
| 8. District's Budgeted Reserve Amount<br>(Lines C1 thru C7)  | 2,459,948.38             | 2,078,211.38                     | 1,485,614.38                     |
| 9. District's Budgeted Reserve Percentage (Information only)<br>(Line 8 divided by Section 10B, Line 3)  | 34.39%                   | 29.29%                           | 20.25%                           |
| <b>District's Reserve Standard<br/>(Section 10B, Line 7):</b>  | <b>286,159.85</b>        | <b>283,769.44</b>                | <b>293,390.16</b>                |
| 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 - Projected available reserves have met the standard for the budget and two subsequent fiscal years.

Explanation:  
(required if NOT met)

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**SUPPLEMENTAL INFORMATION**

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DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

**S1. Contingent Liabilities**

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?

1b. If Yes, identify the liabilities and how they may impact the budget:

**S2. Use of One-time Revenues for Ongoing Expenditures**

1a. Does your district have ongoing general fund expenditures in the budget in excess of one percent of the total general fund expenditures that are funded with one-time resources?

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

**S3. Use of Ongoing Revenues for One-time Expenditures**

1a. Does your district have large non-recurring general fund expenditures that are funded with ongoing general fund revenues?

1b. If Yes, identify the expenditures:

**S4. Contingent Revenues**

1a. Does your district have projected revenues for the budget year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:



**S5. Contributions**

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the budget year and two subsequent fiscal years. Provide an explanation if contributions have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether contributions are ongoing or one-time in nature.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the budget year and two subsequent fiscal years. Provide an explanation if transfers have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether transfers are ongoing or one-time in nature.

Estimate the impact of any capital projects on the general fund operational budget.

District's Contributions and Transfers Standard: -10.0% to +10.0%  
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: If Form MYP exists, the data will be extracted for the 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the 1st and 2nd Subsequent Years. Click the appropriate button for Item 1d. All other data are extracted or calculated.

| Description / Fiscal Year   | Projection   | Amount of Change | Percent Change | Status  |
|---|--------------|------------------|----------------|---------|
| <b>1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)</b> |              |                  |                |         |
| First Prior Year (2019-20)  | (780,768.43) |                  |                |         |
| Budget Year (2020-21)   | (683,622.76) | (97,145.67)      | -12.4%         | Not Met |
| 1st Subsequent Year (2021-22)   | (693,429.00) | 9,806.24         | 1.4%           | Met     |
| 2nd Subsequent Year (2022-23)   | (703,543.00) | 10,114.00        | 1.5%           | Met     |
| <b>1b. Transfers In, General Fund *</b>   |              |                  |                |         |
| First Prior Year (2019-20)  | 0.00         |                  |                |         |
| Budget Year (2020-21)   | 0.00         | 0.00             | 0.0%           | Met     |
| 1st Subsequent Year (2021-22)   | 0.00         | 0.00             | 0.0%           | Met     |
| 2nd Subsequent Year (2022-23)   | 0.00         | 0.00             | 0.0%           | Met     |
| <b>1c. Transfers Out, General Fund *</b>  |              |                  |                |         |
| First Prior Year (2019-20)  | 0.00         |                  |                |         |
| Budget Year (2020-21)   | 0.00         | 0.00             | 0.0%           | Met     |
| 1st Subsequent Year (2021-22)   | 0.00         | 0.00             | 0.0%           | Met     |
| 2nd Subsequent Year (2022-23)   | 0.00         | 0.00             | 0.0%           | Met     |

1d. **Impact of Capital Projects**  
Do you have any capital projects that may impact the general fund operational budget? No

\* 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 by more than the standard for one or more of the budget or subsequent two fiscal years. Identify restricted programs and amount of contribution 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: (required if NOT met) Contribution to Res.99100 was reduced by this amount due to the Multi-Purpose COP/Lease payment will be paid from LCAP, so this allowed a reduction to contributions from GF.

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

Explanation: (required if NOT met)

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

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

1d. NO - There are no capital projects that may impact the general fund operational budget.

**Project Information:**  
(required if YES)

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**S6. Long-term Commitments**

Identify all existing and new multiyear commitments<sup>1</sup> and their annual required payments for the budget year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also explain how any decrease to funding sources used to pay long-term commitments will be replaced.

<sup>1</sup> Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

**S6A. Identification of the District's Long-term Commitments**

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

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

2. If Yes to item 1, list all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in item S7A.

| Type of Commitment            | # of Years Remaining | SACS Fund and Object Codes Used For: |                                     | Principal Balance as of July 1, 2020 |
|-------------------------------|----------------------|--------------------------------------|-------------------------------------|--------------------------------------|
|                               |                      | Funding Sources (Revenues)           | Debt Service (Expenditures)         |                                      |
| Capital Leases                |                      |                                      |                                     |                                      |
| Certificates of Participation | 18                   |                                      | 010-99900-0-00000-91000-74380/74390 | 1,111,718                            |
| General Obligation Bonds      |                      |                                      |                                     |                                      |
| Supp Early Retirement Program |                      |                                      |                                     |                                      |
| State School Building Loans   |                      |                                      |                                     |                                      |
| Compensated Absences          |                      |                                      |                                     |                                      |

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

| Type of Commitment | # of Years Remaining | Funding Sources (Revenues) | Debt Service (Expenditures)         | Principal Balance as of July 1, 2020 |
|--------------------|----------------------|----------------------------|-------------------------------------|--------------------------------------|
| QZAB               | 12                   |                            | 010-99901-0-00000-91000-74380/74390 | 1,113,548                            |
|                    |                      |                            |                                     |                                      |
|                    |                      |                            |                                     |                                      |
| <b>TOTAL:</b>      |                      |                            |                                     | <b>2,225,266</b>                     |

| Type of Commitment (continued) | Prior Year (2019-20) Annual Payment (P & I) | Budget Year (2020-21) Annual Payment (P & I) | 1st Subsequent Year (2021-22) Annual Payment (P & I) | 2nd Subsequent Year (2022-23) Annual Payment (P & I) |
|--------------------------------|---|--|--|--|
| Capital Leases                 |   |  |  |  |
| Certificates of Participation  | 61,505                                      | 89,584                                       | 89,555   | 89,464   |
| General Obligation Bonds       |   |  |  |  |
| Supp Early Retirement Program  |   |  |  |  |
| State School Building Loans    |   |  |  |  |
| Compensated Absences           |   |  |  |  |

Other Long-term Commitments (continued):

| Type of Commitment   | Prior Year (2019-20) Annual Payment (P & I) | Budget Year (2020-21) Annual Payment (P & I) | 1st Subsequent Year (2021-22) Annual Payment (P & I) | 2nd Subsequent Year (2022-23) Annual Payment (P & I) |
|--|---|--|--|--|
| QZAB   | 102,238                                     | 88,000                                       | 88,000   | 88,000   |
|  |   |  |  |  |
|  |   |  |  |  |
| <b>Total Annual Payments:</b>  | <b>163,743</b>                              | <b>177,584</b>                               | <b>177,555</b>                                       | <b>177,464</b>                                       |
| <b>Has total annual payment increased over prior year (2019-20)?</b> |   | <b>Yes</b>                                   | <b>Yes</b>   | <b>Yes</b>   |

---

**S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment**

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DATA ENTRY: Enter an explanation if Yes.

- 1a. Yes - Annual payments for long-term commitments have increased in one or more of the budget or two subsequent fiscal years. Explain how the increase in annual payments will be funded.

**Explanation:**  
(required if Yes  
to increase in total  
annual payments)

The increase will be funded out of General Fund.

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**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

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DATA ENTRY: Click the appropriate Yes or No button in item 1; if Yes, an explanation is required in item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

**Explanation:**  
(required if Yes)

**S7. Unfunded Liabilities**

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

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

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

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

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

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

b. Do benefits continue past age 65?

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

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

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

|  | Self-Insurance Fund | Governmental Fund |
|--|---------------------|-------------------|
|  | 81,746              | 0                 |

4. OPEB Liabilities

|  |              |
|--|--------------|
| a. Total OPEB liability  | 609,832.00   |
| b. OPEB plan(s) fiduciary net position (if applicable)                                     | 81,746.00    |
| c. Total/Net OPEB liability (Line 4a minus Line 4b)  | 528,086.00   |
| d. Is total OPEB liability based on the district's estimate or an actuarial valuation?     | Actuarial    |
| e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation | Mar 31, 2018 |

5. OPEB Contributions

|  | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--|--------------------------|----------------------------------|----------------------------------|
| a. OPEB actuarially determined contribution (ADC), if available, per actuarial valuation or Alternative Measurement Method     | 0.00                     | 0.00                             | 0.00                             |
| b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (funds 01-70, objects 3701-3752) | 32,950.00                | 32,950.00                        | 32,950.00                        |
| c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)  | 31,786.00                | 29,141.00                        | 37,033.00                        |
| d. Number of retirees receiving OPEB benefits  | 4                        | 4                                | 4                                |

**S7B. Identification of the District's Unfunded Liability for Self-Insurance Programs**

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

1. Does your 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 2-4)

|    |
|----|
| No |
|----|

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

|  |
|--|
|  |
|--|

3. Self-Insurance Liabilities  
 a. Accrued liability for self-insurance programs  
 b. Unfunded liability for self-insurance programs

|  |
|--|
|  |
|  |

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

|  | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--|--------------------------|----------------------------------|----------------------------------|
|  |                          |                                  |                                  |
|  |                          |                                  |                                  |

**S8. Status of Labor Agreements**

Analyze the status of all employee labor agreements. Identify new labor agreements, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues, and explain how these commitments will be funded in future fiscal years.

**If salary and benefit negotiations are not finalized at budget adoption, upon settlement with certificated or classified staff:**

The 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 Agreements - Certificated (Non-management) Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

|  | Prior Year (2nd Interim)<br>(2019-20) | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--|---------------------------------------|--------------------------|----------------------------------|----------------------------------|
| Number of certificated (non-management) full-time-equivalent (FTE) positions | 27.0                                  | 27.0                     | 25.0                             | 25.0                             |

**Certificated (Non-management) Salary and Benefit Negotiations**

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

No

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5:

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

**Negotiations Settled**

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the agreement?

If Yes, date of budget revision board adoption:

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Budget Year  
(2020-21)

1st Subsequent Year  
(2021-22)

2nd Subsequent Year  
(2022-23)

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

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**One Year Agreement**

Total cost of salary settlement

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

% change in salary schedule from prior year  
or

**Multiyear Agreement**

Total cost of salary settlement

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

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

Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

6. Cost of a one percent increase in salary and statutory benefits

|        |
|--------|
| 29,515 |
|--------|

7. Amount included for any tentative salary schedule increases

| Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--------------------------|----------------------------------|----------------------------------|
| 0                        | 0                                | 0                                |

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

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

| Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--------------------------|----------------------------------|----------------------------------|
| Yes                      | Yes                              | Yes                              |
| 504,939                  | 520,087                          | 535,690                          |
| 100.0%                   | 100.0%                           | 100.0%                           |
| 3.0%                     | 3.0%                             | 3.0%                             |

**Certificated (Non-management) Prior Year Settlements**

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

|    |  |  |
|----|--|--|
| No |  |  |
|----|--|--|

|  |
|--|
|  |
|--|

**Certificated (Non-management) Step and Column Adjustments**

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

| Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--------------------------|----------------------------------|----------------------------------|
| Yes                      | Yes                              | Yes                              |
| 40,619                   | 41,432                           | 42,674                           |
| 2.0%                     | 2.0%                             | 2.0%                             |

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

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

| Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--------------------------|----------------------------------|----------------------------------|
| No                       | No                               | No                               |
| No                       | No                               | No                               |

**Certificated (Non-management) - Other**

List other significant contract changes and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |
|  |



**S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

|   | Prior Year (2nd Interim)<br>(2019-20) | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|---|---------------------------------------|--------------------------|----------------------------------|----------------------------------|
| Number of classified (non-management) FTE positions | 35.0                                  | 35.0                     | 34.0                             | 34.0                             |

**Classified (Non-management) Salary and Benefit Negotiations**

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

No

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

Negotiations Settled

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the agreement?

If Yes, date of budget revision board adoption:

4. Period covered by the agreement:

Begin Date:  End Date:

5. Salary settlement:

|   | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|---|--------------------------|----------------------------------|----------------------------------|
| Is the cost of salary settlement included in the budget and multiyear projections (MYPs)? |                          |                                  |                                  |
| <b>One Year Agreement</b>   |                          |                                  |                                  |
| Total cost of salary settlement   |                          |                                  |                                  |
| % change in salary schedule from prior year<br>or   |                          |                                  |                                  |
| <b>Multiyear Agreement</b>  |                          |                                  |                                  |
| Total cost of salary settlement   |                          |                                  |                                  |
| % change in salary schedule from prior year<br>(may enter text, such as "Reopener")       |                          |                                  |                                  |

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits

7,491

|  | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--|--------------------------|----------------------------------|----------------------------------|
| 7. Amount included for any tentative salary schedule increases | 0                        | 0                                | 0                                |

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

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

| Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--------------------------|----------------------------------|----------------------------------|
| Yes                      | Yes                              | Yes                              |
| 305,508                  | 314,673                          | 324,113                          |
| 100.0%                   | 100.0%                           | 100.0%                           |
| 3.0%                     | 3.0%                             | 3.0%                             |

**Classified (Non-management) Prior Year Settlements**

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

|    |  |  |
|----|--|--|
| No |  |  |
|----|--|--|

**Classified (Non-management) Step and Column Adjustments**

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

| Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--------------------------|----------------------------------|----------------------------------|
| Yes                      | Yes                              | Yes                              |
| 9,394                    | 9,582                            | 9,773                            |
| 2.0%                     | 2.0%                             | 2.0%                             |

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

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

| Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--------------------------|----------------------------------|----------------------------------|
| No                       | No                               | No                               |
| No                       | No                               | No                               |

**Classified (Non-management) - Other**

List other significant contract changes and the cost impact of each change (i.e., hours of employment, leave of absence, bonuses, etc.):

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**S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

|  | Prior Year (2nd Interim)<br>(2019-20) | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--|---------------------------------------|--------------------------|----------------------------------|----------------------------------|
| Number of management, supervisor, and confidential FTE positions | 4.0                                   | 4.0                      | 4.0                              | 4.0                              |

**Management/Supervisor/Confidential Salary and Benefit Negotiations**

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

n/a

If Yes, complete question 2.

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

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

**Negotiations Settled**

2. Salary settlement:

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

Total cost of salary settlement

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

|   | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|---|--------------------------|----------------------------------|----------------------------------|
| Is the cost of salary settlement included in the budget and multiyear projections (MYPs)? |                          |                                  |                                  |
| Total cost of salary settlement   |                          |                                  |                                  |
| % change in salary schedule from prior year (may enter text, such as "Reopener")          |                          |                                  |                                  |

**Negotiations Not Settled**

3. Cost of a one percent increase in salary and statutory benefits

5,739

4. Amount included for any tentative salary schedule increases

|   | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|---|--------------------------|----------------------------------|----------------------------------|
| Amount included for any tentative salary schedule increases | 0                        | 0                                | 0                                |

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

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

|   | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|---|--------------------------|----------------------------------|----------------------------------|
| Are costs of H&W benefit changes included in the budget and MYPs? | Yes                      | Yes                              | Yes                              |
| Total cost of H&W benefits  | 69,760                   | 71,853                           | 74,008                           |
| Percent of H&W cost paid by employer                              | 100.0%                   | 100.0%                           | 100.0%                           |
| Percent projected change in H&W cost over prior year              | 4.7%                     | 3.0%                             | 3.0%                             |

**Management/Supervisor/Confidential Step and Column Adjustments**

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

|  | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--|--------------------------|----------------------------------|----------------------------------|
| Are step & column adjustments included in the budget and MYPs? | Yes                      | Yes                              | Yes                              |
| Cost of step and column adjustments                            | 7,890                    | 8,047                            | 8,208                            |
| Percent change in step & column over prior year                | 2.0%                     | 2.0%                             | 2.0%                             |

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

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

|  | Budget Year<br>(2020-21) | 1st Subsequent Year<br>(2021-22) | 2nd Subsequent Year<br>(2022-23) |
|--|--------------------------|----------------------------------|----------------------------------|
| Are costs of other benefits included in the budget and MYPs? | No                       | No                               | No                               |
| Total cost of other benefits                                 |                          |                                  |                                  |
| Percent change in cost of other benefits over prior year     |                          |                                  |                                  |

**S9. Local Control and Accountability Plan (LCAP)**

Confirm that the school district's governing board has adopted an LCAP or an update to the LCAP effective for the budget year.

DATA ENTRY: Click the appropriate Yes or No button in item 1, and enter the date in item 2.

1. Did or will the school district's governing board adopt an LCAP or an update to the LCAP effective for the budget year?

2. Adoption date of the LCAP or an update to the LCAP.

**S10. LCAP Expenditures**

Confirm that the school district's budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.

DATA ENTRY: Click the appropriate Yes or No button.

Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template?

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**ADDITIONAL FISCAL INDICATORS**

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The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A1 through A9 except item A3, which is automatically completed based on data in Criterion 2.

- A1. Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?
  
- A2. Is the system of personnel position control independent from the payroll system?
  
- A3. Is enrollment decreasing in both the prior fiscal year and budget year? (Data from the enrollment budget column and actual column of Criterion 2A are used to determine Yes or No)
  
- A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior fiscal year or budget year?
  
- A5. Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?
  
- A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?
  
- A7. Is the district's financial system independent of the county office system?
  
- 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)
  
- A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

**Comments:**  
(optional)

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**End of School District Budget Criteria and Standards Review**

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**7. ADMINISTRATIVE: Action items:**

**7.4** Quarterly Board Policy Updates March 2020 and April 2020

**CHARTER SCHOOL AUTHORIZATION**

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for students. In considering any petition to establish a charter school within the district, the Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

One or more persons may submit a petition to the Board for a charter school to be established within the district or for the conversion of an existing district school to a charter school. (Education Code 47605)

Any petition for a charter school shall include all components, signatures, and statements required by law, as specified in the accompanying administrative regulation. The proposed charter shall be attached to the petition. (Education Code 47605)

The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter petition with legal requirements.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, the Superintendent or designee may also meet with the petitioners to establish workable plans for contracted services which the district may provide to the proposed charter school.

The Board shall not require any district student to attend the charter school nor shall it require any district employee to work at the charter school. (Education Code 47605)

**Timelines for Board Action**

Within 60 days of receiving a charter petition, the Board shall hold a public hearing on the charter provisions, at which time the Board shall consider the level of support for the petition by teachers, other district employees, and parents/guardians. A petition is deemed received on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the petition at a public hearing held within 90 days of receiving the petition, or within 120 days with the consent of both the petitioner and the Board. (Education Code 47605)

*(cf. 9320 - Meetings and Notices)*

## **CHARTER SCHOOL AUTHORIZATION** (continued)

At least 15 days before the public hearing at which the Board will grant or deny the charter, the district shall publish all staff recommendations regarding the petition, including any recommended findings and, if applicable, certification from the County Superintendent of Schools regarding the potential fiscal impact of the charter school on the district. During the public hearing, the petitioners shall have equal time and opportunity to present evidence and testimony in response to the staff recommendations and findings. (Education Code 47605)

The Superintendent or designee shall maintain accurate records, in relation to each charter petition, of documents submitted, the Board's proceedings, and the findings upon which the Board's decision is made.

### **Approval of Petition**

A charter petition shall be granted only if the Board is satisfied that doing so is consistent with sound educational practice and the interests of the community in which the school is proposing to locate. In granting charters, the Board shall consider the academic needs of the students the charter school proposes to serve and shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences for students who are identified by the petitioner as academically low-achieving, based on standards established by California Department of Education (CDE). (Education Code 47605)

Prior to authorizing any charter, the Board shall verify that the charter includes adequate processes and measures for monitoring and holding the school accountable for fulfilling the terms of its charter and complying with all applicable laws, including Education Code 47604.1. Such processes and measures shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, inspection and observations of any part of the charter school, and regular reports to the Board.

*(cf. 0420.41 - Charter School Oversight)*

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school governing body and amended as necessary.



**CHARTER SCHOOL AUTHORIZATION** (continued)

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

*(cf. 0420.42 - Charter School Renewal)*

*(cf. 0420.43 - Charter School Revocation)*

When a petition is approved by the Board, it shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the charter to the County Superintendent of Schools, the CDE, and the State Board of Education (SBE). (Education Code 47605)

**Denial of Petition**

The Board shall summarily deny any charter petition that proposes to:

1. Operate a charter school as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)
2. Convert a private school to a charter school (Education Code 47602)
3. Serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district (Education Code 47605)
4. Offer nonclassroom-based instruction (Education Code 47612.7)

Regarding all other charter petitions, the Board shall deny a petition only if the Board makes written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605; 5 CCR 11967.5.1)

1. The charter school presents an unsound educational program that has a likelihood of physical, educational, or psychological harm to, or which is not likely to provide an educational benefit for, the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required.

**CHARTER SCHOOL AUTHORIZATION** (continued)

4. The petition does not contain a clear, unequivocal statement described in Education Code 47605(e), including that the charter school will be nonsectarian and that the school shall not charge tuition or discriminate against any student based on the characteristics specified in Education Code 220.
5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(c).
6. The petition does not contain a declaration as to whether or not the charter school shall be deemed the exclusive public employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3.
7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. Analysis of this finding shall include consideration of the fiscal impact of the proposed charter school. A written factual finding shall detail specific facts and circumstances regarding:
  - a. The extent to which the proposed charter school would substantially undermine existing services, academic offerings, or programmatic offerings
  - b. Whether the proposed charter school would duplicate a program currently offered within the district, when the existing program has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate
8. The district is not positioned to absorb the fiscal impact of the proposed charter school. The district meets this criterion if it has a negative interim certification, or has a qualified interim certification and the County Superintendent certifies that approving the charter school would result in the district having a negative interim certification.

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll students with disabilities who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)

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

**CHARTER SCHOOL AUTHORIZATION** (continued)

**Appeals**

If the Board denies a petition, the petitioner may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to SBE. (Education Code 47605)

At the request of the petitioner, the Board shall prepare the documentary record, including a transcript of the public hearing at which the Board denied the charter, no later than 10 business days after the petitioner makes the request. (Education Code 47605)

Within 30 days of receipt of an appeal submitted to SBE, the Board may submit a written opposition to SBE detailing, with specific citations to the documentary record, how the Board did not abuse its discretion in denying the petition. (Education Code 47605)

If either the County Board or SBE remands the petition to the Board because the petition on appeal contains new or different material terms, the Board shall reconsider the petition and grant shall or deny the petition within 30 days. (Education Code 47605)

*Legal Reference: (see next page)*

**CHARTER SCHOOL AUTHORIZATION** (continued)

*Legal Reference:*

EDUCATION CODE

200 *Equal rights and opportunities in state educational institutions*  
220 *Nondiscrimination*  
1240 *Duties of County Superintendent*  
17078.52-17078.66 *Charter schools facility funding; state bond proceeds*  
17280-17317 *Field Act*  
17365-17374 *Field Act, fitness for occupancy*  
32282 *Comprehensive safety plan*  
33126 *School Accountability Report Card*  
41365 *Charter school revolving loan fund*  
42131 *Interim certification*  
42238.51-42238.2 *Funding for charter districts*  
44237 *Criminal record summary*  
44830.1 *Certificated employees, conviction of a violent or serious felony*  
45122.1 *Classified employees, conviction of a violent or serious felony*  
46201 *Instructional minutes*  
47600-47616.7 *Charter Schools Act of 1992*  
47640-47647 *Special education funding for charter schools*  
47650-47652 *Funding of charter schools*  
49011 *Student fees*  
51745-51749.6 *Independent study*  
52052 *Accountability: numerically significant student subgroups*  
52060-52077 *Local control and accountability plan*  
56026 *Special education*  
56145-56146 *Special education services in charter schools*

CORPORATIONS CODE

5110-6910 *Nonprofit public benefit corporations*

GOVERNMENT CODE

1090-1099 *Prohibitions applicable to specified officers*  
3540-3549.3 *Educational Employment Relations Act*  
6250-6270 *California Public Records Act*  
54950-54963 *Ralph M. Brown Act*  
81000-91014 *Political Reform Act of 1974*

CODE OF REGULATIONS, TITLE 5

11700.1-11705 *Independent study*  
11960-11968.5.5 *Charter schools*

*Legal Reference continued: (see next page)*

## CHARTER SCHOOL AUTHORIZATION (continued)

### *Legal Reference: (continued)*

UNITED STATES CODE, TITLE 20

7223-7225 Charter schools

### COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

### ATTORNEY GENERAL OPINIONS

Opinion No. 11-201 (2018)

89 Ops.Cal.Atty.Gen. 166 (2006)

80 Ops.Cal.Atty.Gen. 52 (1997)

78 Ops.Cal.Atty.Gen. 297 (1995)

### *Management Resources:*

#### CSBA PUBLICATIONS

Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018

Charter Schools in Focus, Issue 1: Managing the Petition Review Process, Governance Brief, November 2016

Charter Schools and Board Member Responsibilities, Education Insights Legal Update Webcast, March 2016

Charter Schools: A Guide for Governance Teams, rev. February 2016

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample Copy of a Memorandum of Understanding

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Dear Colleague Letter: Guidance Regarding the Oversight of Charter Schools Program and Regulatory Requirements, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, August 2016

Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014

Guidance on the Voluntary Use of Race to Achieve Diversity and Avoid Racial Isolation in Elementary and Secondary Schools, December 2011

#### WEB SITES

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

California Charter Schools Association: <http://www.ccsa.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

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

**CHARTER SCHOOL AUTHORIZATION**

**Petition Signatures**

A petition for the establishment of a start-up charter school must be signed by either of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
2. A number of teachers equivalent to at least one-half of the total number of teachers that the charter school estimates will be employed at the school during its first year of operation

A petition that proposes to convert an existing public school to a charter school must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

*(cf. 4116 - Probationary/Permanent Status)*

Any petition circulated to collect signatures shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having a child attend the charter school, or a teacher's signature means that the teacher is meaningfully interested in teaching at the charter school. (Education Code 47605)

**Staff Advisory Committee**

The Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a charter petition based on the requirements in Education Code 47605 and to identify any concerns that should be addressed by the petitioners.

*(cf. 2230 - Representative and Deliberative Groups)*

**Components of Charter Petition**

All charter petitions shall comply with the applicable requirements of Education Code 47605, other state and federal laws, and district policies.

The charter petition shall include affirmations that the charter school will be nonsectarian in its programs, admission policies, employment practices, and operations; will not charge

**CHARTER SCHOOL AUTHORIZATION** (continued)

tuition; and will not discriminate against a student on the basis of characteristics listed in Education Code 220. The petition shall also contain reasonably comprehensive descriptions of: (Education Code 47605)

1. The educational program of the proposed school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

The petition shall include a description of the charter school's annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established for the proposed school, goals aligned with those priorities, and specific annual actions to achieve those goals.

(cf. 0420.41 - Charter School Oversight)

(cf. 0460 - Local Control and Accountability Plan)

If the proposed charter school will serve high school students, the petition shall describe the manner in which the school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. *Student outcomes* means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served by the charter school.

**CHARTER SCHOOL AUTHORIZATION** (continued)

3. The method by which student progress in meeting the identified student outcomes is to be measured. To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

*(cf. 0510 - School Accountability Report Card)*

4. The governance structure of the charter school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
5. The qualifications to be met by individuals to be employed by the charter school.
6. The procedures that the charter school will follow to ensure the health and safety of students and staff, including the following requirements:
  - a. Each charter school employee shall furnish the school with a criminal record summary as described in Education Code 44237.
  - b. The charter school shall develop a school safety plan which includes the topics listed in Education Code 32282(a)(2)(A)-(J).
  - c. The charter school's safety plan shall be reviewed and updated by March 1 each year.
7. The means by which the charter school will achieve a balance of racial and ethnic students, special education students, and English learner students, including redesignated fluent English proficient students, that is reflective of the general population residing within the district's territorial jurisdiction.
8. The charter school's student admission policy. The petition shall, in accordance with Education Code 47605(e), specify procedures for determining enrollment when the number of applicants exceeds the school's capacity, including requirements for the use of a public random drawing, admission preferences, and priority order of preferences as required by law and subject to Governing Board approval.
9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Board's satisfaction.



**CHARTER SCHOOL AUTHORIZATION** (continued)

10. The procedures by which students can be suspended or expelled for disciplinary reasons or otherwise involuntarily removed for any reason, including an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements as specified in Education Code 47605 and a statement that the suspension procedures will include requirements pertaining to the provision of homework assignments to suspended students as specified in Education Code 47606.2.

Such procedures shall also include processes by which the charter school will notify the superintendent of a district, and by which the charter school may be notified by the superintendent of a district, when a student or former student of the charter school is expelled or subject to any of the circumstances specified in Education Code 47605(e)(3).

11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.
13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.
14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.
15. A declaration as to whether or not the charter school will be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.
16. Consistent with 5 CCR 11962, the procedures to be used if the charter school closes, including, but not limited to:
  - a. Designation of a responsible entity to conduct closure-related activities
  - b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the charter school participates,

**CHARTER SCHOOL AUTHORIZATION** (continued)

the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:

- (1) The effective date of the closure
  - (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
  - (3) The students' districts of residence
  - (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
- c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
  - d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
  - e. Transfer and maintenance of personnel records in accordance with applicable law
  - f. Completion of an independent final audit within six months after the closure of the charter school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
  - g. Disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed pursuant to 5 CCR 11962
  - h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
  - i. Identification of funding for the activities identified in item #16a-h above

**CHARTER SCHOOL AUTHORIZATION** (continued)

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

1. The facilities to be used by the charter school, including where the school intends to locate

*(cf. 7160 - Charter School Facilities)*

2. The manner in which administrative services of the charter school are to be provided
3. Potential civil liability effects, if any, upon the charter school and district
4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation
5. If the charter school is to be operated by or as a nonprofit public benefit corporation, the names and relevant qualifications of all persons whom the petitioner nominates to serve on the governing body of the charter school

**Location of Charter School**

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school may establish a resource center, meeting space, or other satellite facility within the jurisdiction of the school district where the charter school is physically located if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

**CHARTER SCHOOL OVERSIGHT**

The Governing Board recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 0500 - Accountability)*

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of a charter school at any time. (Education Code 47604.32, 47607)

The Superintendent or designated charter school contact shall attend meetings of the charter school governing body whenever possible and shall periodically meet with a representative of the charter school.

**Waivers**

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to the SBE on behalf of the charter school.

*(cf. 1431 - Waivers)*

**Provision of District Services**

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

## **CHARTER SCHOOL OVERSIGHT** (continued)

### **Material Revisions to Charter**

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to establish or move operations to one or more additional sites or grade levels, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

### **Monitoring Charter School Performance**

The Superintendent or designee shall monitor each charter school that is authorized by the district to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter and any applicable memorandum of understanding, and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

The Board shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

**CHARTER SCHOOL OVERSIGHT** (continued)

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the charter school is able to obtain substantially rent-free facilities from the district, the district may charge up to three percent of the charter school's revenue for actual costs of supervisory oversight or, if the facility is provided under Education Code 47614, the pro-rata share facilities costs calculated pursuant to 5 CCR 11969.7. If the district charges the pro-rata share, it may also charge one percent of the charter school's revenue in oversight fees. If the district is given responsibility for supervisory oversight of a charter school that was authorized by SBE on appeal, the district is not limited to these percentages and may charge for the actual costs of supervisory oversight and for the administrative costs necessary to secure charter school funding. (Education Code 47613)

*(cf. 7160 - Charter School Facilities)*

**Technical Assistance/Intervention**

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from the County Superintendent of Schools. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 45607.3)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605. This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.
2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school. Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.

**CHARTER SCHOOL OVERSIGHT** (continued)

3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes.

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school based on the California School Dashboard
2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school.

*(cf. 0420.42 - Charter School Renewal)*

*(cf. 0420.43 - Charter School Revocation)*

**Complaints**

Each charter school shall establish and maintain policies and procedures to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

**CHARTER SCHOOL OVERSIGHT** (continued)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

**School Closure**

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of the charter is denied, the charter is revoked, or the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

*Legal Reference: (see next page)*



**CHARTER SCHOOL OVERSIGHT** (continued)

*Legal Reference:*

EDUCATION CODE

215 *Suicide prevention policy*  
215.5 *Student identification cards, inclusion of safety hotlines*  
220 *Nondiscrimination*  
221.61 *Posting of Title IX information on web site*  
221.9 *Sex equity in competitive athletics*  
222 *Lactation accommodations for students*  
222.5 *Pregnant and parenting students, notification of rights*  
231.5-231.6 *Sexual harassment policy*  
234.4 *Mandated policy on bullying prevention*  
234.6 *Bullying and harassment prevention information*  
234.7 *Student protections relating to immigration and citizenship status*  
17070.10-17079.30 *Leroy F. Greene School Facilities Act*  
17280-17317 *Field Act*  
17365-17374 *Field Act, fitness for occupancy*  
32282 *Comprehensive safety plan*  
32283.5 *Online training on bullying prevention*  
33479-33479.9 *The Eric Parades Sudden Cardiac Arrest Prevention Act*  
35179.4-35179.6 *Interscholastic athletic programs, safety*  
35183.1 *Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance*  
35330 *Field trips and excursions; student fees*  
38080-38086 *School meals*  
39831.3 *Transportation safety plan*  
39843 *Disciplinary action against bus driver; report to Department of Motor Vehicles*  
41024 *Report of expenditure of state facility funds*  
42100 *Annual statement of receipts and expenditures*  
44030.5 *Reporting change in employment status due to alleged misconduct*  
44237 *Criminal record summary*  
44691 *Information on detection of child abuse*  
44830.1 *Certificated employees, conviction of a violent or serious felony*  
45122.1 *Classified employees, conviction of a violent or serious felony*  
45125.1 *Fingerprinting; employees of contracting entity*  
46015 *Accommodations for pregnant and parenting students; parental leave*  
47600-47616.7 *Charter Schools Act of 1992*  
47634.2 *Nonclassroom-based instruction*  
47640-47647 *Special education funding for charter schools*  
47651 *Apportionment of funds, charter schools*  
48000 *Minimum age of admission for kindergarten; transitional kindergarten*  
48010-48011 *Minimum age of admission (first grade)*  
48206.3-48208 *Students with temporary disabilities; individual instruction*

*Legal Reference continued: (see next page)*

**CHARTER SCHOOL OVERSIGHT** (continued)

*Legal Reference: (continued)*

EDUCATION CODE (continued)

48850-48859 Educational placement of foster youth and homeless students  
48901.1 Suspension and expulsion, willful defiance  
48907 Students' exercise of free expression; rules and regulations  
48913.5 Suspended students, homework assignments  
48950 Student speech and other communication  
48985 Parental notification,  
49005-49006.4 Seclusion and restraint  
49011 Student fees  
49014 Public School Fair Debt Collection Act  
49061 Student records  
49062.5 Student records, name or gender changes  
49070 Challenging student records  
49073.2 Privacy of student and parent/guardian personal information  
49076.7 Student records; data privacy; Social Security numbers  
49110 Authority to issue work permits  
49381 Human trafficking prevention  
49414 Epinephrine auto-injectors  
49414.3 Administration of opioid antagonist  
49428 Notification of mental health services  
49430-49434 The Pupil Nutrition, Health, and Achievement Act of 2001, especially:  
49431.9 Advertisement of non-nutritious foods  
49475 Health and safety, concussions and head injuries  
49557.5 Child Hunger Prevention and Fair Treatment Act of 2017  
49564 Meals for needy students  
51224.7 Mathematics placement policy  
51225.1-51225.2 Exemption from local graduation requirements; acceptance of coursework  
51225.6 Instruction in cardiopulmonary resuscitation  
51513 Diploma of graduation, without passage of high school exit examination  
51745-51749.6 Independent study  
51930-51939 California Healthy Youth Act  
52052 Accountability; numerically significant student subgroups  
52060-52077 Local control and accountability plans  
52075 Uniform complaint procedures  
56026 Special education  
56040.3 Availability of assistive technology devices  
56145-56146 Special education services in charter schools  
56365-56366.12 Nonpublic, nonsectarian schools

*Legal Reference continued: (see next page)*

**CHARTER SCHOOL OVERSIGHT (continued)**

*Legal Reference: (continued)*

EDUCATION CODE (continued)

60600-60649 *Assessment of academic achievement*

64000 *Categorical programs included in consolidated application*

64001 *School plan for student achievement, consolidated application programs*

65000-65001 *School site councils*

69432.9-69432.92 *Cal Grant program; notification of grade point average and high school graduation*

CORPORATIONS CODE

5110-6910 *Nonprofit public benefit corporations*

GOVERNMENT CODE

1090-1099 *Prohibitions applicable to specified officers*

3540-3549.3 *Educational Employment Relations Act*

6250-6270 *California Public Records Act*

54950-54963 *Ralph M. Brown Act*

81000-91014 *Political Reform Act of 1974*

HEALTH AND SAFETY CODE

104420 *Tobacco Use Prevention Education grant program*

104559 *Tobacco-free schools*

LABOR CODE

1198.5 *Personnel records related to performance and grievance*

PENAL CODE

667.5 *Definition of violent felony*

1192.7 *Definition of serious felony*

VEHICLE CODE

28160 *Child safety alert system*

CALIFORNIA CONSTITUTION

Article 9, Section 5 *Common school system*

Article 16, Section 8.5 *Public finance; school accountability report card*

CODE OF REGULATIONS, TITLE 5

4600-4670 *Uniform complaint procedures*

11700.1-11705 *Independent study*

11960-11969 *Charter schools*

CODE OF REGULATIONS, TITLE 24

101 *et seq.* *California Building Standards Code*

UNITED STATES CODE, TITLE 20

1681-1688 *Title IX of the Education Amendments of 1972; discrimination based on sex*

6311 *State plan*

7221-7221j *Charter schools*

UNITED STATES CODE, TITLE 42

11431-11435 *McKinney-Vento Homeless Assistance Act*

*Legal Reference continued: (see next page)*

## CHARTER SCHOOL OVERSIGHT (continued)

### *Legal Reference: (continued)*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

#### COURT DECISIONS

*Ridgecrest Charter School v. Sierra Sands Unified School District*, (2005) 130 Cal.App.4th 986

#### ATTORNEY GENERAL OPINIONS

Opinion No. 11-201 (2018)

89 *Ops. Cal. Atty. Gen.* 166 (2006)

80 *Ops. Cal. Atty. Gen.* 52 (1997)

78 *Ops. Cal. Atty. Gen.* 297 (1995)

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*Student v. Horizon Instructional Systems Charter School*, (2012) OAH Case No. 2011060763

### *Management Resources:*

#### CSBA PUBLICATIONS

*Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools*, September 2018

*Charter Schools in Focus, Issue 2: Ensuring Effective Oversight*, Governance Brief, October 2017

*Charter Schools: A Guide for Governance Teams*, rev. 2016

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

*Sample Copy of a Memorandum of Understanding*

*Pupil Fees, Deposits, and Other Charges*, Fiscal Management Advisory 17-01, July 28, 2017

*Special Education and Charter Schools: Questions and Answers*, September 10, 2002

#### U.S. DEPARTMENT OF EDUCATION GUIDANCE

*Charter Schools Program: Title V, Part B of the ESEA*, January 2014

#### WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

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

**CHARTER SCHOOL OVERSIGHT**

**REQUIREMENTS FOR CHARTER SCHOOLS**

A charter school shall be subject to the terms of its charter; any memorandum of understanding between the school and the district Governing Board; the state and federal constitutions; applicable federal laws; state laws that apply to governmental agencies in general; and other legal requirements that are expressly applicable to charter schools, including, but not limited to, the following requirements.

**Governance**

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 6250-6270), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)
2. Except as otherwise authorized by Government Code 54954, hold the meetings of its governing body within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside. In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code 47604.1)

**Operations**

3. Not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)
4. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)

**Admission/Enrollment**

5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)

**CHARTER SCHOOL OVERSIGHT** (continued)

6. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
7. Serve students with disabilities in the same manner as such students are served in other district schools (Education Code 47646, 56145)
8. Admit all students who wish to attend the charter school, according to the following criteria and procedures:
  - a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within that school's former attendance area. (Education Code 47605)  

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission preference for students who are currently enrolled in that public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)
  - b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
  - c. Other admission preferences may be permitted by the Board of the district on an individual school basis consistent with law. (Education Code 47605)
9. Not discourage a student from enrolling or seeking to enroll in the charter school, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, homeless, economically disadvantaged, or a foster youth. The charter school shall not request or require a student's records to be submitted before enrollment. The charter school shall post on

**CHARTER SCHOOL OVERSIGHT** (continued)

its web site the California Department of Education's (CDE) notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquires about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Education Code 47605)

10. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)
11. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
12. Allow a student who is enrolled in the charter school but receiving individual instruction at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated (Education Code 48207.3)

**Nondiscrimination**

13. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
14. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code 234.7
15. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)
16. If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

**CHARTER SCHOOL OVERSIGHT** (continued)

17. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code 222, 222.5, 46015)
18. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

**Tuition and Fees**

19. Not charge tuition (Education Code 47605)
20. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
21. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school. The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

**School Plans**

22. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE). As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE. (Education Code 47604.33, 47606.5, 52064, 52064.1)
23. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code 64000-64001, 65000-65001)



**CHARTER SCHOOL OVERSIGHT** (continued)

24. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan by March 1 each year (Education Code 47605)
25. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

**Curriculum and Instruction**

26. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
27. If the charter school offers a kindergarten program, also offer a transitional kindergarten program to students whose fifth birthday is from September 2 through December 2 (Education Code 48000)
28. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)
29. If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school and once in high school (Education Code 51931, 51934)
30. If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources (Education Code 49381)
31. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)

**CHARTER SCHOOL OVERSIGHT** (continued)

32. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, homeless student, former juvenile court school student, child of a military family, migrant student, or a student participating in a newcomer program while attending another school (Education Code 51225.2)
33. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

**Special Education**

34. Provide assistive technology devices in a student's home or other settings if the individualized education program team determines that such access is necessary. The charter school shall also provide an assistive technology device or comparable device to a student who enrolls in another local educational agency, for two months after the student leaves the charter school or until alternative arrangements can be made, whichever occurs first. (Education Code 56040.3)
35. If the charter school is an independent member of a special education local plan area and has a master contract with a nonpublic, nonsectarian school:
  - a. Pay the full amount of the tuition or fees for students with disabilities enrolled in programs or services provided pursuant to that contract (Education Code 56365)
  - b. Conduct at least one onsite visit to the nonpublic, nonsectarian school prior to a student's placement and at least once each school year (Education Code 56366.1)

**High School Graduation**

36. Exempt a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers between schools after the second year of high school, or a student participating in a newcomer program for newly immigrant students in grades 11-12, from any of the charter school's graduation requirements that exceed state requirements, unless the charter school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code 51225.1, 51225.2)

**CHARTER SCHOOL OVERSIGHT** (continued)

37. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)

**Student Expression**

38. Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony (Education Code 35183.1)
39. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

**Staffing**

40. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) as required for the teacher's certificated assignment. Teachers employed by the charter school during the 2019-20 school year shall have until July 1, 2025 to obtain the required certificate required. (Education Code 47605, 47605.4)
41. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who will have contact with students has had a criminal background check (Education Code 44830.1, 45122.1, 45125.1)
42. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)
43. If the charter school chooses to make the state teachers' retirement plan available to its employees, meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)

**CHARTER SCHOOL OVERSIGHT** (continued)

44. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)

**Parent/Guardian Involvement**

45. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)
46. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 47605)
47. If 15 percent or more of the students at the charter school speak a single primary language other than English, provide all notices, reports, statements, or records sent to parents/guardians in English and in the primary language (Education Code 48985)

**Nutrition**

48. Provide each eligible student with one nutritionally adequate free or reduced-price meal during each school day, except as provided for a charter school that offers nonclassroom-based instruction (Education Code 47613.5)
49. If the charter school participates in the National School Lunch and/or Breakfast program, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)
50. If the charter school participates in the National School Lunch and/or Breakfast program, notify parents/guardians within 10 days of their child's meal account reaching a negative balance; not take any action directed at a student to collect unpaid school meal fees; ensure that a student with unpaid school meal fees is not denied a meal of the student's choice, shamed, or treated differently; and prohibit student discipline from resulting in the denial or delay of a nutritionally adequate meal (Education Code 49557.5)

**CHARTER SCHOOL OVERSIGHT** (continued)

51. If the charter school participates in the National School Lunch and/or Breakfast program and is a very high poverty school, as defined, apply to the California Department of Education (CDE) to provide lunch and/or breakfast free of charge to all students under a federal universal service provision (Education Code 49564)

**Student Health**

52. Adopt a policy on suicide prevention, intervention, and postvention for grades 7-12, and an age-appropriate policy for grades K-6, and review the policy at least every five years (Education Code 215)
53. If the charter school serves grades 7-12 and issues student identification cards, print the telephone numbers of the National Suicide Prevention Lifeline and the National Domestic Violence Hotline on the identification cards (Education Code 215.5)
54. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code 49428)
55. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)
56. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)
57. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire at least one automated external defibrillator (AED) for the school, and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)

**CHARTER SCHOOL OVERSIGHT** (continued)

58. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code 49414 (Education Code 49414)
59. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

**Student Conduct/Discipline**

60. Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 234.6, 32283.5)
61. Adopt and display a written policy on sexual harassment, include the policy as part of any orientation for new and continuing students, and post a poster notifying students of the policy (Education Code 231.5, 231.6)
62. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code 49005-49006.4)
63. Neither recommend for expulsion a student in grades K-12 nor suspend a student in grades K-8 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)
64. Upon request, provide a student who is suspended for two or more days with the homework assigned during the period of suspension (Education Code 48913.5)

**Student and Parent/Guardian Records**

65. Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law (Education Code 49076.7)

**CHARTER SCHOOL OVERSIGHT** (continued)

66. Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body (Education Code 49073.2)
67. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)
68. If the charter school serves high school students, submit to the Student Aid Commission, for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)
69. Upon receipt of government-issued documentation of a change of name or gender or, if such documentation is not available, upon request in accordance with the procedure in Education Code 49070, update and reissue a former student's records to include the student's updated legal name or gender (Education Code 49062.5, 49070)

**Facilities**

70. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
  - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
  - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

**CHARTER SCHOOL OVERSIGHT** (continued)**Finance**

71. Promptly respond to all reasonable inquiries from the district, the county office of education, or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records (Education Code 47604.3)
72. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
73. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
74. Annually prepare and submit financial reports to the district Board and the County Superintendent of Schools in accordance with the following reporting cycle:
  - a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
  - b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
  - c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
  - d. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
  - e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and CDE. (Education Code 47605)



**CHARTER SCHOOL OVERSIGHT** (continued)

75. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code 41024)

**Accountability**

76. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article 16, Section 8.5)

**CHARTER SCHOOL RENEWAL**

The Governing Board believes that the ongoing operation of a charter school should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner. The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education on appeal after initial denial by the Board.

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 0420.41 - Charter School Oversight)*

*(cf. 0420.43 - Charter School Revocation)*

*(cf. 0500 - Accountability)*

The Board shall deny the renewal petition of any charter school operated as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)

When a charter school, concurrently with its renewal petition, proposes to expand operations to one or more additional sites or grade levels, the charter school shall request a material revision to its charter. The material revision may be made only with the approval of the Board and in accordance with the standards and criteria in Education Code 47605 for material revisions. (Education Code 47607)

The Board recommends that a charter school submit its petition for renewal to the Board sufficiently early before the expiration of the term of the charter to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. (Education Code 47607; 5 CCR 11966.4)

**Criteria for Granting or Denying Renewal**

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. However, a charter renewal shall not be denied based on the fiscal impact of the charter school on the district or a finding that the charter school is unlikely to serve the interests of the entire community in which the school is located, as described in Education Code 47605. (Education Code 47607)

The signature requirement for charter authorization petitions is not applicable to petitions for renewal. (Education Code 47607)

**CHARTER SCHOOL RENEWAL** (continued)

In determining whether to grant a charter renewal, the Board shall review both schoolwide performance and the performance of numerically significant student subgroups on the state and local indicators included in the California School Dashboard, giving greater weight to performance on measurements of academic performance. If the Dashboard indicators are not yet available for the most recently completed academic year before renewal, the Board shall consider verifiable data provided by the charter school related to the Dashboard indicators, such as data from the California Assessment of Student Performance and Progress, or any successor system, for the most recent academic year. (Education Code 47607)

Following the Board's review, a renewal of the charter petition may be granted in accordance with a three-tiered system based on school performance, as follows:

1. Renewal of Five to Seven Years

A renewal shall be granted for a period of five to seven years to a charter school that is not eligible for technical assistance pursuant to Education Code 47607.3 and that, for two consecutive years immediately preceding the renewal, achieved either of the following: (Education Code 47607)

- a. Received the two highest performance levels schoolwide on all the state indicators included in the Dashboard for which the charter school receives performance levels
- b. For all measurements of academic performance, received performance levels schoolwide that are the same or higher than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are higher than the state average

2. Renewal of Five Years

- a. A renewal shall be granted for five years if clear and convincing evidence, demonstrated by verified data, shows either of the following: (Education Code 47607.2)
  - (1) Measurable increases in academic achievement, as defined by at least one year's progress for each year in school
  - (2) Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers

**CHARTER SCHOOL RENEWAL** (continued)

- b. For any such charter school, the Board may deny the renewal petition upon making written factual findings that the charter school failed to meet or make sufficient progress toward meeting standards that provide a benefit to students at the school, that the closure of the charter school is in the best interest of students, and that the Board's decision provided greater weight to performance on measurements of academic performance. (Education Code 47607.2)
3. Denial with Option for Two-Year Renewal
    - a. The Board shall generally not renew a charter if, for two consecutive years immediately preceding the renewal decision, either of the following applies: (Education Code 47607.2)
      - (1) The charter school has received the two lowest performance levels schoolwide on all the state indicators included in the Dashboard for which it receives performance levels.
      - (2) For all measurements of academic performance, the charter school has received performance levels schoolwide that are the same or lower than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are lower than the state average.
    - b. However, the Board may grant a two-year renewal to any such charter school if the Board makes written factual findings, setting forth specific facts to support the findings, that:
      - (1) The charter school is taking meaningful steps to address the underlying cause(s) of low performance, and those steps are reflected, or will be reflected, in a written plan adopted by the governing body of the charter school.
      - (2) There is clear and convincing evidence, demonstrated by verified data, showing achievement of the criteria specified in item #2a above

**CHARTER SCHOOL RENEWAL** (continued)

In addition to all the grounds stated above for denial of a charter renewal, the Board may deny renewal of a charter upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors or a finding that the school is not serving all students who wish to attend. When denying a charter renewal for either of these reasons, the Board shall provide the charter school at least 30 days' notice of the alleged violation and a reasonable opportunity to cure the violation, including the submission of a proposed corrective action plan. The renewal shall be denied if the Board finds either that the corrective action proposed by the charter school has been unsuccessful or that the violations are sufficiently severe and pervasive as to render a corrective action plan unviable. Any finding that a school is not serving all students who wish to attend shall specifically identify the evidence supporting the finding. (Education Code 47607)

A charter school that is eligible for the state's Dashboard Alternative School Status shall not be subject to any of the above criteria. Instead, in determining whether to grant a charter renewal for such a charter school, the Board shall consider, in addition to the charter school's performance on the state and local indicators included in the Dashboard, the charter school's performance on alternative metrics applicable to the charter school based on the student population served. The Board shall meet with the charter school during the first year of the charter school's term to mutually agree to discuss alternative metrics to be considered and shall notify the charter school of the alternative metrics to be used within 30 days of this meeting. The Board may deny a charter renewal only upon making written findings, setting forth specific facts to support the findings, that the closure of the charter school is in the best interest of students. (Education Code 47607)

**Timelines for Board Action**

Within 60 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input. A petition is deemed received on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the charter renewal within 90 days of receiving the petition, or within 120 days with the consent of both the petitioner and the Board. (Education Code 47605)

At least 15 days before the public hearing at which the Board will grant or deny the charter petition, the Board shall publish all staff recommendations and recommended findings

**CHARTER SCHOOL RENEWAL** (continued)

regarding the petition. During the public hearing, petitioners shall have equal time and opportunity to present evidence and testimony to respond to the staff recommendations and findings. (Education Code 47605)

If the Board fails to make a written factual finding when required for denial of the petition pursuant to the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to CDE, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board within 30 days of the Board's written factual findings supporting the denial. (Education Code 47605, 47607.5)

**School Closure**

If a charter is not renewed and the charter school ceases operation, the Board and/or the charter school shall implement the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962. (Education Code 47603.32)

*Legal Reference: (see next page)*

**CHARTER SCHOOL RENEWAL** (continued)

*Legal Reference:*

EDUCATION CODE

47600-47616.7 *Charter Schools Act of 1992*

52052 *Definition of numerically significant student subgroup*

56145-56146 *Special education services in charter schools*

60600-60649 *Assessment of academic achievement*

CODE OF REGULATIONS, TITLE 5

11960-11969 *Charter schools*

UNITED STATES CODE, TITLE 20

7223-7225 *Charter schools*

*Management Resources:*

CSBA PUBLICATIONS

*The Role of the Charter School Authorizer, Online Course*

*Charter Schools: A Guide for Governance Teams, rev. 2016*

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

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

**CHARTER SCHOOL REVOCATION**

The Governing Board expects any charter school it authorizes to provide a sound educational program that promotes student learning and to carry out its operations in a manner that complies with law and the terms of its charter. The Board may revoke a charter in accordance with law.

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 0420.41 - Charter School Oversight)*

*(cf. 0420.42 - Charter School Renewal)*

*(cf. 0500 - Accountability)*

When the Board determines, in writing, that any violation under Education Code 47607 constitutes a severe and imminent threat to the health or safety of students, the Board may immediately revoke the school's charter. When such a determination is made, the Board shall approve and deliver to the charter school's governing body, the County Board of Education, and the California Department of Education (CDE) a Notice of Revocation by Determination of a Severe and Imminent Threat to Pupil Health or Safety. (Education Code 47607; 5 CCR 11968.5.3)

In all other circumstances, the Board may revoke a charter after providing due process and using the procedures described below. The Board may revoke a charter if it makes a written factual finding specific to that charter school and supported by substantial evidence that the charter school has done any of the following: (Education Code 47607)

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter
2. Failed to meet or pursue any of the student outcomes identified in the charter
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
4. Violated any law

The Board shall also consider revoking the charter of any charter school for which the California Collaborative for Educational Excellence (CCEE) has provided advice and assistance pursuant to Education Code 47607.3 if CCEE has issued either of the following findings: (Education Code 47607.3)

1. That the charter school has failed or is unable to implement the recommendations of the CCEE



**CHARTER SCHOOL REVOCATION** (continued)

2. That the inadequate performance of the charter school, as based on the California School Dashboard, is so persistent or acute as to require revocation of the charter

In determining whether to revoke a charter, the Board shall consider increases in student academic achievement for all numerically significant groups of students served by the charter school, as defined in Education Code 52052. (Education Code 47607, 47607.3)

**Revocation Procedures**

If the Board is considering a revocation of a charter school, it shall take action to approve and deliver a Notice of Violation to the charter school's governing body. The Notice of Violation shall identify: (Education Code 47607; 5 CCR 11965, 11968.5.2)

1. The charter school's alleged violation(s).
2. All evidence relied upon by the Board in determining that the charter school committed the alleged violation(s), including the date and duration of the alleged violation(s). The Notice shall show that each alleged violation is both material and uncured and that it occurred within a reasonable period of time before the Notice of Violation is issued.
3. The period of time that the Board has concluded is a reasonable period of time for the charter school to remedy or refute the identified violation(s). In identifying this time period, the Board shall consider the amount of time reasonably necessary to remedy each identified violation, which may include the charter school's estimation as to the anticipated remediation time.

At least 72 hours prior to any meeting at which the Board will consider issuing a Notice of Violation, the Board shall provide the charter school with notice and all relevant documents related to the proposed action. (5 CCR 11968.5.2)

*(cf. 9320 - Meetings and Notices)*

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit to the Board a detailed written response and supporting evidence addressing each identified violation, including, as applicable, a refutation, remedial action taken, or proposed remedial action. (5 CCR 11968.5.2)

## **CHARTER SCHOOL REVOCATION** (continued)

At the conclusion of the remedy period specified in the Notice of Violation, the Board shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions: (5 CCR 11968.5.2)

1. Discontinue revocation of the charter and provide timely written notice of such action to the charter school's governing body
2. Continue revocation of the charter, by issuing a Notice of Intent to Revoke to the charter school's governing body within 60 calendar days of the conclusion of the remedy period, if there is substantial evidence that the charter school has failed to remedy a violation identified in the Notice of Violation or to refute a violation to the Board's satisfaction. All evidence relied upon by the Board for the decision shall be included in the Notice of Intent to Revoke.

If the Board issues a Notice of Intent to Revoke, it shall hold a public hearing concerning the revocation on the date specified in the notice, which shall be no later than 30 days after providing the notice. Within 30 calendar days after the public hearing, or within 60 calendar days if extended by written mutual agreement of the Board and the charter school, the Board shall issue a final decision on the revocation of the charter. (Education Code 47607; 5 CCR 11968.5.2)

If the Board fails to meet the timelines specified above for issuing a Notice of Intent to Revoke or a final decision, the revocation process shall be deemed terminated. (5 CCR 11968.5.2)

Within 10 calendar days of the Board's final decision, the Superintendent or designee shall provide a copy of the final decision to CDE and the County Board. (Education Code 47604.32; 5 CCR 11968.5.2)

### **Appeals**

If the Board revokes a charter, the charter school may, within 30 days of the Board's final decision, appeal the revocation to the County Board. The County Board's decision may subsequently be appealed to the State Board of Education by either the charter school or the district. However, a revocation based upon the findings of CCEE pursuant to Education Code 47607.3 may not be appealed. (Education Code 47607, 47607.3; 5 CCR 11968.5.3-11968.5.5)

## **CHARTER SCHOOL REVOCATION (continued)**

### **School Closure**

If a charter school ceases operation due to revocation, the Board and/or the charter school shall implement the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962. (Education Code 47603.32)

#### *Legal Reference:*

##### EDUCATION CODE

47600-47616.7 *Charter Schools Act of 1992, especially:*

47607 *Charter renewals and revocations*

52052 *Accountability: numerically significant student subgroups; definition*

##### CODE OF REGULATIONS, TITLE 5

11960-11969 *Charter schools, especially:*

11968.5.1-11968.5.5 *Charter revocations*

##### COURT DECISIONS

*Today's Fresh Start, Inc. v. Los Angeles County Office of Education (2013) 57 Cal.4th 197*

#### *Management Resources:*

##### CSBA PUBLICATIONS

*The Role of the Charter School Authorizer, Online Course*

*Charter Schools: A Guide for Governance Teams, rev. 2016*

##### WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

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

**PARCEL TAXES**

The Governing Board recognizes its obligation to provide a high-quality educational program within safe facilities and secure campuses, and that additional funds are at times necessary to fulfill this responsibility. The Board may consider appropriate methods of financing and, when it is in the best interest of the district, may order the placement of a parcel tax on the ballot for approval by the voters.

*(cf. 3100 - Budget)*  
*(cf. 3470 - Debt Issuance and Management)*  
*(cf. 7110 - Facilities Master Plan)*  
*(cf. 7210 - Facilities Financing)*  
*(cf. 7214 - General Obligation Bonds)*

The Board shall hold a noticed public hearing prior to approving a resolution for the adoption of a parcel tax. The resolution shall be approved by a two-thirds vote of the Board in order to be placed on the ballot. The resolution shall include the type and rate of the tax to be levied, the method of collection, and the date upon which an election shall be held to approve the levy of the tax. (Government Code 50077, 53724)

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

The parcel tax shall apply uniformly to all taxpayers or all real property within the district, except that unimproved property may be taxed at a lower rate than improved property. (Government Code 50079)

The Board shall consult with legal counsel to ensure compliance with all requirements of law, including its determination of the appropriate amount of the proposed parcel tax and whether exemptions from the tax will be granted.

Any parcel tax to be proposed for voter approval shall provide for accountability measures, including, but not limited to, a statement indicating the specific purposes of the special tax and that the proceeds of the tax shall be used only for the specific purposes identified, creation of a separate account into which the proceeds shall be deposited, and annual reporting pursuant to Government Code 50075.3. (Government Code 50075.1)

No district funds, services, supplies, or equipment shall be used to support or defeat a parcel tax ballot measure. The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to a parcel tax ballot measure, including information about the impact of the parcel tax on the district. (Education Code 7054)

*(cf. 1160 - Political Processes)*  
*(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)*

Upon approval of the tax by two-thirds of the votes, the district may levy the tax or contract with the county to collect the tax on the district's behalf. (Government Code 50077)

**PARCEL TAXES** (continued)

**Exemptions**

The Board may grant an exemption from the parcel tax for any or all of the following: (Government Code 50079)

1. Persons who are 65 years of age or older
2. Persons receiving Supplemental Security Income for a disability, regardless of age
3. Persons receiving Social Security Disability Insurance benefits, regardless of age, whose yearly income does not exceed 250 percent of the 2012 federal poverty guideline issued by the U.S. Department of Health and Human Services

Any exemption granted by the Board shall remain in effect until the taxpayer becomes ineligible. If the taxpayer becomes ineligible for the exemption for any reason, a new exemption may be granted in the same manner. (Government Code 50079)

If the district provides for an exemption from the parcel tax and contracts or enters into an agreement with the county to collect such tax, the district shall annually provide to the tax collector a phone number where requests for exemption information may be directed and the link, if available, to the location on the district's web site that contains exemption information and the application for exemption. (Government Code 50079)

*Legal Reference: (see next page)*

**PARCEL TAXES (continued)**

*Legal Reference:*

EDUCATION CODE

7054 *Prohibition against use of district property for campaigning; informational only*

ELECTIONS CODE

324 *General election, definition*

328 *Local election, definition*

341 *Primary election, definition*

348 *Regular election, definition*

356 *Special election, definition*

357 *Statewide election, definition*

1302 *Local election to select governing board members*

15372 *Elections official certificate statement of election results*

GOVERNMENT CODE

50075-50077.5 *Voter-approved special taxes*

50079 *Qualified special taxes of school district*

53724 *Board resolution for special tax*

54952 *Definition of legislative body, Brown Act*

REVENUE AND TAXATION CODE

2611.6 *County tax bill special tax information*

CALIFORNIA CONSTITUTION

Article 13A *Taxation*

COURT DECISIONS

*Borikas v. Alameda Unified School District (2013) 214 Cal.App.4<sup>th</sup> 135*

*Management Resources:*

CSBA PUBLICATIONS

*The Impact of Pension Cost Increases on California Schools, January 2018*

*Behind the Numbers: The Cold, Hard Facts of California Public School Funding, January 2018*

*California Education Funding: Students Deserve Better, Fact Sheet, August 2017*

*California's Challenge: Adequately Funding Education in the 21st Century, December 2015*

*Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011*

WEB SITES

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

U.S. Department of Health and Human Services: <https://www.hhs.gov>

**FOOD SERVICE OPERATIONS/CAFETERIA FUND**

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

*(cf. 3100 - Budget)*

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3311 - Bids)*

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3552 - Summer Meal Program)*

*(cf. 5030 - Student Wellness)*

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

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

**Meal Sales**

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

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

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

*(cf. 3553 - Free and Reduced Price Meals)*

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with BP/AR 3553 - Free and Reduced Price Meals, 2 CFR 200.426, and any applicable CDE

**FOOD SERVICE OPERATIONS/CAFETERIA FUND** (continued)

guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

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

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

*(cf. 0415 - Equity)*

**Cafeteria Fund**

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

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

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

*(cf. 3230 - Federal Grant Funds)*

*(cf. 3400 - Management of District Assets/Accounts)*

*(cf. 3460 - Financial Reports and Accountability)*

**Contracts with Outside Services**

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

*(cf. 3312 - Contracts)*

*(cf. 3600 - Consultants)*

**FOOD SERVICE OPERATIONS/CAFETERIA FUND** (continued)



## **Procurement of Foods, Equipment and Supplies**

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

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

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

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

## **Program Monitoring and Evaluation**

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

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

*(cf. 3555 - Nutrition Program Compliance)*

*Legal Reference: (see next page)*

BP 3551(d)

*Legal Reference:*

EDUCATION CODE

38080-38086.1 Cafeteria, establishment and use  
38090-38095 Cafeterias, funds and accounts  
38100-38103 Cafeterias, allocation of charges  
42646 Alternate payroll procedure  
45103.5 Contracts for management consulting services; restrictions  
49490-49493 School breakfast and lunch programs  
49500-49505 School meals  
49550-49564.5 Meals for needy students, especially:  
49550.5 Universal breakfast  
49554 Contract for services  
49580-49581 Food recovery program

FOOD AND AGRICULTURE CODE

58595 Preference for California-grown agricultural products

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

PUBLIC CONTRACT CODE

2000-2002 Responsive bidders

20111 Contracts

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1793 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition

200.317-200.326 Procurement standards

200.400-200.475 Cost principles

200 Appendix VII Indirect cost proposals

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.33 National School Lunch Program

220.1-220.22 National School Breakfast Program

245.8 Nondiscrimination practices for students eligible for free and reduced price meals and free milk

250.1-250.70 USDA foods

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

*Paid Lunch Equity Requirement and Calculation Tool-Updated Guidance for School Year 2019-20, NSD Management Bulletin, SNP-11-2019, May 2019*

*Professional Standards in the SNP and New Hiring Flexibility, NSD Management Bulletin, SNP-10-2019, April 2019*

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

*Management Resources continued: (see next page)*

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Management Resources: (continued)

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)

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

*Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-03-2017, April 2017*

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

*Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013*

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

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

*School Meals - FAQs*

*Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 38-2017, June 2017*

*Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, SP 29-2017, May 2017*

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

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

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

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

WEB SITES

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

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

*U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>*

Policy  
adopted:  
**Business and Noninstructional Operations**

**CSBA MANUAL MAINTENANCE SERVICE**  
March 2020  
AR 3551(a)

**FOOD SERVICE OPERATIONS/CAFETERIA FUND**

## **Payments for Meals**

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

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3552 - Summer Meal Program)*

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 3555 - Nutrition Program Compliance)*

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

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

*(cf. 1113 - District and School Web Sites)*

*(cf. 5145.6 - Parental Notifications)*

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

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

AR 3551(b)

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, and shall open a new account as appropriate for a student whose account appears to have been misused.

*(cf. 1340 - Access to District Records)*

*(cf. 3580 - District Records)*

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

### **Unpaid and Delinquent Meal Charges**

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

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

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

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

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

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

AR 3551(c)

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

### **Reimbursement Claims**

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

### **Donation of Leftover Food**

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

*(cf. 3510 - Green School Operations)*

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

### **Cafeteria Fund**

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

*(cf. 3100 - Budget)*

*(cf. 3300 - Expenditures and Purchases)*

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

With CDE approval, the district may use cafeteria funds to supplement the provision of universal breakfast. On or before July 1 of each year, the district shall submit to CDE a

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Board-signed application certifying that breakfast will be provided to all students at no charge and that any cost above the amount provided in federal reimbursement will be covered by the district with nonfederal funds. (Education Code 49550.5)

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

*(cf. 3110 - Transfer of Funds)*

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

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

### **U.S. Department of Agriculture Foods**

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

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

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

### **Contracts with Outside Services**

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

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**FOOD SERVICE OPERATIONS/CAFETERIA FUND** (continued)

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

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

*(cf. 3312 - Contracts)*

*(cf. 3515.6 - Criminal Background Checks for Contractors)*

*(cf. 3600 - Consultants)*

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

*(cf. 4212 - Appointments and Conditions of Employment)*

Regulation  
approved:  
**Certificated Personnel**

CSBA MANUAL MAINTENANCE SERVICE  
March 2020  
BP 4112.2(a)



## **CERTIFICATION**

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

*(cf. 4111/4211/4311 - Recruitment and Selection)*  
*(cf. 4112.21 - Interns)*  
*(cf. 4112.22 - Staff Teaching English Learners)*  
*(cf. 4112.23 - Special Education Staff)*  
*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*  
*(cf. 4113 - Assignment)*  
*(cf. 4121 - Temporary/Substitute Personnel)*  
*(cf. 5148 - Child Care and Development)*  
*(cf. 6178 - Career Technical Education)*  
*(cf. 6200 - Adult Education)*

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

*(cf. 4131 - Staff Development)*  
*(cf. 4131.1 - Teacher Support and Guidance)*

### **Priorities for Hiring Based on Unavailability of Credentialed Teacher**

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who enrolls in an approved intern program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is granted a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Board shall approve, as an action item at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

BP 4112.2(b)

## **CERTIFICATION** (continued)

3. An individual who has been granted a credential waiver by the CTC

Prior to requesting that the CTC issue an emergency permit or a limited assignment permit, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled open Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

### **National Board for Professional Teaching Standards Certification**

The Superintendent or designee shall promote a career continuum that includes participation of district teachers in professional learning that supports their completion of advanced certification awarded by the National Board for Professional Teaching Standards (NBPTS). The Superintendent or designee may coordinate a cohort of teachers through school or district programs or other available networks.

With Board approval and funding, and consistent with the collective bargaining agreement and applicable law, the Superintendent may provide an incentive program for teacher participation in NBPTS certification, which may include:

1. Defraying, subsidizing, or reimbursing the registration, certification, or maintenance fees for NBPTS certification
2. Providing bonuses, step increases, or differential pay for teachers who maintain their certification and continue to teach in the district, with priority given to teachers at Title I schools and schools serving a majority of low-income students

## **CERTIFICATION** (continued)

3. Providing substitute teachers to provide release time for participating teachers
4. Providing stipends for teacher participation that match other professional development stipends
5. Compensating mentor teachers who support other teachers' professional learning aligned to NBPTS standards

*(cf. 4161.3 - Professional Leaves)*

## **Parental Notifications**

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of the teacher's certification

*(cf. 5145.6 - Parental Notifications)*

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

*Legal Reference: (see next page)*

## CERTIFICATION (continued)

### *Legal Reference:*

#### EDUCATION CODE

8360-8370 *Qualifications of child care personnel*

32340-32341 *Unlawful issuance of a credential*

35186 *Complaints regarding teacher vacancy or misassignment*

44066 *Limitations on certification requirements*

44200-44399.1 *Teacher credentialing, especially:*

44250-44277 *Credential types; minimum requirements*

44300-44302 *Emergency permit*

44325-44328 *District interns*

44330-44355 *Certificates and credentials*

44420-44440 *Revocation and suspension of credentials*

44450-44468 *University intern program*

44830-44929 *Employment of certificated persons; requirement of proficiency in basic skills*

56060-56063 *Substitute teachers in special education*

#### CODE OF REGULATIONS, TITLE 5

80001-80674.6 *Commission on Teacher Credentialing*

#### UNITED STATES CODE, TITLE 20

6312 *Title I local educational agency plans; notifications regarding teacher qualifications*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.48 *Parent notification regarding teacher qualifications*

#### COURT DECISIONS

*Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534*

### *Management Resources:*

#### COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-667 *Basic Skills Requirement*

CL-856 *Provisional Internship Permit*

CL 858 *Short-Term Staff Permit*

*Credential Information Guide*

*Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, August 23, 2016*

*Waiver Requests Guidebook, 2015*

*Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013*

*Subject Matter Authorization Guideline Book, 2012*

*Management Resources continued: (see next page)*

## CERTIFICATION (continued)

*Management Resources: (continued)*

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS (continued)

Supplementary Authorization Guideline Book, 2012

California Standards for the Teaching Profession, 2009

The Administrator's Assignment Manual, rev. September 2007

NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS PUBLICATIONS

Considerations for Using Federal Funds to Support National Board Certification, 2018

### WEB SITES

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Commission on Teacher Credentialing, *Credential Information Guide (for employers' use only)*:

<http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

National Board Resource Center: [nbc.alistrong.net](http://nbc.alistrong.net)

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

Policy  
adopted:  
**All Personnel**

CSBA MANUAL MAINTENANCE SERVICE  
March 2020  
E 4112.9(a)  
4212.9

**EMPLOYEE NOTIFICATIONS**

4312.9

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

| <b>When/Whom to Notify</b>   | <b>Education or Other Legal Code</b>               | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|--|--|--|---|
| <b>I. To All Employees</b>   |  |  |   |
| At the beginning of school year or upon employment                   | Education Code 231.5; Government Code 12950; 2 CCR | AR 4119.11<br>4219.11<br>4319.11                 | The district's policy on sexual harassment, legal remedies, complaints  |
| Annually to all employees, and 72 hours before pesticide application | Education Code 17612                               | AR 3514.2  | Use of pesticide product, active ingredients, Internet address to access information  |
| To all employees, prior to implementing year-round schedule          | Education Code 37616                               | BP 6117  | Public hearing on year-round program  |
| To all employees, prior to implementing alternative schedule         | Education Code 46162                               | AR 6112  | Public hearing on alternative schedule  |
| Annually to all employees  | Education Code 49013; 5 CCR 4622                   | AR 1312.3<br>BP 0460<br>BP 3260                  | Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan |
| Annually to all employees  | Education Code 49414                               | AR 5141.21                                       | Request for volunteers to be trained to administer epinephrine auto-injectors   |
| At least once per year   | Education Code 49414.3                             | AR 5141.21                                       | Request for volunteers to be trained to administer opioid antagonist  |

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>  | <b>Education or Other Legal Code</b>                     | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>   |
|---|--|--|--|
| <b>I. To All Employees</b> (continued)  |  |  |  |
| To all employees  | Government Code 1126                                     | BP 4136<br>4236<br>4336                          | Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal |
| Prior to beginning employment   | Government Code 3102                                     | AR 4112.3<br>4212.3<br>4312.3                    | Oath or affirmation of allegiance required of disaster service workers   |
| To all employees  | Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210 | BP 4020<br>BP 4159<br>4259<br>4359               | District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs       |
| Upon employment   | Government Code 21029                                    | None   | Right to purchase PERS service credit for military service performed prior to public employment                            |
| Upon placement of automated external defibrillator (AED) in school, and annually thereafter | Health and Safety Code 1797.196                          | AR 5141  | Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan                 |
| To all employees, if the district receives Tobacco-Use Prevention Education funds           | Health and Safety Code 104420                            | AR 3513.3  | District's tobacco-free schools policy and enforcement procedures  |
| Annually to all employees, or more frequently if there is new information                   | Health and Safety Code 120875, 120880                    | AR 4119.43<br>4219.43<br>4319.43                 | AIDS and hepatitis B, including methods to prevent exposure  |
| To all employees, with each paycheck  | Labor Code 246   | AR 4161.1<br>4361.1<br>AR 4261.1                 | Amount of sick leave available   |
| Upon hire, in employee handbook, and upon request for parental leave                        | Labor Code 1034  | BP 4033  | The district's policy on lactation accommodation   |

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>  | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|---|--------------------------------------|--|---|
| <b>I. To All Employees</b> (continued)  |                                      |  |   |
| To covered employees and former employees   | Labor Code<br>2800.2                 | AR 4154<br>4254<br>4354                          | Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage               |
| To employees participating in a flexible spending account                                 | Labor Code<br>2810.7                 | None   | Deadline to withdraw funds from account before the end of the plan year   |
| To every new employee, either at the time employee is hired or by end of first pay period | Labor Code<br>3551                   | BP 4157.1<br>4257.1<br>4357.1                    | Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor                           |
| Prior to beginning employment   | Penal Code<br>11165.7, 11166.5       | AR 5141.4  | Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law  |
| Upon employment, and when employee goes on leave for specified reasons                    | Unemployment Insurance Code<br>2613  | AR 4154<br>4254<br>4354                          | Disability insurance rights and benefits  |
| To all employees and job applicants   | 2 CCR 11023; 34 CFR 104.8, 106.9     | BP 0410<br>BP 4030                               | District's policy on nondiscrimination and related complaint procedures   |
| To all employees via employee handbook, or to each new employee                           | 2 CCR 11091, 11095; 29 CFR 825.300   | AR 4161.8<br>4261.8<br>4361.8                    | Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible |
| Annually to all employees   | 40 CFR 763.84, 763.93                | AR 3514  | Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress<br>E 4112.9(d)<br>4212.9                      |



**EMPLOYEE NOTIFICATIONS** (continued)**II. To Certificated Employees**

|   |                            |                       |  |
|---|----------------------------|-----------------------|--|
| To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire                              | Education Code<br>22455.5  | AR 4121               | Criteria for membership in retirement system; right to elect membership at any time          |
| Upon employment of a retired certificated individual  | Education Code<br>22461    | AR 4117.14<br>4317.14 | Postretirement earnings limitation or employment restriction; monthly report of compensation |
| To certificated employees   | Education Code<br>35171    | AR 4115<br>BP 4315    | District regulations related to performance evaluations                                      |
| 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated | Education Code<br>44663    | AR 4115               | Copy of employee's evaluation  |
| To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee       | Education Code<br>44664    | AR 4115               | Notice and description of the unsatisfactory performance                                     |
| By May 30, if district issues reemployment notices to certificated employees  | Education Code<br>44842    | AR 4112.1             | Request that the employee notify district of intent to remain in service next year           |
| To certificated employees upon employment, and to nonpermanent employees in July of each school year  | Education Code<br>44916    | AR 4112.1<br>AR 4121  | Employment status and salary   |
| By March 15 of employee's second year of employment, in districts that grant permanent status after two years   | Education Code<br>44929.21 | BP 4116               | Whether or not employee is reelected for next school year                                    |

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>  | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|---|--------------------------------------|--|---|
| <b>II. To Certificated Employees</b> (continued)  |                                      |  |   |
| When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year | Education Code 44934, 44934.1, 44936 | BP 4118<br>AR 4118                               | Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice           |
| To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice   | Education Code 44938                 | BP 4118  | Notice of deficiency and opportunity to correct   |
| To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year     | Education Code 44938                 | BP 4118  | Notice of deficiency and opportunity to correct   |
| To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings  | Education Code 44940.5               | AR 4118  | Notice of intent to dismiss 30 days from notice unless employee demands hearing                                 |
| To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees                         | Education Code 44948.3               | AR 4118  | Reasons for dismissal and opportunity to appeal   |
| By March 15 when necessary to reduce certificated personnel, with final notice by May 15  | Education Code 44949, 44955          | BP 4117.3  | Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination |
| On or before June 30, to temporary employee who served 75 percent of school year but will be released   | Education Code 44954                 | BP 4121  | District's decision not to reelect employee for following school year   |

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>   | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|--|--------------------------------------|--|---|
| <b>II. To Certificated Employees</b> (continued)   |                                      |  |   |
| To teacher, when a student engages in or is reasonably suspected of specified acts   | Education Code 49079                 | AR 4158<br>4258<br>4358                          | Student has committed specified act that constitutes ground for suspension or expulsion                   |
| To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending                       | 5 CCR 80303                          | AR 4117.7<br>4317.7                              | Contents of state regulation re: report to Commission on Teacher Credentialing                            |
| <b>III. To Classified Employees</b>  |                                      |  |   |
| To classified employee charged with mandatory leave of absence offense, in merit system district   | Education Code 44940.5               | AR 4218  | Notice of intent to dismiss in 30 days  |
| When classified employee is subject to disciplinary action for cause, in nonmerit district   | Education Code 45113                 | AR 4218  | Notice of charges, right to hearing, timeline for requesting hearing                                      |
| To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year | Education Code 45117                 | AR 4217.3  | Notice of layoff and reemployment rights  |
| To classified employees upon employment and upon each change in classification   | Education Code 45169                 | AR 4212  | Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek |
| To classified permanent employee whose leave is exhausted  | Education Code 45192, 45195          | AR 4261.1<br>AR 4261.11                          | Exhaustion of leave, opportunity to request additional leave  |
| To school bus drivers and school activity bus drivers prior to expiration of specified documents   | 13 CCR 1234                          | AR 3542  | Expiration date of driver's license, driver's certificate and medical certificate; need to renew          |

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>  | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|---|--------------------------------------|--|---|
| <b>III. To Classified Employees</b> (continued)   |                                      |  |   |
| To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter   | 13 CCR 2480                          | AR 3542  | Limitations on vehicle idling; consequences of not complying  |
| To school bus drivers, prior to district drug testing program and thereafter upon employment  | 49 CFR 382.601                       | BP 4112.42<br>4212.42<br>4312.42                 | Explanation of federal requirements for drug testing program and district's policy  |
| <b>IV. To Administrative/Supervisory Personnel</b>  |                                      |  |   |
| To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract | Education Code 35031                 | BP 2121<br>BP 4312.1                             | Decision not to reelect or reemploy upon expiration of contract or term   |
| Upon request by administrative or supervisory employee transferred to teaching position   | Education Code 44896                 | AR 4313.2  | Statement of the reasons for the release or reassignment  |
| By March 15 to employee who may be released/reassigned the following school year  | Education Code 44951                 | AR 4313.2  | Notice that employee may be released or reassigned the following school year  |
| <b>V. To Individual Employees Under Special Circumstances</b>   |                                      |  |   |
| In the event of a breach of security of district records, to affected employees   | Civil Code 1798.29                   | BP 3580  | Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies |
| Prior to placing derogatory information in personnel file   | Education Code 44031                 | AR 4112.6<br>4212.6<br>4312.6                    | Notice of derogatory information, opportunity to review and comment   |

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>   | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>   |
|--|--------------------------------------|--|--|
| <b>V. To Individual Employees Under Special Circumstances</b> (continued)  |                                      |  |  |
| To employees who volunteer to administer epinephrine auto-injector   | Education Code 49414                 | AR 5141.21                                       | Defense and indemnification from civil liability by the district   |
| To employees returning from military leave of absence, within 30 days of return  | Government Code 20997                | AR 4161.5<br>4261.5<br>4361.5                    | Right to receive PERS service credit for military service; application form  |
| 24 hours before Board meets in closed session to hear complaints or charges against employee   | Government Code 54957                | BB 9321  | Employee's right to have complaints/charges heard in open session  |
| When taking disciplinary action against employee for disclosure of confidential information  | Government Code 54963                | BP 4119.23<br>4219.23<br>4319.23                 | Law prohibiting disclosure of confidential information obtained in closed session  |
| Within one working day of work-related injury or victimization of crime  | Labor Code 3553, 5401                | BP 4157.1<br>4257.1<br>4357.1                    | Potential eligibility for workers' compensation benefits, claim form   |
| When adverse employment action is based on DOJ criminal history information or subsequent arrest notification                              | Penal Code 11105, 11105.2            | AR 4112.5<br>4212.5<br>4312.5                    | Copy of DOJ notification   |
| To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter | 8 CCR 3204                           | AR 4119.42<br>4219.42<br>4319.42                 | The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records |
| To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation     | 8 CCR 5191                           | AR 3514.1  | Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material                                    |

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>   | <b>Education or Other Legal Code</b>     | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|--|--|--|---|
| <b>V. To Individual Employees Under Special Circumstances</b> (continued)  |  |  |   |
| To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area                | 8 CCR 5194                               | AR 3514.1  | Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights   |
| To employee eligible for military leave  | 38 USC 4334                              | AR 4161.5<br>4261.5<br>4361.5                    | Notice of rights, benefits, and obligations under military leave  |
| Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave | 29 CFR 825.300;<br>2 CCR 11049,<br>11091 | AR 4161.8<br>4261.8<br>4361.8                    | Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice |
| Whenever notice of eligibility for FMLA is provided to employee  | 29 CFR 825.300                           | AR 4161.8<br>4261.8<br>4361.8                    | Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations  |

## SUICIDE PREVENTION

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing policy and strategies for suicide prevention and intervention, the Superintendent or designee shall consult with school and community stakeholders such as administrators, other staff, parents/guardians, and students; school-employed mental health professionals such as school counselors, school psychologists, school social workers, and school nurses; suicide prevention experts such as local health agencies, mental health professionals, and community organizations; law enforcement; and, in developing policy for grades K-6, the county mental health plan. (Education Code 215)

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

The Board shall ensure that measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)

Measures and strategies for suicide prevention, intervention, and postvention shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students, as described in the accompanying administrative regulation

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

*(cf. 6142.8 - Comprehensive Health Education)*

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

## **SUICIDE PREVENTION** (continued)

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning. (Education Code 215)

If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)

*(cf. 5141.6 - School Health Services)*

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging district employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. (Education Code 215)



## **SUICIDE PREVENTION (continued)**

The Superintendent or designee shall post this policy on the district's web site, in a prominent location and in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

### *Legal Reference:*

#### EDUCATION CODE

215 Student suicide prevention policies

215.5 Suicide prevention hotline contact information on student identification cards

216 Suicide prevention online training programs

234.6 Posting suicide prevention policy on web site

32280-32289.5 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

#### GOVERNMENT CODE

810-996.6 Government Claims Act

#### PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

#### WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5886 Children's Mental Health Services Act

#### COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019

#### CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

#### NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015

#### U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

Preventing Suicide: A Toolkit for High Schools, 2012

*Management Resources continued: (see next page)*

## SUICIDE PREVENTION (continued)

*Management Resources: (continued)*

WEB SITES

*American Association of Suicidology: <http://www.suicidology.org>*

*American Foundation for Suicide Prevention: <https://afsp.org>*

*American Psychological Association: <http://www.apa.org>*

*American School Counselor Association: <https://www.schoolcounselor.org>*

*California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>*

*California Department of Health Care Services, Mental Health Services:*

*<http://www.dhcs.ca.gov/services/MH>*

*Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>*

*National Association of School Psychologists: <https://www.nasponline.org>*

*National Institute for Mental Health: <http://www.nimh.nih.gov>*

*Suicide Prevention Resource Center: <https://www.sprc.org/about-suicide>*

*Lifeline: <https://suicidepreventionlifeline.org>*

*Trevor Project: <http://thetrevorproject.org>*

*U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services*

*Administration: <http://www.samhsa.gov>*

## **SUICIDE PREVENTION**

### **Staff Development**

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are impacted by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

*(cf. 5131.6 - Alcohol and Other Drugs)*

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

## **SUICIDE PREVENTION (continued)**

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

7. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed
8. District procedures for responding after a suicide has occurred

### **Instruction**

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum in an age appropriate manner and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors in oneself and others and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5141.6 - School Health Services)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6164.2 - Guidance/Counseling Services)*

### **Student Identification Cards**

Student identification cards for students in grades 7-12 shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

## **SUICIDE PREVENTION (continued)**

### **Intervention**

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

*(cf. 5141 - Health Care and Emergencies)*

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5141 - Health Care and Emergencies)*

## **SUICIDE PREVENTION** (continued)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

*(cf. 5125 - Student Records)*

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether it is necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school and determine the need for ongoing support.

### **Postvention**

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. Students significantly affected by suicide death and those at risk of imitative behavior should be identified and closely monitored. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

*(cf. 1112- Media Relations)*

**SUICIDE PREVENTION** (continued)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

## **SUSPENSION AND EXPULSION/DUE PROCESS**

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.2 - Bullying)*

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

*(cf. 5112.5 - Open/Closed Campus)*

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

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

### **Appropriate Use of Suspension Authority**

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying



## **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

*(cf. 6142.4 - Service Learning/Community Service Classes)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

**OPTION 1:** No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

### **On-Campus Suspension**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

### **Authority to Expel**

A student may be expelled only by the Board. (Education Code 48918(j))

BP 5144.1(c)

## **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

BP 5144.1(d)

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

*(cf. 5148.3 - Preschool/Early Childhood Education)*

### **Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

*(cf. 5119 - Students Expelled from Other Districts)*

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

### **Maintenance and Monitoring of Outcome Data**

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

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

*Legal Reference: (see next page)*

BP 5144.1(e)

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*Legal Reference:*

EDUCATION CODE

212.5 *Sexual harassment*

233 *Hate violence*

1981-1981.5 *Enrollment of students in community school*

8239.1 *Prohibition against expulsion of preschool student*

17292.5 *Program for expelled students*

32261 *Interagency School Safety Demonstration Act of 1985*

35145 *Open board meetings*

35146 *Closed sessions (regarding suspensions)*

35291 *Rules (for government and discipline of schools)*

35291.5 *Rules and procedures on school discipline*

48645.5 *Readmission; contact with juvenile justice system*

48660-48666 *Community day schools*

48853.5 *Foster youth*

48900-48927 *Suspension and expulsion*

48950 *Speech and other communication*

48980 *Parental notifications*

49073-49079 *Privacy of student records*

52052 *Numerically significant student subgroups*

52060-52077 *Local control and accountability plan*

64000-64001 *Consolidated application*

CIVIL CODE

47 *Privileged communication*

48.8 *Defamation liability*

CODE OF CIVIL PROCEDURE

1985-1997 *Subpoenas; means of production*

GOVERNMENT CODE

11455.20 *Contempt*

54950-54963 *Ralph M. Brown Act*

HEALTH AND SAFETY CODE

11014.5 *Drug paraphernalia*

11053-11058 *Standards and schedules*

LABOR CODE

230.7 *Employee time off to appear in school on behalf of a child*

*Legal Reference continued: (see next page)*

BP 5144.1(f)

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*Legal Reference: (continued)*

PENAL CODE

- 31 *Principal of a crime, defined*
- 240 *Assault defined*
- 241.2 *Assault fines*
- 242 *Battery defined*
- 243.2 *Battery on school property*
- 243.4 *Sexual battery*
- 245 *Assault with deadly weapon*
- 245.6 *Hazing*
- 261 *Rape defined*
- 266c *Unlawful sexual intercourse*
- 286 *Sodomy defined*
- 288 *Lewd or lascivious acts with child under age 14*
- 288a *Oral copulation*
- 289 *Penetration of genital or anal openings*
- 417.27 *Laser pointers*
- 422.55 *Hate crime defined*
- 422.6 *Interference with exercise of civil rights*
- 422.7 *Aggravating factors for punishment*
- 422.75 *Enhanced penalties for hate crimes*
- 626.2 *Entry upon campus after written notice of suspension or dismissal without permission*
- 626.9 *Gun-Free School Zone Act of 1995*
- 626.10 *Dirks, daggers, knives, razors, or stun guns*
- 868.5 *Supporting person; attendance during testimony of witness*

WELFARE AND INSTITUTIONS CODE

- 729.6 *Counseling*

UNITED STATES CODE, TITLE 18

- 921 *Definitions, firearm*

UNITED STATES CODE, TITLE 20

- 1415(K) *Placement in alternative educational setting*
- 7961 *Gun-free schools*

*Legal Reference continued: (see next page)*

BP 5144.1(g)

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*Legal Reference: (continued)*

UNITED STATES CODE, TITLE 42

*11432-11435 Education of homeless children and youths*

COURT DECISIONS

*T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267*

*Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421*

*Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321*

*Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118*

*Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807*

*John A. v. San Bernardino School District (1982) 33 Cal. 3d 301*

ATTORNEY GENERAL OPINIONS

*84 Ops.Cal.Atty.Gen. 146 (2001)*

*80 Ops.Cal.Atty.Gen. 348 (1997)*

*80 Ops.Cal.Atty.Gen. 91 (1997)*

*80 Ops.Cal.Atty.Gen. 85 (1997)*

*Management Resources:*

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

*Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014*

WEB SITES

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

*California Attorney General's Office: <http://www.oag.ca.gov>*

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

*U.S. Department of Education, Office for Civil Rights:*

*<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>*

*U.S. Department of Education, Office of Safe and Healthy Students:*

*<http://www2.ed.gov/about/offices/list/oese/oshs>*

Policy  
adopted:

CSBA MANUAL MAINTENANCE SERVICE  
March 2020

**Students**

AR 5144.1(a)

**SUSPENSION AND EXPULSION/DUE PROCESS**

## **Definitions**

*Suspension* means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

*Expulsion* means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

## **Notice of Regulations**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

*(cf. 5144 - Discipline)*

*(cf. 5145.6 - Parental Notifications)*

## **Grounds for Suspension and Expulsion: Grades K-12**

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in the sections "Additional Grounds for Suspension and Expulsion: Grades 4-12" and "Additional Grounds for Suspension and Expulsion: Grades 9-12" below:

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

AR 5144.1(b)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

*(cf. 5131 - Conduct)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

*(cf. 3513.4 - Drug and Alcohol Free Schools)*

*(cf. 5131.6 - Alcohol and Other Drugs)*

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing prescription products (Education Code 48900(h))

*(cf. 5131.62 - Tobacco)*

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))



**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m))

*Imitation firearm* means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

*Hazing* means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying (Education Code 48900(r))

*Bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

placing a reasonable student in fear of harm to self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in the section "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

*Electronic act* means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

- a. A message, text, sound, video, or image
- b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

*Reasonable student* means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of the student's age, or for a person of the student's age and disability. (Education Code 48900(r))

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

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

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

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

*A terrorist threat* includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

### **Additional Grounds for Suspension and Expulsion: Grades 4-12**

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

*Sexual harassment* means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

*Hate violence* means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race,

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

*(cf. 5145.9 - Hate-Motivated Behavior)*

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

*(cf. 5145.3 - Nondiscrimination/Harassment)*

### **Additional Grounds for Suspension and Expulsion: Grades 9-12**

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

*(cf. 5131.4 - Student Disturbances)*

### **Suspension from Class by a Teacher**

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above or for disruption or willful defiance at any grade level, including grades K-8. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, the student shall be appropriately supervised during the class periods from which the student has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension.

AR 5144.1(g)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which the student was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

### **Suspension by Superintendent, Principal or Principal's Designee**

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" for which a recommendation of expulsion is required. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if it is determined that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5)

*(cf. 5125 - Student Records)*

### **Length of Suspension**

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, the student may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

*(cf. 6184 - Continuation Education)*

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

### **Due Process Procedures for Suspension**

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

- the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)
2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
  3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)  
  
This notice shall state the specific offense committed by the student. (Education Code 48900.8)  
  
In addition, the notice may state the date and time when the student may return to school.
  4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)  
  
If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)
  5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

- a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
- b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
- c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

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

- d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

*(cf. 6173 - Education for Homeless Children)*

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school.

### **Suspension by the Board**

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

AR 5144.1(k)



## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

*(cf. 9321 - Closed Session)*

The Board shall provide the student and parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

### **On-Campus Suspension**

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting the student's teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

### **Superintendent or Principal's Authority to Recommend Expulsion**

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent or principal shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication or other medication prescribed by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

### **Student's Right to Expulsion Hearing**

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

### **Stipulated Expulsion**

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of the right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and parent/guardian shall be effective upon approval by the Board.

### **Rights of Complaining Witness**

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, the Superintendent or designee shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of the right to: (Education Code 48918.5)

AR 5144.1(n)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

1. Receive five days' notice of the scheduled testimony at the hearing
2. Have up to two adult support persons present at the hearing at the time the witness testifies
3. Have a closed hearing during the time the witness testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

### **Written Notice of the Expulsion Hearing**

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

*(cf. 5119 - Students Expelled from Other Districts)*

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

*Legal counsel* means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*Nonattorney adviser* means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

### **Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students**

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

### **Conduct of Expulsion Hearing**

1. **Closed Session:** Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to testify in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
  - a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during the testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person who is disrupting the hearing.
  - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
    - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
    - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
    - (3) The person conducting the hearing may:
      - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
      - (b) Limit the time for taking the testimony of a complaining witness to normal school hours, if there is no good cause to take the testimony during other hours
      - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from school, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

### **Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a



## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by the student's parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

### **Final Action by the Board**

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

### **Written Notice to Expel**

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

### **Decision to Suspend Expulsion Order**

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

### **Appeal**

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

### **Notification to Law Enforcement Authorities**

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

### **Placement During Expulsion**

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

*(cf. 6158 - Independent Study)*

*(cf. 6185 - Community Day School)*

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

### **Readmission After Expulsion**

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board a recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

### **Maintenance of Records**

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

*(cf. 5119 - Students Expelled from Other Districts)*

## All Personnel

BP 4113.5(a)

4213.5

## WORKING REMOTELY

4313.5

The Governing Board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the district's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder district operations.

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 3516.5 - Emergency Schedules)*

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4113 - Assignment)*

*(cf. 4157/4257/4357 - Employee Safety)*

*(cf. 6157 - Distance Learning)*

The opportunity to work remotely shall be entirely at the district's discretion, and no grievance or appeal right may arise from district denial of any employee request for remote work.

Employees approved for remote work shall comply with all district policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4151/4251/4351 - Employee Compensation)*

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

*(cf. 4261.1 - Personal Illness/Injury Leave)*

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.

*(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)*

*(cf. 4157.2/4257.2/4357.2 - Ergonomics)*



**WORKING REMOTELY** (continued)

The district shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the district in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the district and shall adhere to the district's Acceptable Use Agreement. The employee's personally owned equipment may only be used for district business when approved by the Superintendent or designee.

*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)*

Work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

*(cf. 1340 - Access to District Records)*  
*(cf. 3580 - District Records)*  
*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*  
*(cf. 5125 - Student Records)*

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

*(cf. 4115 - Evaluation/Supervision)*  
*(cf. 4215 - Evaluation/Supervision)*  
*(cf. 4315 - Evaluation/Supervision)*

Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee.

BP 4113.5(c)  
4213.5  
4313.5

**WORKING REMOTELY** (continued)

*Legal Reference:*

GOVERNMENT CODE

6250-6270 *California Public Records Act*

12900-12996 *Fair Employment and Housing Act*

LABOR CODE

226.7 *Mandated meal, rest, or recovery periods*

6400 *Safe and healthful employment and place of employment*

6401 *Unsafe workplace*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

*Management Resources:*

WEB SITES

*California Department of Industrial Relations: <http://www.dir.ca.gov>*

**DISTANCE LEARNING**

The Governing Board recognizes that distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency.

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 3516.5 - Emergency Schedules)*

*(cf. 4113.5/4213.5/4313.5 - Working Remotely)*

*(cf. 6158 - Independent Study)*

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback.

The Superintendent or designee shall review and select distance learning courses, which may include those taught by district staff or others, that are of high academic quality and are aligned with district standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6143 - Courses of Study)*

The Superintendent or designee shall, in collaboration with teachers, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.

*(cf. 5141.5 - Mental Health)*

As needed, the Superintendent or designee shall provide teachers with training and ongoing support, including technological support and guidance, to effectively implement distance learning. The district shall also provide opportunities for teachers to communicate and collaborate with each other to exchange information on effective practices.

*(cf. 4131 - Staff Development)*

**DISTANCE LEARNING** (continued)

Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.

*(cf. 6162.6 - Use of Copyrighted Materials)*

The district shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners. Teachers may use multiple methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.

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

*(cf. 0415 - Equity)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6174 - Education for English Learners)*

The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. To the extent possible, the district shall make technical and academic support available to students.

*(cf. 0440 - District Technology Plan)*

*(cf. 3311.4 - Procurement of Technological Equipment)*

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 6163.4 - Student Use of Technology)*

Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework.

*(cf. 6020 - Parent Involvement)*

Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with district policy on grading for equivalent courses.

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6146.3 - Reciprocity of Academic Credit)*

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

*Legal Reference: (see next page)*

**DISTANCE LEARNING** (continued)

*Legal Reference:*

EDUCATION CODE

35182.5 *Contracts for electronic products or services; prohibitions*

51210-51212 *Course of study for grades 1-6*

51220-51229 *Course of study for grades 7-12*

51740-51741 *Authority to provide instruction by correspondence*

51745-51749.3 *Independent study*

51865 *California distance learning policy*

PUBLIC CONTRACT CODE

20118.2 *Contracting by school districts; technological equipment*

UNITED STATES CODE, TITLE 20

7131 *Internet safety*

UNITED STATES CODE, TITLE 47

254 *Universal service discounts (E-rate); Internet safety*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*COVID-19 Guidance for K-12 Schools*

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

*Web Content Accessibility Guidelines*

WEB SITES

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

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

**7. ADMINISTRATIVE: Action items:**

**7.5 Declaration of Need for Fully Qualified Educators**



## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 0

Revised Declaration of Need for year: 0

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Tipton Elementary School District CDS Code: 54

Name of County: Tulare County CDS Code: 72215

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 6 / 9 / 2020 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2021.

Submitted by (Superintendent, Board Secretary, or Designee):

Stacey Bettencourt

Superintendent

*Name*

*Signature*

*Title*

559-752-1231

559-752-4213

*Date*

*Fax Number*

*Telephone Number*

PO Box 787 Tipton, CA 93272

*Mailing Address*

sbettencourt@tipton.k12.ca.us

*EMail Address*

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_/\_\_\_/\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

\_\_\_\_\_  
Name Signature Title

\_\_\_\_\_  
Fax Number Telephone Number Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
EMail Address

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

| <b>Type of Emergency Permit</b>  | <b>Estimated Number Needed</b> |
|--|--------------------------------|
| CLAD/English Learner Authorization (applicant already holds teaching credential) | 0<br>_____                     |
| Bilingual Authorization (applicant already holds teaching credential)            | 0<br>_____                     |
| List target language(s) for bilingual authorization:<br>_____                    |                                |
| Resource Specialist  | 0<br>_____                     |
| Teacher Librarian Services   | 0<br>_____                     |

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:



| TYPE OF LIMITED ASSIGNMENT PERMIT | ESTIMATED NUMBER NEEDED |
|-----------------------------------|-------------------------|
| Multiple Subject                  | 0                       |
| Single Subject                    | 0                       |
| Special Education                 | 0                       |
| TOTAL                             | 0                       |

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? Yes  No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program? Yes  No

If yes, how many interns do you expect to have this year? <sup>1</sup> \_\_\_\_\_

If yes, list each college or university with which you participate in an internship program.

Tulare County Office of Education -Impact Program  
 \_\_\_\_\_  
 \_\_\_\_\_

If no, explain why you do not participate in an internship program.  
 \_\_\_\_\_  
 \_\_\_\_\_

**7. ADMINISTRATIVE: Action items:**

**7.6 Suicide Prevention, Intervention and Postvention  
Manual**

Tipton Elementary School District



Suicide Prevention, Intervention, and  
Postvention Manual

2020-2025

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## **Purpose**

The Tipton Elementary School District recognizes the need to protect the health, safety and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning. This manual corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury.

## **Suicide Prevention Education**

Students will receive age appropriate lessons and presentations delivered by school and itinerant staff during instructional time. These presentations will focus on the importance of safe and healthy choices, as well as help-seeking strategies for self or others. Warning signs of suicidal behavior as well as information about specific resources available to all students at school will also be addressed. Students will be taught not to make promises of confidence when they are concerned about a peer or significant other. Lessons will contain information on comprehensive health and wellness, including emotional, behavioral and social skills development. Students who are in need of intervention will be referred to the school psychologist, principal, or superintendent for screening and recommendations.

## **Staff Training and Responsibilities**

All staff are responsible for safeguarding the health and safety of students. All staff are expected to exercise sound professional judgment, err on the side of caution and demonstrate extreme sensitivity throughout any crisis situation. All school personnel should be informed of the signs of youth depression/suicide through Keenan training.

Staff who instruct seventh and eighth grade students will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

Additional professional development in risk assessment and crisis intervention will be provided to school counselors, psychologists, and school nurses.

Any staff member who is originally made aware of any threat or witnesses any attempt toward self-harm that is written, drawn, posted on social media, spoken or threatened, will immediately notify the School Psychologist, Principal or Superintendent. Any threat in any form must be treated as real and dealt with immediately. No student should be left alone, nor confidences promised. Thus, in cases of life threatening situations a student's confidentiality will be waived. The District's suicide crisis response procedures will be implemented.

## Suicide Crisis Response Procedures

### Suicide Threat

**Definition** – *A suicide threat is a verbal or non-verbal communication that the individual intends to harm himself or herself with the intention to die but has not acted on the behavior.*

- a. The staff member who learns of the threat will locate the individual and arrange for or provide constant adult supervision.
- b. The above-mentioned staff member will immediately inform their assigned School Counselor. If the School Counselor is unavailable, the staff member will notify the site administration.
- c. The School Counselor will notify the Principal.
- d. The School Counselor will conduct a threat assessment to determine risk and intervention needed by interviewing the student, and gathering appropriate supportive documentation from teachers or others who witnessed the threat (*See Appendix A*).
  - If the threat is determined to be “medium-high” risk, the School Counselor will contact the Crisis Team (School Nurse, Youth Development Officer, School Counselor).
- e. In situations where a student is assessed at risk for suicide and has been deemed “low” risk, the student’s Parent/Guardian will be informed as soon as practicable by the Principal, Designee, or School Counselor.
  - If the threat is determined to be “medium-high” risk, a member of the Crisis Team will contact the parent to let them know the Community Based Officer/Tulare County Sheriff’s Department will be making contact with their student due to concerns about mental health/safety/danger to self, etc. This will happen before a formal decision is made to transport the student. If the decision is made to transport the student via ambulance to the ER, the CBO/Tulare County Sheriff’s Department will then contact the parent.
- f. If the student has exhibited any kind of suicidal behavior, the Parent/Guardian should be counseled on “means restriction,” limiting the child’s access to mechanisms for carrying out a suicide attempt. Staff will also seek parental permission to communicate with outside mental health care providers regarding their child (*See Appendix D*).
- g. If the student is found to be at risk for suicidal behavior and/or emotional distress, a referral will be made to Tulare Youth Services Bureau (559) 688-2043. After a referral is made for a student, the School Counselor shall verify with the Parent/Guardian that follow-up treatment has been accessed. Parents/guardians will be required to provide documentation of care for the student.

\*Through discussion with the student, the Principal or School Counselor will assess whether there is further risk of harm due to Parent/Guardian notification. If the Principal, Designee, or School Counselor believes, in their professional capacity, that contacting the Parent/Guardian would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay should be documented (*See Appendix A, Step 4*).

\*Put all recommendations in writing to the Parent/Guardian. This may be through certified mail, email delivery confirmation, a parent/signature “sign off” of recommendations sent home to be returned the next day (*See Appendix B, PARENT/GUARDIAN EMERGENCY CONFERENCE NOTICE*).

- Mail the recommendation through certified mail if there is any question or doubt of the Parent/Guardian receiving the recommendations.

\*If parents/guardians refuse or neglect to access treatment for a student who has been identified to be at-risk for suicide or in emotional distress, the School Counselor (or other appropriate school staff member) will meet with the parents/guardians to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of the importance of care. If follow-up care for the student is still not provided, or there is any doubt regarding the child’s safety, the

School Counselor (or other appropriate school staff member) will contact the • Tulare Youth Services Bureau (559) 688-2043 or the Suicide Prevention hotline at 1-800-655-2553.

➤ Provide a file copy of all documentation to the Superintendent.

### **Suicidal Act or Attempt on School Grounds or During a School- Sponsored Activity**

**Definition-** *Suicidal act (also referred to as suicide attempt) – a potentially self-injurious behavior for which there is evidence that the person probably intended to kill himself or herself; a suicidal act may result in death, injuries, or no injuries.*

The first district employee on the scene must call for help from another staff member, locate the individual and follow District emergency medical procedures, such as calling 911.

- a. A staff member must notify the Principal/Superintendent.
- b. Staff members should move all other students out of the immediate area and arrange appropriate supervision. Students should not be allowed to observe the scene.
- c. Principal/Designee will involve the Crisis Team to assist as needed.
- d. Principal/Designee will contact Parent/Guardian and ask them to come to the school or hospital.
- e. The Crisis Team will call for assistance from, as appropriate:
  - Tulare Youth Services Bureau on-call crisis response team at (559) 688-2043
- g. School Psychologist, Principal, or Superintendent will provide the Parent/Guardian and/or ambulance with the *Risk Assessment Summary* page to be given to the treating facility (*Appendix E*).
- h. School Psychologist, Principal, or Superintendent will request written documentation from any treating facilities prior to a student's return to school (*Clearance to Return to School form, Appendix F*).
- i. School Psychologist, Principal, or Superintendent will promptly follow up with any students or staff who might have witnessed the attempt, and contact their parents/guardians. School Psychologist staff will provide supportive counseling and document all actions taken.
- j. The School Psychologist will schedule a Student Study Team (SST)/Individualized Education Plan (IEP)/504 meeting prior to the student returning to school for follow-up and support (see Re-entry Procedures section).
- k. Media representatives should be referred to the Superintendent (or Principal if designated by the Superintendent). School staff should make no statements to the media.

➤ Provide a file copy of all documentation to the Principal.

### **Out-of-School Suicide Attempts**

If a staff member becomes aware of a suicide attempt by a student that is suspected to be imminent in an out-of-school location, the staff member will:

1. Call the CBO and/or emergency medical services, such as 911.
2. Inform the student's Parent/Guardian.
3. Inform the Principal and the Superintendent
4. Principal/Designee will contact the School Psychologist
5. The School Psychologist or Principal will notify the School Nurse.

6. The School Psychologist or Principal will schedule a Student Study Team (SST)/Individualized Education Plan (IEP)/504 meeting prior to the student returning to school for follow-up and support (see Re-entry Procedures section).

If the student contacts the staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online, or on the phone) until the CBO and/or parents have been contacted.

- Provide a file copy of all documentation to the Principal.
- If attempt occurs during extended vacation period, weekends, the school counselor will follow the steps above as appropriate to the situation.

### **Re-entry Procedure**

A student who threatened or attempted suicide is at a higher risk for suicide in the months following the crisis. Having a streamlined and well planned re-entry process ensures the safety and wellbeing of students who have previously attempted suicide and reduces the risk of another attempt. An appropriate re-entry process is an important component of suicide prevention. Involving students in planning for their return to school provides them with a voice, sense of control, personal responsibility, and empowerment.

For students returning to school after a mental health crisis (e.g., suicidal ideation, suicide attempt or psychiatric hospitalization), an SST/IEP/504 meeting will be held with: a School Psychologist, the Principal or Superintendent, School Nurse, and teacher(s) will meet with the student's Parent/Guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A School Psychologist or other Designee will be identified to coordinate with the student, their Parent/Guardian, and any outside mental health care providers.
2. Allow accommodations for students to make up work (be understanding that missed assignments may add stress to students).
3. Obtain a written release of information signed by Parent/Guardian.
4. The Parent/Guardian will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others (*Appendix F*).
5. The designated staff person will periodically check in with the student and Parent/Guardian to help the student readjust to the school community and address any ongoing concerns.
6. As determined by the SST/IEP/504 team, referrals to community agencies (Tulare Youth Services Bureau will be made by the School Psychologist, Principal, or Superintendent.
  - Provide a file copy of all documentation to the Principal.



## **Suicide Postvention Procedures**

The Principal will develop an action plan to guide school response following a death by suicide. A meeting of the Principal and Superintendent to implement the action plan will take place immediately following news of the suicide death. The action plan includes the following steps:

- a. Immediately notify, regardless of the day or time,
  - Stacey Bettencourt, Superintendent, at (559) 804-6611
  - Cherie Solian, Principal, at (559) 804-6631
  - Sylvia Rodriguez, School Psychologist, at (559) 250-2162
  
- b. Verify and obtain as much factual information as possible via the CBO, the Parent/Guardian, or others who may have the facts depending on circumstances. Do not describe the death as a suicide with the general public, parents, staff or students. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.

\*All final decisions about whether to share the coroner's findings will be made by the Tipton Elementary School District Superintendent/Designee.

- c. The Principal and Superintendent will use school-based and community resources..
  - The team may call for assistance from:
    - Tulare Youth Services Bureau (559) 688-2043
  - The Principal, Superintendent and the school psychologist, will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The Principal, Superintendent and school psychologist will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. For example, if the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.
- d. Promptly collect and safeguard the student's belongings from the desk, any student work or photo or staff belongings from his/her desk (in the event of a staff death). Consult with family members and determine a mutually agreeable date and time to return these belongings in private.
  
- e. Inform the faculty that a sudden death has occurred using written communication if school has already begun, followed by a staff meeting at the conclusion of the day. If the death occurred in the evening, convene a staff meeting prior to the start of school the next day.
  - Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. The Principal will assist in writing a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. The Principal may also prepare a letter (with the input and permission from the student's

Parent/Guardian) to send home with students that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.

- Public address system announcements and school-wide assemblies should be avoided.
- g. Prioritize classrooms and students who will need immediate attention and connect them with the Principal.
- h. The Principal/Designee will ensure the Student Auto-Caller (School Messenger) is turned off
- i. If the student has siblings, the Principal will inform them of the incident
- j. Refer media requests to Stacey Bettencourt, Superintendent.
- k. Do not disclose any information or details to the media.
- l. District administrators will meet with the Principal at the end of the day or days during crisis management activities to insure the exchange of important information, as well as to insure communication and further planning of activities.
- m. The School Psychologist will check in periodically with the family, staff and students to ensure that everyone is supported as much as feasible with the context of the school setting.

### **Actions to Avoid**

- a. Do not announce the death of anyone over the public address system.
- b. Do not hold an assembly program or bring large groups of students together in one place to discuss suicide.
- c. Avoid canceling school, classes or pre-planned activities unless absolutely necessary; students find comfort in following their normal routine when they are under stress, within reason. Discuss with the Principal prior to proceeding with any cancellations.

### **Memorials**

The school should not create on-campus physical memorials (e.g. photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. School should not be canceled for the funeral.

It is recognized that grieving individuals need a variety of opportunities to personally express their emotions and reactions to this type of death. Recommendations and ideas for a memorial should be taken into consideration and discussed with the Principal, Superintendent, and psychologist prior to being implemented. Memorials must be carefully and tastefully planned, considering a broad range of responses. A variety of activities may in fact occur to celebrate positive remembrances, and these expressions often vary. Any school-based memorials (e.g., small gatherings) will include a focus on how to prevent future suicides and prevention resources available.

## Appendix A

**Tipton Elementary Suicide Risk Assessment**

|   |  |
|---|--|
| Student Name                              |  |
| Staff Name                                |  |
| Date of incident                          |  |
| Date referred to school personnel         |  |
| Description of intent/Reason for Referral |  |

The administrator/designee or the designated school site crisis team member will meet with the student to complete a risk assessment. The questions below should not be read to the student, but be used as a guide while assessing the student.

| Category                    | Assessment Questions   | Yes   | No    | N/A   |
|-----------------------------|--|-------|-------|-------|
| Changes in Behavior or Mood | In the past year has the student ever felt so sad that he/she stopped doing regular activities?<br>_____   | _____ | _____ | _____ |
|                             | Has the student demonstrated abrupt changes in behavior?<br>_____  | _____ | _____ | _____ |
|                             | Has the student demonstrated recent, dramatic changes in mood?<br>_____  | _____ | _____ | _____ |
| Stressors                   | Has the student ever lost a loved one by suicide?<br>_____   | _____ | _____ | _____ |
|                             | Has the student had a recent death of a loved one or a significant loss (e.g.; death of a family member, parent separation/divorce, relationship break-up)?<br>_____ | _____ | _____ | _____ |
|                             | Has the student experienced a traumatic/stressful event (i.e. domestic violence, community violence, natural disaster?)<br>Auto accident?<br>_____                   | _____ | _____ | _____ |
|                             | Has the student experienced victimization or been the target of bullying/harassment/discrimination? Student denies problems with other students.<br>_____            | _____ | _____ | _____ |
| Current Ideation            | Is the student thinking of suicide now? Denies current thought, but made a statement to another student?<br>_____  | _____ | _____ | _____ |
| Plan                        | Does the student have a plan to harm/kill themselves?<br>_____   | _____ | _____ | _____ |
| Means & access              | Does the student have the means/ access to kill themselves?<br>_____   | _____ | _____ | _____ |

|                   |   |  |  |  |
|-------------------|---|--|--|--|
| Past Ideation     | Has the student ever had thoughts of suicide? If so, when, how often has the student thought about suicide? |  |  |  |
| Previous Attempts | Has the student ever tried to kill themselves (i.e. previous attempts, repetitive self-injury)?             |  |  |  |

#### ADDITIONAL/HISTORICAL INFORMATION

Complete only if information is known.

| Category               | Assessment Questions  | Yes | No | N/A |
|------------------------|---|-----|----|-----|
| Mental Illness         | Does the student have a history of mental illness (i.e. depression, conduct or anxiety disorder)? |     |    |     |
| Substance abuse        | Does the student have a history of alcohol/substance abuse?                                       |     |    |     |
| Protective factors     | Does the student have a support system of family or friends at school and/or home?                |     |    |     |
|                        | Does the student have a sense of purpose in his/her life?   |     |    |     |
|                        | Can the student readily name plans for the future, indicating a reason to live?                   |     |    |     |
| Other Relevant Factors |   |     |    |     |

## RISK LEVEL/INTERVENTION

This chart is intended to represent a range of risk levels and interventions, not actual determinations.

| Risk Level | Risk/Protective Factors   | Suicidality   | Possible Interventions  |
|------------|---|---|---|
| High       | Psychiatric diagnoses with severe symptoms, or acute precipitating event; protective factors not relevant | Potentially lethal suicide attempt or persistent ideation with strong intent or suicide rehearsal | Admission generally indicated unless a significant change reduces risk. Suicide precautions                               |
| Moderate   | Multiple risk factors, few protective factors   | Suicidal ideation with plan, but no intent or behavior  | Admission may be necessary depending on risk factors. Developed crisis plan. Give suicide hotline or web link information |
| Low        | Modifiable risk factors, strong protective factors  | Thoughts of death, no plan, intent or behaviors   | Outpatient referral, symptom reduction. Give suicide hotline and web link information                                     |

## ACTION PLAN:

|                                      |  |
|--------------------------------------|--|
| Met with student                     | Contacted Community Based Officer (Tulare County Sheriff's Office)   |
| Contacted parents                    | Referred to TESD School Psychologist                                 |
| Contacted Principal/Superintendent   | TESD Disciplinary Referral if brought dangerous object to school     |
| Contacted (Principal/Superintendent) | Referred to Tulare Youth Services Bureau<br>Pending Parent signature |

## FOLLOW UP NOTES

|  |
|--|
|  |
|--|

Staff Signature: \_\_\_\_\_

**Comprehensive Risk Assessment Questions for Student, Parent, School Staff**  
*School psychologist use only. Ask only the questions that are pertinent to the student.*

Interview Questions: **STUDENT**

**THE THREAT**

1. Do you know why I want to meet with you today?
2. What happened and what did you say? What was your intention in saying that?
3. What are some reasons you might have had which led you to do/say that?
4. How would you do it (carry out the threat)?
5. What would you hope to accomplish in carrying out the threat? How would that affect you?
6. How do you think the school should respond when someone makes a threat like this?
7. What were you feeling at the time and how are you feeling now?

**STRESS**

1. Tell me about things that have been going on lately. Have you been worrying about things?
2. How has school and school work been? Do you worry about it?
3. What is the worst thing that has occurred lately? Has anything else bad happened recently?
4. Is there something you regret or wish you could change?
5. Have there been any significant changes in your family such as sickness, moving, etc.?
6. Are any of your family members in jail?
7. Do you take medications for anything?
8. Have you ever participated in counseling?

**FAMILY**

1. Who do you live with? Has this changed in the past year?
2. Who are you closest to in your family?
3. What do your parents/guardians know about how you're feeling?
4. What do you do after school? Do your parents know where you are or keep track of what you do?
5. How strict are your parents? What do they do when you get in trouble? What was the worst time you got into trouble with your parents?
6. How will your parents react when they find out about this situation?

**MOOD**

1. How has your mood been the last few weeks? Have you felt depressed at times? How bad has it been?
2. Have you felt anxious, nervous, irritable, or short-tempered? How severe?
3. Have you felt like life isn't worth living?
4. Have you ever hurt yourself, such as cut yourself, intentionally?
5. Have you had difficulty sleeping, eating, concentrating, or being alert?
6. Have you been taking any medications to help your mood?

**PSYCHOSIS**

1. Do you ever hear things or see things that others cannot?
2. Have you ever felt like someone was out to get you?
3. Have you ever had any strange fears?

4. Do you feel you have abilities that others do not have, such as reading minds?
5. Do you ever feel disconnected from others or numb, as if you were outside your own body?

### **WEAPONS IN THREAT**

1. You said you were going to \_\_\_\_\_ with a \_\_\_\_\_. Do you have that weapon/means or access to it?
2. Have you ever used that \_\_\_\_\_ before?
3. What do you think would happen if you did use \_\_\_\_\_ to hurt yourself?

### **Access**

1. Do you have a \_\_\_\_\_ or access to \_\_\_\_\_? If so, where is it?
2. Have you ever attempted/used \_\_\_\_\_ before?
3. How would you get \_\_\_\_\_ if you wanted one?
4. What would you do with \_\_\_\_\_ if you had it?

### **BULLYING**

1. Is there anyone who has threatened you or makes you feel afraid?
2. Has anyone teased you, picked on you, beat you up, or pushed you around recently at school or at home?
3. How often does this happen and how have you tried to handle it?

### **AGGRESSION**

1. Are you treated unfairly? By whom? How do you respond?
2. What do you do when you are angry? Has your anger ever gotten you into trouble?



3. Do you get into fights? How often?
4. Have you threatened to harm someone before?
5. Have you thought about what it would be like to badly hurt someone? Have you ever written stories or drawn pictures that are violent?
6. Have you ever intentionally caused fires or damaged your own or others' property?
7. Have you ever hurt an animal intentionally?

### **DISCIPLINE HISTORY**

1. When was the last time you got in trouble at school and what happened?
2. Have you ever been suspended or expelled?
3. Have your parents had to come to school because of your behavior?
4. Do you ever cut school or particular classes?
5. Do you feel that the school rules are fair? Has anything been unfair?

### **DELINQUENCY**

1. Have you ever been in trouble with the Community Based Officer (CBO) and what happened?
2. Have you ever gone to juvenile court? Why?
3. Have you ever done something that could have gotten you arrested? What was the worst thing? What else?
4. Do you drink alcohol or have you ever? How often? When was the last time?

5. Do you smoke marijuana or do other drugs? How often? When was the last time?

### **EXPOSURE TO VIOLENCE**

1. Have you witnessed violence in your neighborhood? Is there a lot of arguing in your home? Has there been physical aggression?
2. Do you know someone who has attempted/committed suicide?
3. What kind of movies and video games do you like? What internet sites do you enjoy?

### **PEER RELATIONS**

1. Tell me about your friends. Have you had any trouble with them lately? Who is your best friend?
2. How would your friends describe you?
3. Do you have a boyfriend or girlfriend? How are things going with him/her? Have you had past relationships? What happened in those relationships?
4. Do you have friends who get into trouble?
5. Have you ever joined a gang or been part of a group like a crew, clique, etc.? Have you thought about it?
6. Do any of your friends know about this situation? What did they say? Is there anyone who feels the same as you do?

### **COPING SKILLS**

1. What do you do during your free time?
2. What things do you do well?
3. What hobbies or interests do you have? What do you enjoy doing?
4. Have you ever had a problem that you faced that worked out okay and was able to be solved?

5. What do you want for your future?
  
6. What can we do to help with this situation?

**Interview Questions: PARENT**

*School psychologist or principal use only. Ask only the questions that are pertinent to the family. Use as guiding questions to facilitate conversation with family after the threat of suicide has been resolved.*

**THREAT OF SUICIDE KNOWLEDGE**

1. What do you know about the threat?
2. Has your child ever talked about things like this before?
3. Does your child have the means to carry out the threat?

**WEAPONS AND MEANS**

1. Do you have a \_\_\_\_\_ in your home? Does your child have access to \_\_\_\_\_ through a source such as other family members?
2. Does your child have access to other weapons/means to hurt themselves?
3. Has your child ever talked about using \_\_\_\_\_ to hurt themselves?
4. Is there a way you can restrict your child's access to \_\_\_\_\_?

**MENTAL HEALTH**

1. How has your child's mood been recently?
2. Has he/she ever talked about hurting himself/herself? Have you ever been worried that they are suicidal?
3. Has your child ever been in counseling or taken medication for behavior or mood?
4. Has your child received any medical treatment recently? Is he/she taking medications?
5. What are your next steps in helping your child? How can we assist you with getting your child support?

Interview Questions: **TEACHER/SCHOOL STAFF**

*School psychologist or principal use only. Ask only the questions that are pertinent to the family.*

*Use as guiding questions to facilitate conversation with student's teacher(s) after the threat of suicide has been resolved.*

**ACADEMICS**

1. How is the student performing academically? Has this changed recently?
2. What are the student's verbal skills? Is he/she able to express himself/herself?

**THREAT KNOWLEDGE**

1. What do you know about the threat?
2. Has the student talked about things like this before?
3. What have other students said about this situation?
4. Are there any other staff members who might know something about this?

**PEER RELATIONS**

1. Does this student get along well with others?
2. Who are their friends?
3. Do they have peers that they do not get along well with?
4. Have there been other conflicts or difficulties with peers?
5. Has the student ever reported being bullied, teased, or treated unfairly by peers?

**MOOD**

1. Has the student's mood, demeanor, or activity level appeared to change recently? Have they been more withdrawn or apathetic?
2. Have they said anything which makes you think they may be depressed?

3. Has this student been more irritable or short tempered recently?

**DISCIPLINE**

1. What discipline issues have you had with this student?
2. How do they respond to corrections from authority figures?
3. How does he/she respond emotionally to being disciplined?

**AGGRESSION**

1. How does this student express anger?
2. Does he/she seem to hold a grudge or appear resentful?
3. Has he/she done anything to express anger, such as expressed an aggressive theme in writing, drawings, or class projects?

**PARENTS**

1. Have you had contact with the student's parents? What was this like?

## Check List for Procedures

### Discuss Current Concerns with Parent(s) and/or Guardian(s)

- Share findings from the assessment with parent(s) or guardian(s) and get their input, via interview questions

### Provide Intervention and Support

- Take action to provide for the student's safety and address current concerns.
- In all cases you must provide referrals for supportive services to parents. List supportive services suggested: Tulare Youth Services Bureau (559) 688-2043
- Emergency Conference Notice* must be completed with Parent/Guardian when Parent/Guardian comes to the school to take responsibility for their child.

### Develop a Suicide Prevention Plan for the Student at School (attach additional pages as needed)

Develop this Suicide Prevention Plan in partnership with the student and parent(s) or guardian(s).

---

- Student Safety Contract* explained to student and signed by student (please attach).
- Emergency Conference Notice* explained to parent and signed by parent (please attach).
  - Referrals and resources must be provided to parents or guardians.
  - Discuss safety and home supervision with parents or guardians (access to weapons, drugs, medications).
  - Release of information forms signed by parents or guardians.
- Alert administrator, all support staff, and alert teachers on a need-to-know basis.
- Adults that the student can talk to for support (from Safety Contract):  
\_\_\_\_\_
- Other action:

**PARENTS or GUARDIANS (attach additional pages as needed)**

|   |
|---|
| <input type="checkbox"/> Parents will provide the following supervision and/or intervention:<br><input type="checkbox"/> Next Steps _____ |
| <input type="checkbox"/> Parents sign permission to release/share information with:   |
| <input type="checkbox"/> An SST/IEP/504 meeting has been scheduled:   |



## Develop a Safety Plan for the Student (Re-entry)

|  |                |
|--|----------------|
| Describe follow-up support to be conducted by School Psychologist, Nurse, and/or Community Resources:<br>_____       |                |
| Daily or ___ Weekly check-in with (Title/Name _____):  |                |
| Provide increased supervision in these settings:   |                |
| Modify daily schedule by:  |                |
| Behavior Intervention Plan (if needed) _____   |                |
| Identify precipitating/aggravating circumstances, and intervene to alleviate tension. Describe:                      |                |
| <i>Referral to Resource Specialist or Principal to consider possible Special Education assessment, if necessary.</i> |                |
| <i>If Special Education or 504 student, review goals, supports and services.</i>                                     |                |
| Other action:  | _____<br>_____ |

**Review this Plan with Staff as Indicated and File this Copy**

Send this completed screening to the Principal if the student was 5150 or referred to outside agencies.

FOR OFFICE USE ONLY:

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

Level of Concern:

Was student hospitalized? \_\_\_\_\_

Feedback to the school:

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

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

Contact made to whom: \_\_\_\_\_

Additional Concerns:

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

Reviewer: \_\_\_\_\_

Date entered into Aeries: \_\_\_\_\_



Appendix C

**Tipton Elementary School District**  
**STUDENT SAFETY CONTRACT**

I have expressed thoughts about hurting myself. School staff members are concerned and want to support me. I understand that I have a part in keeping myself safe, and I am making this agreement to stay safe.

I, \_\_\_\_\_, agree that I will not try to hurt myself. If I think about hurting myself, I will help myself in the following ways:

- **Get help from an adult immediately:**

*At school, I will talk to:*

1. \_\_\_\_\_, or
2. \_\_\_\_\_, or
3. \_\_\_\_\_

*Outside school, I will talk to:*

1. \_\_\_\_\_, or
2. \_\_\_\_\_, or
3. \_\_\_\_\_

*Call 911 or a Crisis Hotline that is open 24 hours per day:*

- ✓ Tulare Youth Services Bureau (559) 688-2043
- ✓ National Crisis Line, 1-800-784-2433 (1-800-SUICIDE)

- **Not take any alcohol or drugs**

- **I could also do this:** \_\_\_\_\_

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 School Staff Signature

\_\_\_\_\_  
 Date

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Grade: \_\_\_\_\_

Parent/Guardian Names:

## Appendix D

**Authorization to Release Information**

Tipton Elementary School District  
370 N. Evans Rd.  
Tipton, CA 93272

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

*The purpose of this form is to allow the sharing of confidential information between agencies who will or may provide services for myself and my children.*

As the parent/legal guardian of \_\_\_\_\_ (student's name), I hereby authorize **only** the agencies designated below to release, exchange and redisclose with, and among, each other all confidential information contained within my child's medical, psychiatric, psychological, or educational records (including information within medication prescriptions, physician orders and diagnoses, immunization records, mental health counseling, drug/alcohol information, lab results/x-ray reports, assessment reports, individualized educational programs and team meeting notes and progress reports).

I understand that my authorization includes confidential information that may relate or pertain to myself and/or to my child's other family members. Those other family members include (please provide names and dates of birth):

(AUTHORIZATION BY MINOR WHO IS 12 YEARS OF AGE OR OLDER)

I, \_\_\_\_\_ (minor's name), hereby authorize **only** the agencies designated below to release, exchange and redisclose with, and among, each other all confidential information contained within my medical, psychiatric, psychological, or educational records (including information within medication prescriptions, physician orders and diagnoses, immunization records, mental health counseling, drug/alcohol information, lab results/x-ray reports, assessment reports, individualized educational programs and team meeting notes and progress reports).

|   |  |
|---|--|
| _____ Tipton Elementary School District | _____ Central Valley Regional Center     |
| _____ Tulare Youth Services Bureau      | _____ Tulare County Probation Department |
| _____ Other: _____                      | _____ Other: _____                       |

I understand that I can revoke this release at any time except to the extent that information has already been requested or obtained with this release. If not revoked earlier, this authorization shall remain effective for no more than one (1) calendar year from the date of signing.

*I understand in signing this authorization that I am voluntarily allowing the release of the confidential information identified above. In doing so, I am waiving provisions of both Federal and State laws that protect confidentiality of mental health treatment, physical health treatment, substance abuse treatment and school records. The records of Child Protective Services, Probation and the Minors Advocates Office are protected from disclosure by WIC 827 and Evidence Code 1040. Information from these agencies may only be obtained by order of the Juvenile Court.*

|   |                                  |
|---|----------------------------------|
| Parent/Guardian Signature                                       | Date                             |
| Minor's Signature (mandatory for children 12 years or older)    | Date                             |
| Referring Party (acting as witness to the signing of this form) | Date                             |
| Referring Party Department/Address                              | Referring Party Telephone Number |

## Appendix E

**Tipton Elementary School District**  
 370 N. Evans Rd.  
 Tipton, CA 93272  
 Phone: (559) 752-4213 Fax: (559) 752-1231

### **Risk Assessment Summary**

Student name: \_\_\_\_\_

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

The above-named student has demonstrated/reported the following warning signs/risks associated with suicidal ideations and/or acts. As a result of these, the student has been referred for emergency mental health assessment by the Principal or Superintendent at

• Please note that this form is for reference purposes only and is meant to provide a summary of information for mental health assessment evaluators. It is in no way meant to serve as a comprehensive assessment.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Suicide note              | <input type="checkbox"/> Reading/writing about death | <input type="checkbox"/> Change in mood            |
| <input type="checkbox"/> Social withdrawal         | <input type="checkbox"/> History of abuse            | <input type="checkbox"/> Drug/alcohol use          |
| <input type="checkbox"/> Previous suicide attempts | <input type="checkbox"/> Self-harm behavior          | <input type="checkbox"/> Family history of suicide |
| <input type="checkbox"/> Other: _____              |  |  |

Student has a plan:  No  Yes: \_\_\_\_\_Student has means to carry out plan:  No  Yes: \_\_\_\_\_

Student reports current level of distress is:

1 (very low)   2   3   4   5 (medium)   6   7   8   9   10 (very high)

This form was completed by:

\_\_\_\_\_  
 Name and title

\_\_\_\_\_  
 Phone number

*Appendix F*

**Tipton Elementary School District**  
 370 N. Evans Rd.  
 Tipton, CA 93272  
 Phone: (559) 752-4213 Fax: (559) 752-1231

**Clearance to Return to School**

Provider/evaluator name (please print): \_\_\_\_\_

License number: \_\_\_\_\_

Agency: \_\_\_\_\_

This document serves to provide documentation that \_\_\_\_\_ (name of student) received a mental health assessment on \_\_\_\_\_ (date) related to risk concerns documented on the Risk Assessment that was completed in connection with a school-based incident. Based on the results of the assessment, it has been determined that the student does not present a danger to himself/ herself or others at this time and is cleared to return to school. As a result of today's interaction:

- The family plans to follow up with mental health counseling at Tulare Youth Services Bureau
- The family will follow up with a private provider.
- The family does not feel that they need to follow up with mental health services.
- 

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Tipton Elementary School District**  
370 N. Evans Rd.  
Tipton, CA 93272  
Phone: (559) 752-4213 Fax: (559) 752-1231

## **Suicide Postvention Procedures**

### **Administration Checklist**

*This checklist is to serve as a guide only and should be used to help delegate initial steps in postvention response. Additional information and details can be found within the Manual.*

After it has been determined that there has been a death of a student or staff member AND appropriate District personnel have been notified (Superintendent and Principal):

- Meeting will be held with the Principal and Superintendent to determine and prepare the postvention response.
- In the event of the sudden death of a teacher, make arrangements for class coverage through the use of a substitute or coverage from other staff members.
- Inform faculty that a sudden death has occurred via written communication (if school has already begun) followed by a staff meeting at the conclusion of the day. If the death occurred in the evening, hold a staff meeting prior to the start of the next school day.
- Remove the student from Aeries to prevent auto-dial absence calls from being received by parents.
- Collect and safeguard student or staff member's belongings from the desk. Consult with family members to return belongings privately.
- Prioritize classrooms and students who will need immediate attention and connect them with appropriate resources or the Principal.
- Determine if the student had siblings at other schools and inform them of the incident.

See the Suicide Postvention Procedures section of the Suicide Prevention, Intervention, and Postvention Manual for additional information and details.



*Appendix H***LOCAL RESOURCES**

***Tulare Youth Services Bureau***  
***1-559-688-2043***

**NATIONAL RESOURCES**

***National Suicide Prevention Lifeline***  
***1-800-273-8255 (TALK)***

***National Suicide Prevention Lifeline via TTY***  
***1-800-799-4889***

***Crisis Text Line***  
***Text "HOME" to 741-741***

***The Trevor Project***  
***Lifeline: 1-866-488-7386***  
***Text: Text "Trevor" to 1-202-304-1200***

**7. ADMINISTRATIVE: Action items:**

**7.7** Approval to Purchase T-Mobile Hotspots for Online Learning Due to Covid -19



## T-Mobile EmpowerED Programs 12/24 Month Options

### Standard EmpowerED 2.0 program (student use) – 24-month commitment

- \$20 plan – Unlimited High-Speed Data
  - \$200 per student enrolled in program awarded to the District
    - \$84 toward hotspot hardware
    - \$116 toward technology purchase or applied toward service
  - **\$0 Hardware Cost after award disbursement**
  - **Net Cost \$15.17/mo per hotspot after award disbursement**

#### Notes:

- CIPA Filtering included at \$0 charge to the District
  - Kitting/Labeling/Deployment assistance provided at \$0 charge to the District
    - Custom SSID/PW, Project Management
    - Devices delivered and ready to distribute
  - 90 day seasonal suspend available to district with billing freeze
- 

### EmpowerED program (student use) – 12-month commitment

- \$20 plan - Unlimited High-Speed Data - \$0 Hotspot hardware

#### Notes:

- CIPA Filtering included at \$0 charge to the District
- Kitting/Labeling/Deployment assistance provided at \$0 charge to the District
  - Custom SSID/PW, Project Management
  - Devices delivered and ready to distribute
- 90 day seasonal suspend available to district with billing freeze

\*During congestion, the small fraction of customers using >50GB/mo. may notice reduced speeds due to data prioritization.

## **8. FINANCE: Action items:**

### **8.1 Vendor Payments**

June 9, 2020 Board Meeting

### APY List

Date Paid between 4/27/2020 and 6/4/2020

| Vendor No | Vendor Name                    | Reference Number | Payment Date | Invoice Number/Desc.  | AccountCode                     | Amount      |
|-----------|--------------------------------|------------------|--------------|-----------------------|---------------------------------|-------------|
| 14196     | Action Equipment Rentals       | 201533           | 5/29/2020    | 185241                | 010-81500-0-00000-81000-56000-0 | \$264.61    |
| 13971     | ALMEIDA, VIRGINIA              | 201569           | 5/29/2020    | REMI.B.MEALS          | 010-90336-0-11100-10000-52000-0 | \$156.03    |
| 13971     | ALMEIDA, VIRGINIA              | 201572           | 5/29/2020    | 1/6-1/31 HOME VISITS  | 010-90336-0-11100-10000-52000-0 | \$33.24     |
| 13971     | ALMEIDA, VIRGINIA              | 201573           | 5/29/2020    | 2/3-2/28 HOME VISITS  | 010-90336-0-11100-10000-52000-0 | \$27.60     |
| 13971     | ALMEIDA, VIRGINIA              | 201568           | 5/29/2020    | REIMB2.19.20STEERMGTG | 010-90336-0-11100-10000-43000-1 | \$118.32    |
| 13971     | ALMEIDA, VIRGINIA              | 201571           | 5/29/2020    | 3/9-3/11 HOME VISITS  | 010-90336-0-11100-10000-52000-0 | \$2.07      |
| 13971     | ALMEIDA, VIRGINIA              | 201570           | 5/29/2020    | REIMB.MILAGE          | 010-90336-0-11100-10000-52000-0 | \$215.63    |
| 13971     | ALMEIDA, VIRGINIA              | 201575           | 5/29/2020    | REIMB.MEALS11/5-11/7  | 010-90336-0-11100-10000-52000-0 | \$96.52     |
| 13971     | ALMEIDA, VIRGINIA              | 201574           | 5/29/2020    | PARENT CHILD GROUP    | 010-90336-0-11100-10000-43000-0 | \$40.21     |
| 13971     | ALMEIDA, VIRGINIA              | 201574           | 5/29/2020    | PARENT CHILD GROUP    | 010-90336-0-11100-10000-52000-0 | \$40.50     |
| 13036     | AMERICAN FIDELITY              | 201513           | 5/15/2020    | MARCH 2020            | 010-00000-0-00000-00000-95024-0 | \$317.04    |
| 13036     | AMERICAN FIDELITY              | 201523           | 5/29/2020    | APRIL 2020            | 010-00000-0-00000-00000-95024-0 | \$317.04    |
| 12788     | ARAMARK UNIFORM SERVICES INC   | 201479           | 5/8/2020     | 503000037515          | 010-00000-0-00000-81000-56000-0 | \$459.54    |
| 12788     | ARAMARK UNIFORM SERVICES INC   | 201521           | 5/29/2020    | 503000045413          | 010-00000-0-00000-81000-56000-0 | \$446.76    |
| 12788     | ARAMARK UNIFORM SERVICES INC   | 201522           | 5/29/2020    | 503000041413          | 010-00000-0-00000-81000-56000-0 | \$446.76    |
| 12788     | ARAMARK UNIFORM SERVICES INC   | 201536           | 5/29/2020    | 503333349475          | 010-00000-0-00000-81000-56000-0 | \$446.76    |
| 13904     | AT&T                           | 201534           | 5/29/2020    | BAN9391028859         | 010-00000-0-00000-81000-59000-0 | \$19.14     |
| 13904     | AT&T                           | 201535           | 5/29/2020    | BAN9391028858         | 010-00000-0-00000-81000-59000-0 | \$182.68    |
| 14101     | B&B PEST CONTROL SERVICE       | 201480           | 5/8/2020     | 01-TIP-04-20          | 010-00000-0-00000-81000-58000-0 | \$170.00    |
| 14037     | CALIFORNIA BUSINESS MACHINES   | 201438           | 5/1/2020     | 248707                | 010-00000-0-11100-10000-43000-0 | \$75.43     |
| 12548     | CALIFORNIA TURF EQUIP. & SUPP. | 201482           | 5/8/2020     | 452228                | 010-81500-0-00000-81000-43000-0 | \$22.17     |
| 12548     | CALIFORNIA TURF EQUIP. & SUPP. | 201524           | 5/29/2020    | 455116                | 010-81500-0-00000-81000-43000-0 | \$358.95    |
| 14245     | CENTRAL VALLEY REFRIGERATION   | 201439           | 5/1/2020     | 29930                 | 010-00000-0-00000-81000-56000-0 | \$215.94    |
| 14245     | CENTRAL VALLEY REFRIGERATION   | 201548           | 5/29/2020    | 29221                 | 010-00000-0-00000-81000-56000-0 | \$97.00     |
| 14177     | DUBUQUE BANK & TRUST           | 201492           | 5/8/2020     | 7287401335            | 010-99900-0-00000-91000-74380-0 | \$4,324.86  |
| 14177     | DUBUQUE BANK & TRUST           | 201493           | 5/8/2020     | 7287401335            | 010-99900-0-00000-91000-74390-0 | \$17,675.14 |
| 13983     | EWING IRRIGATION               | 201483           | 5/8/2020     | 9512951               | 010-81500-0-00000-81000-43000-0 | \$454.92    |
| 13983     | EWING IRRIGATION               | 201484           | 5/8/2020     | 9479594               | 010-63870-0-11100-10000-43000-0 | \$412.25    |
| 14146     | GINA M. MAGANA                 | 201458           | 5/1/2020     | REIMB. LOTTERY        | 010-11000-0-11100-10000-43000-0 | \$90.75     |
| 3013      | JORGENSEN & COMPANY            | 201508           | 5/15/2020    | 5872700               | 010-00000-0-00000-81000-58000-0 | \$260.00    |
| 3013      | JORGENSEN & COMPANY            | 201509           | 5/15/2020    | 5872700               | 010-00000-0-00000-81000-43000-0 | \$154.09    |
| 14199     | LEECCIA ROCHA                  | 201488           | 5/8/2020     | ROCHA/REIMB/LTY       | 010-11000-0-11100-10000-43000-0 | \$100.00    |
| 13961     | LOWE'S                         | 201472           | 5/1/2020     | 908478                | 010-00000-0-00000-81000-43000-0 | \$146.96    |
| 13961     | LOWE'S                         | 201465           | 5/1/2020     | 901568                | 010-63870-0-11100-10000-43000-0 | \$33.58     |
| 13961     | LOWE'S                         | 201466           | 5/1/2020     | 901772                | 010-63870-0-11100-10000-43000-0 | \$58.45     |
| 13961     | LOWE'S                         | 201470           | 5/1/2020     | 908364                | 010-00000-0-00000-81000-43000-0 | \$41.50     |
| 13961     | LOWE'S                         | 201471           | 5/1/2020     | 906898                | 010-00000-0-00000-81000-43000-0 | \$136.37    |

## TIPTON ELEMENTARY SCHOOL DISTRICT

| Vendor No | Vendor Name               | Reference Number | Payment Date | Invoice Number/Desc. | AccountCode                     | Amount      |
|-----------|---------------------------|------------------|--------------|----------------------|---------------------------------|-------------|
| 13961     | LOWE'S                    | 200049           | 5/1/2020     | 915374               | 010-63870-0-11100-10000-43000-0 | -\$159.12   |
| 13961     | LOWE'S                    | 201473           | 5/1/2020     | 901711               | 010-81500-0-00000-81000-43000-0 | \$189.55    |
| 13961     | LOWE'S                    | 200050           | 5/1/2020     | 998594               | 010-81500-0-00000-81000-43000-0 | -\$78.83    |
| 13961     | LOWE'S                    | 201474           | 5/1/2020     | 989344               | 010-81500-0-00000-81000-43000-0 | \$985.37    |
| 13961     | LOWE'S                    | 201468           | 5/1/2020     | 901987               | 010-00000-0-00000-81000-43000-0 | \$46.48     |
| 13961     | LOWE'S                    | 201469           | 5/1/2020     | 991608               | 010-00000-0-00000-81000-43000-0 | \$78.51     |
| 13961     | LOWE'S                    | 201467           | 5/1/2020     | 901987               | 010-63870-0-11100-10000-43000-0 | \$73.68     |
| 14160     | Martin, Fausto            | 201545           | 5/29/2020    | REIMB.LUIS NURSERY   | 010-63870-0-11100-10000-43000-0 | \$59.53     |
| 14343     | MARYANN HENRY             | 201546           | 5/29/2020    | REIMB.PRINTER INK    | 010-00000-0-00000-72000-43000-0 | \$41.01     |
| 13882     | MOBILE MODULAR MGT. CORP. | 201461           | 5/1/2020     | 2040684              | 010-00000-0-00000-81000-56000-0 | \$610.00    |
| 13882     | MOBILE MODULAR MGT. CORP. | 201462           | 5/1/2020     | 2040739              | 010-00000-0-00000-81000-56000-0 | \$610.00    |
| 13882     | MOBILE MODULAR MGT. CORP. | 201460           | 5/1/2020     | 2040704              | 010-00000-0-00000-81000-56000-0 | \$610.00    |
| 13882     | MOBILE MODULAR MGT. CORP. | 201540           | 5/29/2020    | 2048461              | 010-00000-0-00000-81000-56000-0 | \$610.00    |
| 13882     | MOBILE MODULAR MGT. CORP. | 201538           | 5/29/2020    | 2048450              | 010-00000-0-00000-81000-56000-0 | \$610.00    |
| 13882     | MOBILE MODULAR MGT. CORP. | 201539           | 5/29/2020    | 2048411              | 010-00000-0-00000-81000-56000-0 | \$610.00    |
| 14363     | NUTRIEN AG SOLUTIONS      | 201510           | 5/15/2020    | 41587370             | 010-00000-0-00000-81000-43000-0 | \$530.67    |
| 12836     | OFFICE DEPOT, INC.        | 201476           | 5/1/2020     | 439237495001         | 010-42010-0-11100-10000-43000-0 | \$290.39    |
| 12836     | OFFICE DEPOT, INC.        | 201477           | 5/1/2020     | 439260320001         | 010-00000-0-00000-72000-43000-0 | \$41.25     |
| 12836     | OFFICE DEPOT, INC.        | 201478           | 5/1/2020     | 439260319001         | 010-00000-0-00000-72000-43000-0 | \$38.78     |
| 12836     | OFFICE DEPOT, INC.        | 200051           | 5/1/2020     | 357722457001         | 010-00000-0-00000-72000-43000-0 | -\$90.70    |
| 12836     | OFFICE DEPOT, INC.        | 201514           | 5/15/2020    | 477777694001         | 010-11000-0-11100-10000-43000-0 | \$39.25     |
| 12836     | OFFICE DEPOT, INC.        | 201516           | 5/15/2020    | 477777690001         | 010-11000-0-11100-10000-43000-0 | \$21.54     |
| 12836     | OFFICE DEPOT, INC.        | 201517           | 5/15/2020    | 485445459001         | 010-11000-0-11100-10000-43000-0 | \$26.41     |
| 12836     | OFFICE DEPOT, INC.        | 201518           | 5/15/2020    | 485445834001         | 010-11000-0-11100-10000-43000-0 | \$18.08     |
| 12836     | OFFICE DEPOT, INC.        | 201519           | 5/15/2020    | 485704517001         | 010-11000-0-11100-10000-43000-0 | \$292.27    |
| 12836     | OFFICE DEPOT, INC.        | 201520           | 5/15/2020    | 485631300001         | 010-11000-0-11100-10000-43000-0 | \$100.93    |
| 12836     | OFFICE DEPOT, INC.        | 201515           | 5/15/2020    | 477777692001         | 010-11000-0-11100-10000-43000-0 | \$23.05     |
| 12836     | OFFICE DEPOT, INC.        | 201537           | 5/29/2020    | 492742331001         | 010-00000-0-00000-71500-43000-0 | \$59.75     |
| 12836     | OFFICE DEPOT, INC.        | 201528           | 5/29/2020    | 477766369001         | 010-11000-0-11100-10000-43000-0 | \$159.53    |
| 14179     | PURCHASE POWER            | 201531           | 5/29/2020    | 8000-9090-0896-7114  | 010-00000-0-00000-72000-59000-0 | \$201.00    |
| 14396     | S & S AG AND AUTO PARTS   | 201453           | 5/1/2020     | 983773               | 010-00000-0-00000-81000-43000-0 | \$11.18     |
| 14396     | S & S AG AND AUTO PARTS   | 201454           | 5/1/2020     | 980611               | 010-00000-0-00000-81000-43000-0 | \$53.83     |
| 14396     | S & S AG AND AUTO PARTS   | 201495           | 5/8/2020     | 984112               | 010-00000-0-00000-81000-43000-0 | \$58.71     |
| 14398     | SHIPMAN TREE SERVICE      | 201550           | 5/29/2020    | 13518                | 010-81500-0-00000-81000-58000-0 | \$2,250.00  |
| 14111     | SISC                      | 201491           | 5/8/2020     | MAY HW RET.BRD.ACTV  | 010-00000-0-00000-00000-95024-0 | \$62,584.56 |
| 14111     | SISC                      | 201490           | 5/8/2020     | MAY HW RET.BRD.ACTV  | 010-00000-0-00000-00000-95028-0 | \$6,867.00  |
| 14111     | SISC                      | 201489           | 5/8/2020     | MAY HW RET.BRD.ACTV  | 010-00000-0-00000-71000-34020-0 | \$7,242.40  |
| 5388      | SOUTHERN CAL GAS          | 201541           | 5/29/2020    | 108 416 9100 8       | 010-00000-0-00000-81000-55000-0 | \$343.18    |
| 5383      | SOUTHERN CALIF EDISON CO  | 201448           | 5/1/2020     | 3-003-6474-91        | 010-00000-0-00000-81000-55000-0 | \$459.11    |
| 5383      | SOUTHERN CALIF EDISON CO  | 201449           | 5/1/2020     | 3-003-6248-80        | 010-99900-0-00000-81000-55000-0 | \$1,699.31  |
| 5383      | SOUTHERN CALIF EDISON CO  | 201549           | 5/29/2020    | 3-003-6474-91        | 010-00000-0-00000-81000-55000-0 | \$583.79    |
| 13130     | SYSCO FOOD SERVICES       | 201447           | 5/1/2020     | 284371834            | 010-60100-0-11100-10000-43000-0 | \$190.90    |

TIPTON ELEMENTARY SCHOOL DISTRICT

| Vendor No | Vendor Name                   | Reference Number | Payment Date | Invoice Number/Desc. | AccountCode                     | Amount     |
|-----------|-------------------------------|------------------|--------------|----------------------|---------------------------------|------------|
| 13366     | TAMARA MORTON                 | 201497           | 5/15/2020    | LOTTERY REIMB.       | 010-11000-0-11100-10000-43000-0 | \$100.00   |
| 13361     | TECHNICAL SMOKE TESTING       | 201451           | 5/1/2020     | 819664               | 010-07230-0-00000-36000-58000-0 | \$375.00   |
| 13828     | THE DIESEL DOCTOR             | 201512           | 5/15/2020    | 46335                | 010-07230-0-00000-36000-56000-0 | \$1,817.10 |
| 14369     | THE HOME DEPOT PRO            | 201542           | 5/29/2020    | 548358225            | 010-81500-0-00000-81000-43000-0 | \$327.87   |
| 14369     | THE HOME DEPOT PRO            | 201543           | 5/29/2020    | 550756472            | 010-81500-0-00000-81000-43000-0 | \$5.42     |
| 14369     | THE HOME DEPOT PRO            | 201544           | 5/29/2020    | 550533384            | 010-81500-0-00000-81000-43000-0 | \$269.54   |
| 13985     | TIFFANI BENEDETTI             | 201498           | 5/15/2020    | LOTTERY REIMB.       | 010-11000-0-11100-10000-43000-0 | \$100.00   |
| 12264     | TIPTON AUTO PARTS             | 201560           | 5/29/2020    | 07295                | 010-81500-0-00000-81000-43000-0 | \$36.09    |
| 12264     | TIPTON AUTO PARTS             | 201562           | 5/29/2020    | 07733                | 010-81500-0-00000-81000-43000-0 | \$6.41     |
| 12264     | TIPTON AUTO PARTS             | 201563           | 5/29/2020    | 08236                | 010-81500-0-00000-81000-43000-0 | \$32.30    |
| 12264     | TIPTON AUTO PARTS             | 201564           | 5/29/2020    | 08401                | 010-81500-0-00000-81000-43000-0 | \$6.40     |
| 12264     | TIPTON AUTO PARTS             | 201565           | 5/29/2020    | 08523                | 010-81500-0-00000-81000-43000-0 | \$57.26    |
| 12264     | TIPTON AUTO PARTS             | 201566           | 5/29/2020    | 08603                | 010-81500-0-00000-81000-43000-0 | \$18.31    |
| 12264     | TIPTON AUTO PARTS             | 201561           | 5/29/2020    | 07528                | 010-81500-0-00000-81000-43000-0 | \$47.36    |
| 5760      | TIPTON COMMUNITY SERVICES DIS | 201496           | 5/8/2020     | 10040002             | 010-00000-0-00000-81000-55000-0 | \$737.90   |
| 12324     | TULE TRASH COMPANY            | 201529           | 5/29/2020    | 66077                | 010-00000-0-00000-81000-55000-0 | \$875.48   |
| 13333     | VERIZON WIRELESS              | 201452           | 5/1/2020     | 9852918222           | 010-00000-0-00000-81000-59000-0 | \$574.53   |
| 13333     | VERIZON WIRELESS              | 201553           | 5/29/2020    | 9854972735           | 010-00000-0-00000-81000-59000-0 | \$590.39   |
| 14402     | WILLIAMS,PENNY                | 201547           | 5/29/2020    | REIMB.FINGERPRINTS   | 010-00000-0-00000-72000-58000-0 | \$9.00     |
| 14354     | WIZIX TECH GROUP INC          | 201455           | 5/1/2020     | 156534               | 010-00000-0-00000-72000-58000-0 | \$156.44   |
| 14354     | WIZIX TECH GROUP INC          | 201456           | 5/1/2020     | 156535               | 010-00000-0-11100-10000-58000-0 | \$194.02   |
| 14354     | WIZIX TECH GROUP INC          | 201457           | 5/1/2020     | 156533               | 010-00000-0-11100-10000-58000-0 | \$87.86    |

**010-General Fund Total Expenditures:**

**\$123,875.84**

**FUND 130 CAFETERIA**

**CAFETERIA FUND 130**

|       |                          |        |           |              |                                 |             |
|-------|--------------------------|--------|-----------|--------------|---------------------------------|-------------|
| 14101 | B&B PEST CONTROL SERVICE | 201481 | 5/8/2020  | 01-TIP-04-20 | 130-53100-0-00000-37000-58000-0 | \$40.00     |
| 14397 | FIRST QUALITY PRODUCE    | 201527 | 5/29/2020 | 352278       | 130-53100-0-00000-37000-47000-0 | \$204.00    |
| 14397 | FIRST QUALITY PRODUCE    | 201525 | 5/29/2020 | 352276       | 130-53100-0-00000-37000-47000-0 | \$156.00    |
| 14397 | FIRST QUALITY PRODUCE    | 201526 | 5/29/2020 | 352232       | 130-53100-0-00000-37000-47000-0 | \$162.75    |
| 14400 | FRESH START MEALS        | 201500 | 5/15/2020 | TIPELM-0402  | 130-53100-0-00000-37000-47000-0 | \$1,788.50  |
| 14400 | FRESH START MEALS        | 201501 | 5/15/2020 | TIPELM-0414  | 130-53100-0-00000-37000-47000-0 | \$3,283.00  |
| 14400 | FRESH START MEALS        | 201502 | 5/15/2020 | TIPELM-0415  | 130-53100-0-00000-37000-47000-0 | \$3,283.00  |
| 14400 | FRESH START MEALS        | 201503 | 5/15/2020 | TIPELM-0420  | 130-53100-0-00000-37000-47000-0 | \$1,641.50  |
| 14400 | FRESH START MEALS        | 201499 | 5/15/2020 | TIPELM-0401  | 130-53100-0-00000-37000-47000-0 | \$1,788.50  |
| 14400 | FRESH START MEALS        | 201555 | 5/29/2020 | TIPELM-0420  | 130-53100-0-00000-37000-47000-0 | \$13,813.00 |
| 14400 | FRESH START MEALS        | 201556 | 5/29/2020 | TIPELM-0320  | 130-53100-0-00000-37000-47000-0 | \$13,813.00 |
| 14246 | FRESNO PRODUCE INC       | 201459 | 5/1/2020  | 959107       | 130-53100-0-00000-37000-47000-0 | \$57.00     |
| 14246 | FRESNO PRODUCE INC       | 201507 | 5/15/2020 | 962242       | 130-53100-0-00000-37000-47000-0 | \$57.00     |

TIPTON ELEMENTARY SCHOOL DISTRICT

| Vendor No | Vendor Name           | Reference Number | Payment Date | Invoice Number/Desc. | AccountCode                     | Amount     |
|-----------|-----------------------|------------------|--------------|----------------------|---------------------------------|------------|
| 14246     | FRESNO PRODUCE INC    | 201505           | 5/15/2020    | 959108               | 130-53100-0-00000-37000-47000-0 | \$57.00    |
| 14246     | FRESNO PRODUCE INC    | 201506           | 5/15/2020    | 962241               | 130-53100-0-00000-37000-47000-0 | \$57.00    |
| 14246     | FRESNO PRODUCE INC    | 201557           | 5/29/2020    | 962243               | 130-53100-0-00000-37000-47000-0 | \$57.00    |
| 12921     | GOLD STAR FOODS INC.  | 201485           | 5/8/2020     | 3316028              | 130-53100-0-00000-37000-58000-0 | \$93.60    |
| 12921     | GOLD STAR FOODS INC.  | 201486           | 5/8/2020     | 3316580              | 130-53100-0-00000-37000-58000-0 | \$4.50     |
| 12921     | GOLD STAR FOODS INC.  | 201487           | 5/8/2020     | 3314098              | 130-53100-0-00000-37000-47000-0 | \$65.25    |
| 12921     | GOLD STAR FOODS INC.  | 201504           | 5/15/2020    | 3319813              | 130-53100-0-00000-37000-47000-0 | \$22.50    |
| 12921     | GOLD STAR FOODS INC.  | 201558           | 5/29/2020    | 3335966              | 130-53100-0-00000-37000-58000-0 | \$11.70    |
| 12921     | GOLD STAR FOODS INC.  | 201559           | 5/29/2020    | 3336430              | 130-53100-0-00000-37000-58000-0 | \$4.50     |
| 12921     | GOLD STAR FOODS INC.  | 201567           | 5/29/2020    | 3325413              | 130-53100-0-00000-37000-47000-0 | \$67.50    |
| 12836     | OFFICE DEPOT, INC.    | 201475           | 5/1/2020     | 439260320001         | 130-53100-0-00000-37000-43000-0 | \$64.43    |
| 13191     | PRODUCERS DAIRY FOODS | 201440           | 5/1/2020     | 48084971333          | 130-53100-0-00000-37000-47000-0 | \$978.30   |
| 13191     | PRODUCERS DAIRY FOODS | 201441           | 5/1/2020     | 48084973463          | 130-53100-0-00000-37000-47000-0 | \$1,265.27 |
| 13191     | PRODUCERS DAIRY FOODS | 201442           | 5/1/2020     | 48084948249          | 130-53100-0-00000-37000-47000-0 | \$145.54   |
| 13191     | PRODUCERS DAIRY FOODS | 201443           | 5/1/2020     | 48084954804          | 130-53100-0-00000-37000-47000-0 | \$540.10   |
| 13191     | PRODUCERS DAIRY FOODS | 201444           | 5/1/2020     | 48084956715          | 130-53100-0-00000-37000-47000-0 | \$394.46   |
| 13191     | PRODUCERS DAIRY FOODS | 201445           | 5/1/2020     | 48084957414          | 130-53100-0-00000-37000-47000-0 | \$596.12   |
| 13191     | PRODUCERS DAIRY FOODS | 201463           | 5/1/2020     | 48084970484          | 130-53100-0-00000-37000-47000-0 | \$234.79   |
| 13191     | PRODUCERS DAIRY FOODS | 201464           | 5/1/2020     | 48084970840          | 130-53100-0-00000-37000-47000-0 | \$300.01   |
| 13191     | PRODUCERS DAIRY FOODS | 201551           | 5/29/2020    | 48084962409          | 130-53100-0-00000-37000-47000-0 | \$502.97   |
| 13191     | PRODUCERS DAIRY FOODS | 201552           | 5/29/2020    | 48084962922          | 130-53100-0-00000-37000-47000-0 | \$581.48   |
| 13130     | SYSCO FOOD SERVICES   | 201446           | 5/1/2020     | 284371834            | 130-53100-0-00000-37000-43000-0 | \$176.61   |
| 13130     | SYSCO FOOD SERVICES   | 201450           | 5/1/2020     | 284406568            | 130-53100-0-00000-37000-47000-0 | \$1,920.60 |
| 13130     | SYSCO FOOD SERVICES   | 201554           | 5/29/2020    | 284433307            | 130-53100-0-00000-37000-47000-0 | \$763.99   |
| 12324     | TULE TRASH COMPANY    | 201530           | 5/29/2020    | 66076                | 130-53100-0-00000-81000-55000-0 | \$1,182.40 |

**130-Cafeteria Fund Total Expenditures:**

**\$50,174.87**

**FUND 140 Deferred Maintenance**

**DEFERRED MAINTENANCE FUND 140**

|       |                    |        |           |       |                                 |          |
|-------|--------------------|--------|-----------|-------|---------------------------------|----------|
| 14369 | THE HOME DEPOT PRO | 201532 | 5/29/2020 | 66076 | 140-06205-0-00000-81000-43000-0 | \$804.52 |
|-------|--------------------|--------|-----------|-------|---------------------------------|----------|

**140-Deferred Maintenance Total Expenditures:**

**\$804.52**

**TOTAL PAYMENTS \$174,855.23**



## **8. FINANCE: Action items:**

### **8.2 Budget Revisions**

# Budget Revision Report

Bdg Revision Final

Control Number: 60353494

| Account Classification       |                                 | Approved / Revised | Change Amount  | Proposed Budget |
|------------------------------|---------------------------------|--------------------|----------------|-----------------|
| <b>Fund: 0100</b>            | <b>General Fund</b>             |                    |                |                 |
| <b>Revenues</b>              |                                 |                    |                |                 |
| <b>Federal Revenues</b>      |                                 |                    |                |                 |
|                              | 010-42030-0-00000-00000-82900-0 | \$39,221.00        | \$3,563.02     | \$42,784.02     |
|                              | 010-58141-0-00000-00000-82900-0 | \$0.00             | \$15,048.00    | \$15,048.00     |
|                              | <b>Total:</b>                   | \$39,221.00        | \$18,611.02    | \$57,832.02     |
| <b>Other State Revenues</b>  |                                 |                    |                |                 |
|                              | 010-00000-0-00000-00000-85900-0 | \$2,200.00         | \$22,315.00    | \$24,515.00     |
|                              | 010-56400-0-00000-00000-85900-0 | \$3,000.00         | (\$3,000.00)   | \$0.00          |
|                              | <b>Total:</b>                   | \$5,200.00         | \$19,315.00    | \$24,515.00     |
| <b>Other Local Revenues</b>  |                                 |                    |                |                 |
|                              | 010-00000-0-00000-00000-86600-0 | \$26,000.00        | \$31,904.75    | \$57,904.75     |
|                              | 010-07230-0-00000-00000-86990-0 | \$0.00             | \$125.00       | \$125.00        |
|                              | 010-90336-0-00000-00000-86990-0 | \$76,615.53        | \$21,934.47    | \$98,550.00     |
|                              | 010-90336-0-00000-00000-86990-1 | \$23,761.94        | (\$23,761.94)  | \$0.00          |
|                              | <b>Total:</b>                   | \$126,377.47       | \$30,202.28    | \$156,579.75    |
| <b>Total Revenues</b>        |                                 | \$170,798.47       | \$68,128.30    | \$238,926.77    |
| <b>Expenditures</b>          |                                 |                    |                |                 |
| <b>Certificated Salaries</b> |                                 |                    |                |                 |
|                              | 010-00000-0-11100-10000-11000-0 | \$1,820,100.00     | \$1,900.00     | \$1,822,000.00  |
|                              | 010-00000-0-11100-10000-11001-0 | (\$560,275.00)     | \$113,661.80   | (\$446,613.20)  |
|                              | 010-00000-0-11100-10000-11002-0 | \$80,000.00        | (\$43,000.00)  | \$37,000.00     |
|                              | 010-00000-0-11100-10000-11003-0 | \$15,500.00        | (\$1,200.00)   | \$14,300.00     |
|                              | 010-07200-0-11100-10000-11000-0 | \$320,215.00       | (\$8,125.84)   | \$312,089.16    |
|                              | 010-14000-0-11100-10000-11000-0 | \$560,275.00       | (\$113,661.80) | \$446,613.20    |
|                              | 010-60100-0-11100-10000-11003-0 | \$8,000.00         | (\$4,210.00)   | \$3,790.00      |
|                              | <b>Total:</b>                   | \$2,243,815.00     | (\$54,635.84)  | \$2,189,179.16  |
| <b>Classified Salaries</b>   |                                 |                    |                |                 |
|                              | 010-00000-0-00000-27000-24002-0 | \$10,000.00        | (\$7,500.00)   | \$2,500.00      |

# Budget Revision Report

**Bdg Revision Final**

**Control Number: 60353494**

| Account Classification          | Approved / Revised  | Change Amount       | Proposed Budget     |
|---------------------------------|---------------------|---------------------|---------------------|
| 010-00000-0-00000-81000-22000-0 | \$40,000.00         | \$18,256.00         | \$58,256.00         |
| 010-00000-0-00000-81000-22002-0 | \$11,060.00         | (\$2,860.00)        | \$8,200.00          |
| 010-00000-0-00000-81000-22003-0 | \$11,400.00         | (\$5,920.00)        | \$5,480.00          |
| 010-00000-0-00000-81000-23000-0 | \$32,386.00         | \$5.00              | \$32,391.00         |
| 010-00000-0-11100-24203-22002-0 | \$3,000.00          | (\$3,000.00)        | \$0.00              |
| 010-07200-0-11100-10000-21000-0 | \$130,707.00        | (\$334.84)          | \$130,372.16        |
| 010-07200-0-11100-24203-22000-0 | \$42,140.00         | (\$0.10)            | \$42,139.90         |
| 010-07200-0-11100-24900-22000-0 | \$43,777.00         | (\$1,285.68)        | \$42,491.32         |
| 010-07230-0-00000-36000-22000-0 | \$39,674.00         | \$6,999.00          | \$46,673.00         |
| 010-30100-0-11100-10000-21000-0 | \$107,215.00        | \$135.00            | \$107,350.00        |
| 010-30100-0-11100-10000-21002-0 | \$4,000.00          | (\$3,900.00)        | \$100.00            |
| 010-42030-0-11100-10000-21000-0 | \$25,016.00         | \$1,344.00          | \$26,360.00         |
| 010-60100-0-11100-10000-21000-0 | \$107,047.00        | (\$2,017.00)        | \$105,030.00        |
| 010-60100-0-11100-10000-21002-0 | \$1,800.00          | \$775.00            | \$2,575.00          |
| 010-81500-0-00000-81000-22000-0 | \$125,350.00        | (\$3,130.00)        | \$122,220.00        |
| 010-81500-0-00000-81000-22002-0 | \$11,500.00         | (\$3,000.00)        | \$8,500.00          |
| 010-81500-0-00000-81000-22003-0 | \$1,000.00          | (\$1,000.00)        | \$0.00              |
| <b>Total:</b>                   | <b>\$747,072.00</b> | <b>(\$6,433.62)</b> | <b>\$740,638.38</b> |

**Employee Benefits**

|                                 |             |            |             |
|---------------------------------|-------------|------------|-------------|
| 010-00000-0-00000-27000-31010-0 | \$15,860.00 | \$4,876.00 | \$20,736.00 |
| 010-00000-0-00000-27000-32020-0 | \$16,000.00 | (\$140.00) | \$15,860.00 |
| 010-00000-0-00000-27000-33022-0 | \$5,500.00  | \$44.00    | \$5,544.00  |
| 010-00000-0-00000-27000-33023-0 | \$1,400.00  | (\$208.00) | \$1,192.00  |
| 010-00000-0-00000-27000-35020-0 | \$50.00     | (\$8.00)   | \$42.00     |
| 010-00000-0-00000-27000-36020-0 | \$2,750.00  | (\$310.00) | \$2,440.00  |
| 010-00000-0-00000-27000-37010-0 | \$500.00    | (\$60.00)  | \$440.00    |
| 010-00000-0-00000-27000-37020-0 | \$360.00    | (\$37.00)  | \$323.00    |
| 010-00000-0-00000-27000-37520-0 | \$865.00    | (\$2.00)   | \$863.00    |
| 010-00000-0-00000-72000-33022-0 | \$6,530.00  | (\$5.00)   | \$6,525.00  |
| 010-00000-0-00000-72000-33023-0 | \$1,975.00  | (\$285.00) | \$1,690.00  |
| 010-00000-0-00000-72000-35020-0 | \$70.00     | (\$10.00)  | \$60.00     |
| 010-00000-0-00000-72000-36020-0 | \$4,040.00  | (\$590.00) | \$3,450.00  |
| 010-00000-0-00000-72000-37020-0 | \$535.00    | (\$72.00)  | \$463.00    |
| 010-00000-0-00000-81000-32020-0 | \$17,050.00 | \$2,650.00 | \$19,700.00 |

# Budget Revision Report

Bdg Revision Final

Control Number: 60353494

| Account Classification          | Approved / Revised | Change Amount | Proposed Budget |
|---------------------------------|--------------------|---------------|-----------------|
| 010-00000-0-00000-81000-33022-0 | \$5,780.00         | \$680.00      | \$6,460.00      |
| 010-00000-0-00000-81000-33023-0 | \$1,350.00         | \$160.00      | \$1,510.00      |
| 010-00000-0-00000-81000-34020-0 | \$20,975.00        | \$3,495.00    | \$24,470.00     |
| 010-00000-0-00000-81000-35020-0 | \$50.00            | \$5.00        | \$55.00         |
| 010-00000-0-00000-81000-36020-0 | \$2,800.00         | \$289.00      | \$3,089.00      |
| 010-00000-0-00000-81000-37020-0 | \$366.00           | \$44.00       | \$410.00        |
| 010-00000-0-00000-81000-37520-0 | \$605.00           | \$70.00       | \$675.00        |
| 010-00000-0-11100-10000-31010-0 | \$322,556.00       | (\$3,156.00)  | \$319,400.00    |
| 010-00000-0-11100-10000-32010-0 | \$1,000.00         | (\$1,000.00)  | \$0.00          |
| 010-00000-0-11100-10000-33012-0 | \$1,000.00         | (\$100.00)    | \$900.00        |
| 010-00000-0-11100-10000-33013-0 | \$28,500.00        | (\$1,200.00)  | \$27,300.00     |
| 010-00000-0-11100-10000-34010-0 | \$379,200.00       | (\$0.20)      | \$379,199.80    |
| 010-00000-0-11100-10000-35010-0 | \$1,000.00         | (\$60.00)     | \$940.00        |
| 010-00000-0-11100-10000-36010-0 | \$57,600.00        | (\$1,700.00)  | \$55,900.00     |
| 010-00000-0-11100-10000-37010-0 | \$7,505.00         | (\$105.00)    | \$7,400.00      |
| 010-00000-0-11100-10000-37510-0 | \$9,900.00         | (\$2.00)      | \$9,898.00      |
| 010-00000-0-11100-10000-39010-0 | \$5,000.00         | \$45,000.00   | \$50,000.00     |
| 010-00000-0-11100-24203-33022-0 | \$205.00           | (\$205.00)    | \$0.00          |
| 010-00000-0-11100-24203-33023-0 | \$50.00            | (\$50.00)     | \$0.00          |
| 010-00000-0-11100-24203-35020-0 | \$2.00             | (\$2.00)      | \$0.00          |
| 010-00000-0-11100-24203-36020-0 | \$150.00           | (\$150.00)    | \$0.00          |
| 010-00000-0-11100-24900-37520-0 | \$229.00           | \$1.00        | \$230.00        |
| 010-00000-0-11306-42000-32020-0 | \$90.00            | (\$90.00)     | \$0.00          |
| 010-00000-0-11306-42000-33022-0 | \$31.00            | (\$31.00)     | \$0.00          |
| 010-07200-0-11100-10000-31010-0 | \$54,000.00        | (\$632.65)    | \$53,367.35     |
| 010-07200-0-11100-10000-32020-0 | \$25,500.00        | (\$364.84)    | \$25,135.16     |
| 010-07200-0-11100-10000-33012-0 | \$215.00           | (\$215.00)    | \$0.00          |
| 010-07200-0-11100-10000-33013-0 | \$4,550.00         | (\$24.69)     | \$4,525.31      |
| 010-07200-0-11100-10000-33022-0 | \$8,290.00         | (\$206.81)    | \$8,083.19      |
| 010-07200-0-11100-10000-33023-0 | \$1,760.00         | \$130.38      | \$1,890.38      |
| 010-07200-0-11100-10000-34020-0 | \$8,975.00         | (\$1.99)      | \$8,973.01      |
| 010-07200-0-11100-10000-35010-0 | \$164.00           | (\$8.00)      | \$156.00        |
| 010-07200-0-11100-10000-35020-0 | \$70.00            | (\$4.86)      | \$65.14         |
| 010-07200-0-11100-10000-36010-0 | \$9,500.00         | (\$244.88)    | \$9,255.12      |
| 010-07200-0-11100-10000-36020-0 | \$3,970.00         | (\$103.21)    | \$3,866.79      |

# Budget Revision Report

Bdg Revision Final

Control Number: 60353494

| Account Classification          | Approved / Revised | Change Amount | Proposed Budget |
|---------------------------------|--------------------|---------------|-----------------|
| 010-07200-0-11100-10000-37010-0 | \$1,226.00         | (\$0.62)      | \$1,225.38      |
| 010-07200-0-11100-10000-37020-0 | \$513.00           | (\$1.38)      | \$511.62        |
| 010-07200-0-11100-10000-37510-0 | \$1,710.00         | (\$285.40)    | \$1,424.60      |
| 010-07200-0-11100-10000-37520-0 | \$1,100.00         | (\$1,100.00)  | \$0.00          |
| 010-07200-0-11100-24203-32020-0 | \$8,311.00         | (\$0.61)      | \$8,310.39      |
| 010-07200-0-11100-24203-33022-0 | \$2,613.00         | (\$0.28)      | \$2,612.72      |
| 010-07200-0-11100-24203-34020-0 | \$15,945.00        | \$1,435.28    | \$17,380.28     |
| 010-07200-0-11100-24203-35020-0 | \$21.00            | \$0.12        | \$21.12         |
| 010-07200-0-11100-24203-36020-0 | \$1,250.00         | (\$0.29)      | \$1,249.71      |
| 010-07200-0-11100-24203-37020-0 | \$166.00           | (\$0.56)      | \$165.44        |
| 010-07200-0-11100-24203-37520-0 | \$450.00           | (\$0.21)      | \$449.79        |
| 010-07200-0-11100-24900-32020-0 | \$8,634.00         | (\$254.37)    | \$8,379.63      |
| 010-07200-0-11100-24900-33022-0 | \$2,635.00         | (\$0.60)      | \$2,634.40      |
| 010-07200-0-11100-24900-33023-0 | \$617.00           | (\$0.93)      | \$616.07        |
| 010-07200-0-11100-24900-34020-0 | \$9,565.00         | (\$0.52)      | \$9,564.48      |
| 010-07200-0-11100-24900-35020-0 | \$22.00            | (\$3.66)      | \$18.34         |
| 010-07200-0-11100-24900-36020-0 | \$1,261.00         | (\$0.84)      | \$1,260.16      |
| 010-07200-0-11100-24900-37020-0 | \$167.00           | (\$0.20)      | \$166.80        |
| 010-07200-0-11100-24900-37520-0 | \$220.00           | \$0.01        | \$220.01        |
| 010-07200-0-11316-10000-31010-0 | \$12,231.00        | (\$0.60)      | \$12,230.40     |
| 010-07200-0-11316-10000-33013-0 | \$1,038.00         | (\$0.96)      | \$1,037.04      |
| 010-07200-0-11316-10000-34010-0 | \$17,232.00        | (\$0.24)      | \$17,231.76     |
| 010-07200-0-11316-10000-35010-0 | \$36.00            | (\$0.24)      | \$35.76         |
| 010-07200-0-11316-10000-37010-0 | \$281.00           | (\$0.19)      | \$280.81        |
| 010-07200-0-11316-10000-37510-0 | \$450.00           | (\$0.12)      | \$449.88        |
| 010-07230-0-00000-36000-32020-0 | \$11,018.00        | \$368.00      | \$11,386.00     |
| 010-07230-0-00000-36000-33022-0 | \$3,453.00         | \$116.00      | \$3,569.00      |
| 010-07230-0-00000-36000-33023-0 | \$808.00           | \$27.00       | \$835.00        |
| 010-07230-0-00000-36000-34020-0 | \$18,785.00        | \$5.00        | \$18,790.00     |
| 010-07230-0-00000-36000-35020-0 | \$28.00            | \$1.00        | \$29.00         |
| 010-07230-0-00000-36000-36020-0 | \$1,652.00         | \$55.00       | \$1,707.00      |
| 010-07230-0-00000-36000-37020-0 | \$220.00           | \$7.00        | \$227.00        |
| 010-07230-0-00000-36000-37520-0 | \$517.00           | \$3.00        | \$520.00        |
| 010-14000-0-11100-10000-31010-0 | \$105,610.00       | (\$30,956.00) | \$74,654.00     |
| 010-14000-0-11100-10000-33013-0 | \$10,550.00        | (\$4,219.00)  | \$6,331.00      |

# Budget Revision Report

Bdg Revision Final

Control Number: 60353494

| Account Classification          | Approved / Revised | Change Amount | Proposed Budget |
|---------------------------------|--------------------|---------------|-----------------|
| 010-14000-0-11100-10000-34010-0 | \$103,500.00       | (\$17,341.20) | \$86,158.80     |
| 010-14000-0-11100-10000-35010-0 | \$1,000.00         | (\$780.00)    | \$220.00        |
| 010-14000-0-11100-10000-36010-0 | \$22,560.00        | (\$9,613.00)  | \$12,947.00     |
| 010-14000-0-11100-10000-37010-0 | \$2,500.00         | (\$251.00)    | \$2,249.00      |
| 010-14000-0-11100-10000-37510-0 | \$2,500.00         | (\$785.00)    | \$1,715.00      |
| 010-30100-0-11100-10000-33013-0 | \$131.00           | (\$70.00)     | \$61.00         |
| 010-30100-0-11100-10000-33022-0 | \$6,678.00         | (\$16.00)     | \$6,662.00      |
| 010-30100-0-11100-10000-33023-0 | \$1,562.00         | (\$4.00)      | \$1,558.00      |
| 010-30100-0-11100-10000-35010-0 | \$5.00             | (\$2.00)      | \$3.00          |
| 010-30100-0-11100-10000-36010-0 | \$355.00           | (\$230.00)    | \$125.00        |
| 010-30100-0-11100-10000-36020-0 | \$3,200.00         | (\$12.00)     | \$3,188.00      |
| 010-30100-0-11100-10000-37010-0 | \$15.00            | \$2.00        | \$17.00         |
| 010-42030-0-11100-10000-33022-0 | \$1,551.00         | \$84.00       | \$1,635.00      |
| 010-42030-0-11100-10000-33023-0 | \$363.00           | \$20.00       | \$383.00        |
| 010-42030-0-11100-10000-35020-0 | \$13.00            | \$1.00        | \$14.00         |
| 010-60100-0-11100-10000-31010-0 | \$1,800.00         | (\$915.00)    | \$885.00        |
| 010-60100-0-11100-10000-32020-0 | \$14,484.00        | (\$1,804.00)  | \$12,680.00     |
| 010-60100-0-11100-10000-33013-0 | \$150.00           | (\$65.00)     | \$85.00         |
| 010-60100-0-11100-10000-33022-0 | \$6,750.00         | (\$75.00)     | \$6,675.00      |
| 010-60100-0-11100-10000-33023-0 | \$1,578.00         | (\$13.00)     | \$1,565.00      |
| 010-60100-0-11100-10000-34020-0 | \$10,856.00        | (\$686.00)    | \$10,170.00     |
| 010-60100-0-11100-10000-35010-0 | \$50.00            | (\$47.00)     | \$3.00          |
| 010-60100-0-11100-10000-36010-0 | \$340.00           | (\$185.00)    | \$155.00        |
| 010-60100-0-11100-10000-36020-0 | \$3,300.00         | (\$100.00)    | \$3,200.00      |
| 010-60100-0-11100-10000-37010-0 | \$15.00            | \$6.00        | \$21.00         |
| 010-60100-0-11100-10000-37020-0 | \$159.00           | \$266.00      | \$425.00        |
| 010-60100-0-11100-10000-37510-0 | \$50.00            | (\$50.00)     | \$0.00          |
| 010-60100-0-11100-10000-37520-0 | \$500.00           | (\$215.00)    | \$285.00        |
| 010-81500-0-00000-81000-32020-0 | \$28,663.00        | (\$613.00)    | \$28,050.00     |
| 010-81500-0-00000-81000-33022-0 | \$9,150.00         | (\$190.00)    | \$8,960.00      |
| 010-81500-0-00000-81000-33023-0 | \$2,140.00         | (\$45.00)     | \$2,095.00      |
| 010-81500-0-00000-81000-34020-0 | \$43,245.00        | (\$310.00)    | \$42,935.00     |
| 010-81500-0-00000-81000-35020-0 | \$74.00            | (\$1.00)      | \$73.00         |
| 010-81500-0-00000-81000-36020-0 | \$4,377.00         | (\$92.00)     | \$4,285.00      |
| 010-81500-0-00000-81000-37020-0 | \$583.00           | (\$13.00)     | \$570.00        |

# Budget Revision Report

**Bdg Revision Final**

**Control Number: 60353494**

| Account Classification                    | Approved / Revised    | Change Amount         | Proposed Budget       |
|---|-----------------------|-----------------------|-----------------------|
| 010-81500-0-00000-81000-37520-0           | \$1,148.00            | (\$8.00)              | \$1,140.00            |
| 010-90336-0-11100-10000-32020-0           | \$8,783.00            | \$1.00                | \$8,784.00            |
| 010-90336-0-11100-10000-33022-0           | \$2,762.00            | (\$1.00)              | \$2,761.00            |
| <b>Total:</b>                             | <b>\$1,563,648.00</b> | <b>(\$22,903.36)</b>  | <b>\$1,540,744.64</b> |
| <b>Books and Supplies</b>                 |                       |                       |                       |
| 010-00000-0-00000-27000-43000-0           | \$4,000.00            | (\$3,000.00)          | \$1,000.00            |
| 010-00000-0-00000-37000-47000-0           | \$2,000.00            | (\$1,500.00)          | \$500.00              |
| 010-00000-0-00000-72000-43000-0           | \$5,500.00            | (\$3,500.00)          | \$2,000.00            |
| 010-00000-0-00000-72000-44000-0           | \$4,000.00            | (\$2,500.00)          | \$1,500.00            |
| 010-00000-0-00000-81000-44000-0           | \$3,000.00            | (\$3,000.00)          | \$0.00                |
| 010-00000-0-11100-10000-43000-0           | \$30,000.00           | (\$9,000.00)          | \$21,000.00           |
| 010-00000-0-11100-10000-44000-0           | \$3,000.00            | \$24,409.80           | \$27,409.80           |
| 010-07200-0-11100-10000-42000-0           | \$15,000.00           | (\$9,077.83)          | \$5,922.17            |
| 010-07200-0-11100-10000-43000-0           | \$39,365.00           | (\$19,996.28)         | \$19,368.72           |
| 010-07200-0-11100-10000-44000-0           | \$120,393.00          | (\$91,310.07)         | \$29,082.93           |
| 010-07200-0-11100-24900-44000-0           | \$37,544.00           | (\$36,737.96)         | \$806.04              |
| 010-07200-0-11100-31300-43000-0           | \$200.00              | (\$80.90)             | \$119.10              |
| 010-07200-0-11316-10000-43000-0           | \$2,500.00            | (\$2,435.77)          | \$64.23               |
| 010-07200-0-11327-10000-43000-0           | \$250.00              | (\$18.41)             | \$231.59              |
| 010-30100-0-11100-10000-43000-0           | \$2,526.00            | \$5,049.00            | \$7,575.00            |
| 010-41270-0-11100-10000-43000-0           | \$8,840.72            | (\$6,982.30)          | \$1,858.42            |
| 010-41270-0-11100-10000-44000-0           | \$16,753.28           | \$15,725.99           | \$32,479.27           |
| 010-42010-0-11100-10000-43000-0           | \$3,652.87            | \$1.00                | \$3,653.87            |
| 010-58141-0-11100-10000-44000-0           | \$0.00                | \$15,047.95           | \$15,047.95           |
| 010-60100-0-11100-10000-43000-0           | \$11,628.00           | \$9,335.00            | \$20,963.00           |
| 010-81500-0-00000-81000-43000-0           | \$50,000.00           | \$2,500.00            | \$52,500.00           |
| 010-90336-0-11100-10000-43000-0           | \$1,600.00            | \$2,236.01            | \$3,836.01            |
| 010-90336-0-11100-10000-43000-1           | \$6,073.94            | \$29.70               | \$6,103.64            |
| <b>Total:</b>                             | <b>\$367,826.81</b>   | <b>(\$114,805.07)</b> | <b>\$253,021.74</b>   |
| <b>Services, Other Operating Expenses</b> |                       |                       |                       |
| 010-00000-0-00000-27000-52000-0           | \$3,000.00            | (\$1,500.00)          | \$1,500.00            |
| 010-00000-0-00000-71000-52000-0           | \$2,000.00            | (\$1,500.00)          | \$500.00              |
| 010-00000-0-00000-71000-58009-0           | \$402.00              | \$0.04                | \$402.04              |

# Budget Revision Report

**Bdg Revision Final**

**Control Number: 60353494**

| Account Classification               | Approved / Revised    | Change Amount         | Proposed Budget       |
|--------------------------------------|-----------------------|-----------------------|-----------------------|
| 010-00000-0-00000-81000-52000-0      | \$500.00              | (\$500.00)            | \$0.00                |
| 010-00000-0-11100-10000-52000-0      | \$2,000.00            | (\$500.00)            | \$1,500.00            |
| 010-07200-0-11100-10000-52000-0      | \$2,000.00            | (\$2,000.00)          | \$0.00                |
| 010-07200-0-11100-10000-53000-0      | \$4,000.00            | (\$1,985.00)          | \$2,015.00            |
| 010-07200-0-11100-10000-57103-0      | \$7,000.00            | \$13,000.00           | \$20,000.00           |
| 010-07200-0-11100-10000-58000-0      | \$37,000.00           | (\$18,002.68)         | \$18,997.32           |
| 010-07200-0-11330-10000-58000-0      | \$2,000.00            | (\$2,000.00)          | \$0.00                |
| 010-07230-0-00000-36000-57103-0      | (\$11,000.00)         | (\$13,000.00)         | (\$24,000.00)         |
| 010-07230-0-00000-36000-58000-0      | \$13,000.00           | (\$3,000.00)          | \$10,000.00           |
| 010-40350-0-11100-10000-52000-0      | \$20,736.00           | \$179.00              | \$20,915.00           |
| 010-41270-0-11100-10000-58000-0      | \$8,950.00            | (\$8,743.69)          | \$206.31              |
| 010-81500-0-00000-81000-56000-0      | \$7,500.00            | (\$1,500.00)          | \$6,000.00            |
| 010-81500-0-00000-81000-58000-0      | \$14,000.00           | \$1,000.00            | \$15,000.00           |
| 010-90101-0-11100-31300-52000-0      | \$135.00              | (\$2.00)              | \$133.00              |
| 010-99900-0-00000-81000-55000-0      | \$65,000.00           | (\$200.00)            | \$64,800.00           |
| 010-99900-0-00000-81000-58000-0      | \$12,000.00           | (\$507.04)            | \$11,492.96           |
| <b>Total:</b>                        | <b>\$190,223.00</b>   | <b>(\$40,761.37)</b>  | <b>\$149,461.63</b>   |
| <b>Capital Outlay</b>                |                       |                       |                       |
| 010-00000-0-00000-82000-64000-0      | \$10,000.00           | (\$10,000.00)         | \$0.00                |
| 010-07200-0-11100-24900-64000-0      | \$10,000.00           | (\$10,000.00)         | \$0.00                |
| <b>Total:</b>                        | <b>\$20,000.00</b>    | <b>(\$20,000.00)</b>  | <b>\$0.00</b>         |
| <b>Direct Support/Indirect Costs</b> |                       |                       |                       |
| 010-00000-0-00000-72100-73100-0      | (\$49,648.00)         | \$1,498.00            | (\$48,150.00)         |
| 010-30100-0-00000-72100-73100-0      | \$19,631.00           | (\$952.00)            | \$18,679.00           |
| 010-40350-0-00000-72100-73100-0      | \$3,129.00            | (\$179.00)            | \$2,950.00            |
| 010-42010-0-00000-72100-73100-0      | \$136.00              | (\$1.00)              | \$135.00              |
| 010-81500-0-00000-72100-73100-0      | \$18,013.00           | (\$366.00)            | \$17,647.00           |
| <b>Total:</b>                        | <b>(\$8,739.00)</b>   | <b>\$0.00</b>         | <b>(\$8,739.00)</b>   |
| <b>Total Expenditures</b>            | <b>\$5,123,845.81</b> | <b>(\$259,539.26)</b> | <b>\$4,864,306.55</b> |
| <b>Other Financing Sources/Uses</b>  |                       |                       |                       |
| <b>Contributions</b>                 |                       |                       |                       |



# Budget Revision Report

**Bdg Revision Final**

**Control Number: 60353494**

| Account Classification  | Approved / Revised    | Change Amount         | Proposed Budget       |
|---|-----------------------|-----------------------|-----------------------|
| 010-00000-0-00000-00000-89800-0                                     | (\$2,264,997.27)      | (\$73,375.16)         | (\$2,338,372.43)      |
| 010-07200-0-00000-00000-89800-0                                     | \$1,530,188.00        | \$73,710.00           | \$1,603,898.00        |
| 010-07230-0-00000-00000-89800-0                                     | \$149,250.00          | \$4,456.00            | \$153,706.00          |
| 010-42030-0-00000-00000-89800-0                                     | \$8,668.00            | (\$2,114.02)          | \$6,553.98            |
| 010-81500-0-00000-00000-89800-0                                     | \$332,938.00          | (\$6,768.00)          | \$326,170.00          |
| 010-90101-0-00000-00000-89800-0                                     | \$500.00              | (\$2.00)              | \$498.00              |
| 010-90336-0-00000-00000-89800-0                                     | \$3,413.07            | \$4,093.18            | \$7,506.25            |
| <b>Total:</b>   | <b>(\$240,040.20)</b> | <b>\$0.00</b>         | <b>(\$240,040.20)</b> |
| <b>Budgeted Unappropriated Fund Balance before this adjustment:</b> |                       | <b>\$2,968,032.61</b> |                       |
| <b>Total Adjustment to Unappropriated Fund Balance:</b>             |                       | <b>\$327,667.56</b>   |                       |
| <b>Budgeted Unappropriated Fund Balance after this adjustment:</b>  |                       | <b>\$3,295,700.17</b> |                       |

# Budget Revision Report

Bdg Revision Final

Control Number: 60353494

| Account Classification                           | Approved / Revised  | Change Amount       | Proposed Budget     |
|--|---------------------|---------------------|---------------------|
| <b>Fund: 1300 Cafeteria Special Revenue Fund</b> |                     |                     |                     |
| <b>Expenditures</b>                              |                     |                     |                     |
| <b>Classified Salaries</b>                       |                     |                     |                     |
| 130-53100-0-00000-37000-22000-0                  | \$95,000.00         | (\$2,000.00)        | \$93,000.00         |
| 130-53100-0-00000-37000-22002-0                  | \$8,000.00          | (\$4,455.00)        | \$3,545.00          |
| 130-53100-0-00000-37000-22003-0                  | \$3,000.00          | (\$800.00)          | \$2,200.00          |
| 130-53100-0-00000-37000-23000-0                  | \$46,000.00         | (\$75.00)           | \$45,925.00         |
| <b>Total:</b>                                    | <b>\$152,000.00</b> | <b>(\$7,330.00)</b> | <b>\$144,670.00</b> |
| <b>Employee Benefits</b>                         |                     |                     |                     |
| 130-53100-0-00000-37000-32020-0                  | \$28,000.00         | (\$1,620.00)        | \$26,380.00         |
| 130-53100-0-00000-37000-33022-0                  | \$6,800.00          | \$2,300.00          | \$9,100.00          |
| 130-53100-0-00000-37000-33023-0                  | \$2,900.00          | (\$775.00)          | \$2,125.00          |
| 130-53100-0-00000-37000-34020-0                  | \$22,200.00         | (\$80.00)           | \$22,120.00         |
| 130-53100-0-00000-37000-35020-0                  | \$90.00             | (\$15.00)           | \$75.00             |
| 130-53100-0-00000-37000-36020-0                  | \$4,500.00          | (\$155.00)          | \$4,345.00          |
| 130-53100-0-00000-37000-37020-0                  | \$650.00            | (\$70.00)           | \$580.00            |
| <b>Total:</b>                                    | <b>\$65,140.00</b>  | <b>(\$415.00)</b>   | <b>\$64,725.00</b>  |
| <b>Books and Supplies</b>                        |                     |                     |                     |
| 130-53100-0-00000-37000-43000-0                  | \$23,000.00         | (\$500.00)          | \$22,500.00         |
| 130-53100-0-00000-37000-44000-0                  | \$7,000.00          | (\$600.00)          | \$6,400.00          |
| 130-53100-0-00000-37000-47000-0                  | \$185,000.00        | \$19,200.00         | \$204,200.00        |
| <b>Total:</b>                                    | <b>\$215,000.00</b> | <b>\$18,100.00</b>  | <b>\$233,100.00</b> |
| <b>Services, Other Operating Expenses</b>        |                     |                     |                     |
| 130-53100-0-00000-37000-52000-0                  | \$700.00            | (\$600.00)          | \$100.00            |
| 130-53100-0-00000-37000-56000-0                  | \$500.00            | (\$500.00)          | \$0.00              |
| <b>Total:</b>                                    | <b>\$1,200.00</b>   | <b>(\$1,100.00)</b> | <b>\$100.00</b>     |
| <b>Capital Outlay</b>                            |                     |                     |                     |
| 130-53100-0-00000-81000-64000-0                  | \$8,500.00          | (\$8,500.00)        | \$0.00              |
| <b>Total:</b>                                    | <b>\$8,500.00</b>   | <b>(\$8,500.00)</b> | <b>\$0.00</b>       |
| <b>Total Expenditures</b>                        | <b>\$441,840.00</b> | <b>\$755.00</b>     | <b>\$442,595.00</b> |

# Budget Revision Report

Bdg Revision Final

Control Number: 60353494

| Account Classification                                       | Approved / Revised | Change Amount | Proposed Budget |
|--|--------------------|---------------|-----------------|
| Budgeted Unappropriated Fund Balance before this adjustment: |                    | \$256,064.86  |                 |
| Total Adjustment to Unappropriated Fund Balance:             |                    | (\$755.00)    |                 |
| Budgeted Unappropriated Fund Balance after this adjustment:  |                    | \$255,309.86  |                 |

# Budget Revision Report

Bdg Revision Final

Control Number: 60353494

| Account Classification  |                                  | Approved / Revised | Change Amount        | Proposed Budget |
|---|----------------------------------|--------------------|----------------------|-----------------|
| <b>Fund: 1400</b>   | <b>Deferred Maintenance Fund</b> |                    |                      |                 |
| <b>Revenues</b>   |                                  |                    |                      |                 |
| <b>Other Local Revenues</b>   |                                  |                    |                      |                 |
|   | 140-06205-0-00000-00000-86600-0  | \$0.00             | \$1,300.00           | \$1,300.00      |
|   | 140-06205-0-00000-00000-86620-0  | \$0.00             | (\$494.34)           | (\$494.34)      |
|   | <b>Total:</b>                    | \$0.00             | \$805.66             | \$805.66        |
| <b>Total</b>  | <b>Revenues</b>                  | \$0.00             | \$805.66             | \$805.66        |
| <b>Expenditures</b>   |                                  |                    |                      |                 |
| <b>Books and Supplies</b>   |                                  |                    |                      |                 |
|   | 140-06205-0-00000-81000-43000-0  | \$0.00             | \$20,000.00          | \$20,000.00     |
|   | <b>Total:</b>                    | \$0.00             | \$20,000.00          | \$20,000.00     |
| <b>Total</b>  | <b>Expenditures</b>              | \$0.00             | \$20,000.00          | \$20,000.00     |
| <b>Budgeted Unappropriated Fund Balance before this adjustment:</b> |                                  |                    | <b>\$71,410.61</b>   |                 |
| <b>Total Adjustment to Unappropriated Fund Balance:</b>             |                                  |                    | <b>(\$19,194.34)</b> |                 |
| <b>Budgeted Unappropriated Fund Balance after this adjustment:</b>  |                                  |                    | <b>\$52,216.27</b>   |                 |

# Budget Revision Report

Bdg Revision Final

Control Number: 60353494

Account Classification

Approved / Revised

Change Amount

Proposed Budget

At a meeting of the school board on \_\_\_\_\_, the board approved the above budget account lines change to those amounts indicated in the proposed budget column.

Authorized by: \_\_\_\_\_

(County Office Use Only)

Updated at County Office on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

## **10. Any Other Business**

### **10.1 Quarterly Board Policy Updates May 2020**

# CSBA POLICY GUIDE SHEET

## May 2020

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

### **Board Policy 0430 - Comprehensive Local Plan for Special Education**

Policy updated to reflect the requirement that the Special Education Local Plan Area (SELPA) submit its local plan to the county office of education and/or Superintendent of Public Instruction and the requirement, beginning July 1, 2020, to review the plan every three years. Policy also clarifies the different types of SELPA governance structures and adds an option for arrangements in which the district joins with other districts and the county office of education to form a SELPA. Policy deletes material related to the referral and eligibility of students for special education, which is addressed in AR 6164.4 - Identification and Evaluation of Individuals for Special Education. Policy adds requirement to adopt a procedure for the ongoing review of programs and a mechanism for correcting any identified problem.

### **Administrative Regulation 0430 - Comprehensive Local Plan for Special Education**

Regulation updated to reflect the new template for the SELPA plan developed by the California Department of Education (CDE). Section on "Definitions" revised to delete definitions for terms which are not used in this policy and regulation. Section on "Elements of the Plan" expanded to include further details regarding required components. Regulation also reflects **NEW LAW (SB 75, 2019)** which requires the SELPA plan to include an annual assurances support plan, beginning July 1, 2021 based on a CDE template developed by July 1, 2020. Regulation adds a requirement that each school post a notice of the public hearing that will be held by the SELPA to adopt the plan, and adds a new section on "Availability of the Plan" which includes a requirement to post the SELPA plan on the district's web site and make it available in the district office.

### **Board Policy 1312.3 - Uniform Complaint Procedures**

Policy updated to add medical condition as a characteristic that is protected from discrimination, reflect **NEW LAW (SB 75, 2019)** which extends the use of uniform complaint procedures (UCP) to complaints alleging noncompliance with the physical education instructional minutes requirement for grades 7-12, and add an item indicating the use of the UCP for complaints regarding health and safety in a license-exempt California State Preschool Program (CSPP) consistent with CDE's Federal Program Monitoring Instrument.

### **Administrative Regulation 1312.3 - Uniform Complaint Procedures**

Regulation updated to reflect **NEW LAW (SB 75, 2019)** which extends the use of UCP to complaints alleging noncompliance with the physical education instructional minutes requirement for grades 7-12, and to add a section reflecting requirements for complaints alleging noncompliance with health and safety standards for CSPP programs, formerly in AR 1312.4 - Williams Uniform Complaint Procedures.

### **Exhibit (1) 1312.3 - Uniform Complaint Procedures**

New exhibit presents a sample notice, formerly in E(3) 1312.4 - Williams Uniform Complaint Procedures, regarding health and safety standards in license-exempt CSPP programs and available complaint procedures.

### **Exhibit (2) 1312.3 - Uniform Complaint Procedures**

New exhibit presents a sample complaint form, formerly in E(4) 1312.4 - Williams Uniform Complaint Procedures, for complaints alleging that a license-exempt CSPP program does not comply with health and safety standards.

### **Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures**

Regulation updated to delete material related to complaints regarding noncompliance with health and safety requirements in a license-exempt CSPP program as such complaints have been moved to BP/AR 1312.3 - Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument.

**Exhibit (3) 1312.3 - Williams Uniform Complaint Procedures**

Exhibit presenting example of classroom notice for CSPP health and safety complaints moved to E(1) 1312.3 - Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument.

**Exhibit (4) 1312.3 - Williams Uniform Complaint Procedures**

Exhibit presenting a sample complaint form for CSPP health and safety complaints moved to E(2) 1312.3 - Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument.

**Board Policy 1340 - Access to District Records**

Policy updated to reflect **NEW LAW (AB 1819, 2019)** which allows members of the public to use their own equipment on district premises, free of charge, to photograph, copy, or reproduce a disclosable district record, provided that the equipment does not make physical contact with the record.

**Administrative Regulation 1340 - Access to District Records**

Regulation updates the list of confidential public records to include the prohibition against releasing an employee's personal email address, upon request from the employee. Regulation also reflects **NEW LAW (AB 1819, 2019)** which allows members of the public to use their own equipment, free of charge, to photograph, copy, or reproduce a disclosable district record on district premises, provided that the means of copying or reproducing the record does not require the equipment to make physical contact with the record, does not damage the record, and does not result in unauthorized access to the district's computer systems or secured networks.

**NEW - Administrative Regulation 3231 - Impact Aid**

New regulation addresses requirements of Title VII Impact Aid, which provides assistance to districts with concentrations of children residing on lands owned by the federal government, including Indian lands. Districts with children residing on Indian lands are **mandated** to adopt policy and procedures with specified components, including, but not limited to, consultation with Indian tribes and parents/guardians of students living on Indian lands in the planning and development of programs and activities supported by Impact Aid.

**Board Policy 4112.9/4212.9/4312.9 - Employee Notifications**

Policy updated to make change for gender neutrality and to revise legal references to reflect corresponding revisions in the Exhibit.

**Exhibit 4112.9/4212.9/4312.9 - Employee Notifications**

Exhibit updates Section I (All Employees) to (1) delete cite to 2 CCR 11024 which does not directly include a sexual harassment notice requirement; (2) indicate that the notification regarding a public hearing on an alternative schedule for secondary grades is addressed in BP 6112 rather than the AR; (3) delete an item regarding the oath or affirmation for disaster service workers since law does not specifically require an employee notification; (4) indicate that the notification regarding AIDS and hepatitis B was moved from AR 4119.43/4219.43/4319.43 to the BP; (5) indicate that the notification of workers' compensation benefits is addressed in AR 4157.1/4257.1/4357.1 rather than the BP; and (6) indicate that the notification regarding the district's nondiscrimination policy and complaint procedures are addressed in AR 4030 rather than the BP. Section II (Certificated Employees) updated to expand legal cites for the reelection notice for probationary employees and broaden the item to apply to districts with less than 250 average daily attendance. Section III (Classified Employees) updated to (1) delete the dismissal notice for merit system districts since the personnel commission establishes dismissal procedures for such districts and the notice is not reflected in policy; (2) add another legal cite pertaining to the notice of employee drug testing requirements and indicate that the notification is addressed in AR 4112.42/4212.42/4312.42 rather than the BP; and (3) add a requirement to provide school bus drivers with information regarding post-accident procedures. Section V (Individual Employees Under Special Circumstances) updated to indicate that the notice on potential eligibility for workers' compensation benefits is addressed in AR 4157.1/4257.1/4357.1 rather than the BP.

**Board Policy 4113 - Assignment**

Policy updated to reflect **NEW LAW (AB 1219, 2019)** which requires annual monitoring of the assignment of certificated employees at all schools, and requires the Commission on Teacher Credentialing (CTC) to administer a statewide system that produces an annual data file of vacancies and misassignments and provides



districts an opportunity to submit additional evidence that an employee is legally authorized for the assignment. Policy also adds legal requirements to report misassignments in the school accountability report card and to use Williams uniform complaint procedures to address any complaint alleging teacher misassignment or vacancy.

**Administrative Regulation 4113 - Assignment**

Regulation updated to make minor corrections for gender neutrality.

**Board Policy 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens**

Policy updated to add the requirement that the district's exposure control plan for bloodborne pathogens be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7. Legal cites added for training and hepatitis B vaccination requirements, and material deleted regarding the exemption of designated first aid providers from the pre-exposure hepatitis B vaccination, which is repeated in the AR. Paragraph added to include the district's responsibility to implement follow-up procedures in the event of an exposure incident.

**Administrative Regulation 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens**

Regulation updated to add federal legal cites where applicable, add definition of personal protective equipment, and delete requirement to communicate hazards to employees through labels and signs, which is not applicable to school districts. Section on "Preventive Measures" expanded to include the provision of personal protective equipment, observance of universal precautions, and compliance with state regulations for needleless systems, needle devices, and non-needle sharps. Regulation also adds more detail regarding the exemption of certain first aid providers from the pre-exposure hepatitis B vaccine and adds required components of staff training.

**Exhibit 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens**

Exhibit updated to clarify which employees are required to sign a statement when they decline to accept the hepatitis B vaccination offered by the district.

**Board Policy 4119.43/4219.43/4319.43 - Universal Precautions**

Policy updated to include material formerly in the AR on the provision of information to employees regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B and appropriate methods to prevent exposure. Policy also adds optional paragraph regarding the inclusion of related information in employee handbooks.

**Administrative Regulation 4119.43/4219.43/4319.43 - Universal Precautions**

Regulation updated to add a definition of occupational exposure and delete other unnecessary definitions. Section on "Employee Information" moved to BP. Section on "Infection Control Practices" revised to delete detailed requirements that are specifically applicable to employees identified as having occupational exposure, which are addressed in BP/AR 4119.42 - Exposure Control Plan for Bloodborne Pathogens, and to delete items with limited applicability in school settings.

**Board Policy 4151/4251/4351 - Employee Compensation**

Policy updated to delete Labor Code citation that is not applicable to public agencies and instead reflect Education Code provisions related to overtime compensation for classified employees.

**NEW - Board Policy 5141.5 - Mental Health**

New policy addresses strategies and services to promote students' emotional well-being and mental health, including student instruction, staff training, crisis intervention, counseling services and referrals, Section 504 evaluation, and collaboration with mental health professionals, agencies, and organizations. Policy reflects **NEW LAW (SB 75, 2019)** which establishes the Mental Health Student Services Act for the purpose of supporting mental health partnerships among county mental health agencies and local educational agencies.

**Board Policy 5145.3 - Nondiscrimination/Harassment**

Policy updated to reflect law prohibiting discrimination based on medical condition and to reflect **NEW LAW (AB 34, 2019)** which requires the district, starting in the 2020-21 school year, to post its

nondiscrimination policies, and specified state and federal laws regarding discrimination, bullying, and harassment, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students.

#### **Administrative Regulation 5145.3 - Nondiscrimination/Harassment**

Regulation updated to reflect **NEW LAW (AB 34, 2019)** which requires the district, starting in the 2020-21 school year, to post its nondiscrimination policies, specified state and federal laws regarding discrimination, bullying, and harassment, and a link to CDE resources in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. Regulation also reflects **NEW LAW (AB 711, 2019)** which requires the district to update a former student's records upon receiving government-issued documentation or a written request for a name and/or gender change.

#### **Board Policy 6020 - Parent Involvement**

Policy updated to reflect the requirements to work with parents/guardians and family members to jointly develop the district's parent involvement policy and to include strategies for family engagement in the local control and accountability plan (LCAP). For districts that receive federal Title IV funding for family engagement programs, policy adds the requirement to inform parents/guardians and organizations of the existence of the program. Policy also contains material formerly in the AR regarding the inclusion of the Title I local educational agency plan into the LCAP and the distribution of the district and school-level parent involvement policies.

#### **Administrative Regulation 6020 - Parent Involvement**

Regulation updated to revise the section on "District Strategies for Title I Schools," including moving and adding strategies under item #2 to reflect means by which the district may provide coordination, technical assistance, and other support to build school capacity for parent involvement activities, and adding strategies under item #5 to reflect means by which the district may use evaluation findings to design evidence-based strategies for more effective parent/guardian and family involvement. Section on "School-Level Strategies for Title I Schools" revises item #7 to include strategies formerly in section on "District Strategies for Title I Schools." Minor changes made throughout section on "District Strategies for Non-Title I Schools" to more directly reflect law.

#### **Board Policy 6115 - Ceremonies and Observances**

Policy updated to add the board's authority to designate any day as a holiday, in addition to those holidays designated by law, and to revise the date upon which schools close in observance of any holiday except Veterans Day. Policy also adds optional language stating that the board may adopt a resolution to authorize the display of symbolic flags or banners in support of specific awareness days or months.

#### **Administrative Regulation 6115 - Ceremonies and Observances**

Regulation updated to reflect state law requiring schools to be closed on any day designated as a holiday by the President, Governor, or district board or negotiated with employee organizations. School closure on Cesar Chavez Day and Native American Day deleted from the body of the regulation since school closure on these holidays only applies to districts that have agreed to do so in a memorandum of understanding with employee bargaining units. Section on "Commemorative Exercises" expands Note to include additional days of significance on which schools are encouraged, but not required, to conduct commemorative exercises.

#### **NEW - Administrative Regulation 6173.4 - Title VI Indian Education Programs**

New regulation reflects major requirements for districts that receive federal Title VI Indian education funding, which supports local educational agencies, Indian tribes and organizations, and consortia in meeting the unique cultural, language, and educational needs of American Indian students and ensuring that all students meet challenging state academic standards. Districts receiving such funding are **mandated** to adopt procedures to ensure that the program will be operated and evaluated in consultation with, and with the involvement of, parents/guardians and family members of American Indian students and community representatives. Regulation also includes allowable expenditures of Title VI funds, the provision of professional development as needed, maintenance of student eligibility records, and distribution of program evaluation results.

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION**

The Governing Board recognizes its obligation to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the district.

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 4112.23 - Special Education Staff)*

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

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

*(cf. 6159 - Individualized Education Program)*

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

*(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)*

*(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)*

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

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

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

BP 0430(b)

**OPTION 3: (Districts that participate in a multi-district SELPA with the county office of education)**

In order to meet the needs of individuals with disabilities, the district shall participate as a member of a Special Education Local Plan Area (SELPA) with other districts and the county office of education pursuant to Education Code 56195.1.

The district shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the district shall adopt policies governing the programs and services it operates. (Education Code 56195.8)

The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the Superintendent of Public Instruction. (Education Code 56195.1)

The local plan shall be reviewed at least once every three years and updated as needed to ensure the information contained in the plan remains relevant and accurate. The local plan shall be updated cooperatively by a committee of representatives of special and regular education teachers and administrators selected by the groups they represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication. (Education Code 56195.9)

Special education programs and services shall be reviewed on an ongoing basis. The results of such evaluations shall be used to identify and correct any program deficiencies.

## COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

### *Legal Reference:*

#### EDUCATION CODE

- 56000-56001 *Education for individuals with exceptional needs*
- 56020-56035 *Definitions*
- 56040-56046 *General provisions*
- 56048-56050 *Surrogate parents*
- 56055 *Foster parents*
- 56060-56063 *Substitute teachers*
- 56170-56177 *Children enrolled in private schools*
- 56190-56194 *Community advisory committees*
- 56195-56195.10 *Local plans*
- 56205-56208 *Local plan requirements*
- 56213 *Special education local plan areas with small or sparse populations*
- 56240-56245 *Staff development*
- 56300-56385 *Identification and referral, assessment, instructional planning*
- 56440-56447.1 *Programs for individuals between the ages of three and five years*
- 56500-56508 *Procedural safeguards, including due process rights*
- 56520-56524 *Behavioral interventions*
- 56600-56606 *Evaluation, audits and information*
- 56836-56836.05 *Administration of local plan*

#### GOVERNMENT CODE

- 7579.5 *Surrogate parent, appointment, qualifications, liability*
- 95000-95029 *California Early Intervention Services Act*

#### WELFARE AND INSTITUTIONS CODE

- 361 *Limitations on parental control*
- 726 *Limitations on parental control*

#### CODE OF REGULATIONS, TITLE 5

- 3000-3089 *Regulations governing special education*

#### UNITED STATES CODE, TITLE 20

- 1400-1482 *Individuals with Disabilities Education Act*

#### UNITED STATES CODE, TITLE 29

- 794 *Rehabilitation Act of 1973, Section 504*

#### UNITED STATES CODE, TITLE 42

- 12101-12213 *Americans with Disabilities Act*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

- 99.10-99.22 *Inspection, review and procedures for amending education records*
- 104.1-104.39 *Section 504 of the Rehabilitation Act of 1973*
- 300.1-300.818 *Assistance to states for the education of children with disabilities, including:*
- 300.500-300.520 *Due process procedures for parents and children*
- 303.1-303.654 *Early intervention program for infants and toddlers with disabilities*

### *Management Resources:*

#### WEB SITES

- California Department of Education, Special Education:* <http://www.cde.ca.gov/sp/se>
- U.S. Department of Education, Office of Special Education Programs:*  
<http://www.ed.gov/about/offices/list/osers/osep>

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION**

**Definitions**

*Free appropriate public education* (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324. (Education Code 56040; 34 CFR 300.17, 300.101, 300.104)

*Least restrictive environment* means that, to the maximum extent appropriate, students with disabilities, including individuals in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (Education Code 56040.1; 34 CFR 300.107, 300.114, 300.117)

**Elements of the Local Plan**

The local plan developed by the Special Education Local Plan Area (SELPA) shall include, but not be limited to: (Education Code 56122, 56205, 56206)

1. Policies, procedures, and programs, that are consistent with state laws, regulations, and policies and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:
  - a. Free appropriate public education
  - b. Full educational opportunity
  - c. Child find and referral
  - d. Individualized education programs, including development, implementation, review, and revision
  - e. Least restrictive environment
  - f. Procedural safeguards
  - g. Annual and triennial assessments
  - h. Confidentiality

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION** (continued)

- i. Transition from the Infants and Toddlers with Disabilities programs pursuant to 20 USC 1431 to the preschool program
- j. Children in private schools
- k. Compliance assurances, including general compliance with the federal Individuals with Disabilities Education Act (20 USC 1400-1482), Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), the federal Americans with Disabilities Act of 1990 (42 USC 12101-12213), related federal regulations, and Education Code 56000-56865
- l. A description of the governance and administration of the local plan in accordance with Education Code 56205(a)(12)
- m. Personnel qualification to ensure that personnel, including special education teachers and personnel and paraprofessionals are appropriately and adequately prepared and trained in accordance with Education Code 56058 and 56070 and 20 USC 1412(a)(14) and 1413(a)(3)
- n. Performance goals and indicators
- o. Participation in state and districtwide assessments, including assessments described in 20 USC 6301 et seq. and alternate assessments in accordance with 20 USC 1412(a)(16), and reports relating to assessments
- p. Supplementation of state, local, and other federal funds, including nonsupplantation of funds
- q. Maintenance of financial effort
- r. Opportunities for public participation before adoption of policies and procedures
- s. Suspension and expulsion rates
- t. Access to instructional materials by blind individuals with exceptional needs and others with print disabilities in accordance with 20 USC 1412(a)(23)
- u. Overidentification and disproportionate representation by race and ethnicity of children as individuals with exceptional needs, including children with disabilities with a particular impairment described in 20 USC 1401 and 1412(a)(24)

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION** (continued)

- v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)
2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures
3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.
4. Beginning July 1, 2021, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:
  - a. How the SELPA will support each participating district in achieving the goals, actions, and services identified in its local control and accountability plan
  - b. How the SELPA will connect any participating district in need of technical assistance to the statewide system of support
  - c. The services, technical assistance, and support the SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205
5. A description of programs for early childhood special education from birth through five years of age
6. A description of the method by which members of the public, including parents/guardians of individuals with disabilities who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205
7. A description of a dispute resolution process, including mediation and arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION** (continued)

8. Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205 and that the committee had at least 30 days to conduct this review before submission of the local plan to CDE
9. A description of the process being utilized to refer students for special education instruction pursuant to Education Code 56303
10. A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools, the method of ensuring that all requirements of each student's IEP are being met, and a method for evaluating whether the student is making appropriate educational progress
11. A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan, annual service plan, and annual assurances support plan shall be written in language that is understandable to the general public. They shall be adopted at a public hearing of the SELPA, for which notice of the hearing shall be posted in each school in the SELPA at least 15 days before the hearing. (Education Code 56205)

**Availability of the Plan**

The Superintendent or designee shall post on the district's web site the approved local plan, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans. A complete copy of the local plan, annual budget plan, annual service plan, annual assurances support plan, and policies and procedures shall be held on file in the district office and shall be accessible to any interested party. (Education Code 56205.5)



**UNIFORM COMPLAINT PROCEDURES**

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

**Complaints Subject to UCP**

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

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; California State Preschool Programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

*(cf. 3553 - Free and Reduced Price Meals)*  
*(cf. 3555 - Nutrition Program Compliance)*  
*(cf. 5148 - Child Care and Development)*  
*(cf. 5148.2 - Before/After School Programs)*  
*(cf. 5148.3 - Preschool/Early Childhood Education)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 6174 - Education for English Learners)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6178 - Career Technical Education)*  
*(cf. 6178.1 - Work-Based Learning)*  
*(cf. 6178.2 - Regional Occupational Center/Program)*  
*(cf. 6200 - Adult Education)*

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex,

**UNIFORM COMPLAINT PROCEDURES** (continued)

sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

*(cf. 5146 - Married/Pregnant/Parenting Students)*

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

*(cf. 3260 - Fees and Charges)*

*(cf. 3320 - Claims and Actions Against the District)*

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

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

*(cf. 3100 - Budget)*

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

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

**UNIFORM COMPLAINT PROCEDURES** (continued)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

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

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.2 - Education of Children of Military Families)*

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

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

*(cf. 6152 - Class Assignment)*

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement (Education Code 51210, 51222, 51223)

## **UNIFORM COMPLAINT PROCEDURES** (continued)

*(cf. 6142.7 - Physical Education and Activity)*

13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)
14. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
15. Any other complaint as specified in district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5125 - Student Records)*

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

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

## **UNIFORM COMPLAINT PROCEDURES** (continued)

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

*(cf. 3580 - District Records)*

### **Non-UCP Complaints**

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

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

*Legal Reference: (see next page)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

*Legal Reference:*

EDUCATION CODE

200-262.4 *Prohibition of discrimination*  
8200-8498 *Child care and development programs*  
8500-8538 *Adult basic education*  
18100-18203 *School libraries*  
32280-32289 *School safety plan, uniform complaint procedures*  
35186 *Williams uniform complaint procedures*  
46015 *Parental leave for students*  
48853-48853.5 *Foster youth*  
48985 *Notices in language other than English*  
49010-49014 *Student fees*  
49060-49079 *Student records, especially:*  
49069.5 *Records of foster youth*  
49490-49590 *Child nutrition programs*  
49701 *Interstate Compact on Educational Opportunity for Military Children*  
51210 *Courses of study grades 1-6*  
51222 *Physical education, secondary schools*  
51223 *Physical education, elementary schools*  
51225.1-51225.2 *Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements*  
51226-51226.1 *Career technical education*  
51228.1-51228.3 *Course periods without educational content*  
52060-52077 *Local control and accountability plan, especially:*  
52075 *Complaint for lack of compliance with local control and accountability plan requirements*  
52300-52462 *Career technical education*  
52500-52616.24 *Adult schools*  
54400-54425 *Compensatory education programs*  
54440-54445 *Migrant education*  
54460-54529 *Compensatory education programs*  
59000-59300 *Special schools and centers*  
64000-64001 *Consolidated application process; school plan for student achievement*  
65000-65001 *School site councils*

GOVERNMENT CODE

11135 *Nondiscrimination in programs or activities funded by state*  
12900-12996 *Fair Employment and Housing Act*

HEALTH AND SAFETY CODE

1596.792 *California Child Day Care Act; general provisions and definitions*  
1596.7925 *California Child Day Care Act; health and safety regulations*

PENAL CODE

422.55 *Hate crime; definition*  
422.6 *Interference with constitutional right or privilege*

*Legal Reference continued: (see next page)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

*Legal Reference: (continued)*

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

*Management Resources: (see next page)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Uniform Complaint Procedure 2020-21 Program Instrument

Sample UCP Board Policies and Procedures

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

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <https://www2.ed.gov/policy/gen/guid/fpco>

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

U.S. Department of Justice: <http://www.justice.gov>



**UNIFORM COMPLAINT PROCEDURES**

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 1312.4 - Williams Uniform Complaint Procedures)*  
*(cf. 4030 - Nondiscrimination in Employment)*

**Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

Superintendent  
(title or position)  
District Office  
(unit or office)  
370 N Evans Rd. Tipton, CA 93272  
(address)  
559-752-4213  
(telephone number)  
sbettencourt@tipton.k12.ca.us  
(email)

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

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

## **UNIFORM COMPLAINT PROCEDURES** (continued)

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

*(cf. 4331 - Staff Development)*

*(cf. 9124 - Attorney)*

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

### **Notifications**

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

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

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

*(cf. 5145.6 - Parental Notifications)*

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

**UNIFORM COMPLAINT PROCEDURES** (continued)

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

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

*(cf. 3260 - Fees and Charges)*

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred

5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

*(cf. 6173 - Education for Homeless Children)*

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

*(cf. 6173.2 - Education of Children of Military Families)*

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

*(cf. 6175 - Migrant Education Program)*

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

10. A statement that copies of the district's UCP are available free of charge

## **UNIFORM COMPLAINT PROCEDURES** (continued)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

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

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

### **Filing of Complaints**

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

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

**UNIFORM COMPLAINT PROCEDURES** (continued)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

**Mediation**

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

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

## **UNIFORM COMPLAINT PROCEDURES** (continued)

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

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

### **Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

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

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation,

**UNIFORM COMPLAINT PROCEDURES** (continued)

or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

**Timeline for Final Decision**

**OPTION 1:**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

**OPTION 2:**

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

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

*(cf. 9321 - Closed Session)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

**Final Written Decision**

For all complaints, the district's final written decision shall include: (5 CCR 4631)

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

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

The determination of whether a hostile environment exists may involve consideration of the following:



**UNIFORM COMPLAINT PROCEDURES** (continued)

- a. The manner in which the misconduct affected one or more students' education
  - b. The type, frequency, and duration of the misconduct
  - c. The relationship between the alleged victim(s) and offender(s)
  - d. The number of persons engaged in the conduct and at whom the conduct was directed
  - e. The size of the school, location of the incidents, and context in which they occurred
  - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
  - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
  - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as

**UNIFORM COMPLAINT PROCEDURES** (continued)

discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

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

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

**Corrective Actions**

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

*(cf. 5137 - Positive School Climate)*

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

1. Counseling

**UNIFORM COMPLAINT PROCEDURES** (continued)

*(cf. 6164.2 - Guidance/Counseling Services)*

2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

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

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

*(cf. 6164.5 - Student Success Teams)*

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

7. Disciplinary action, such as suspension or expulsion, as permitted by law

*(cf. 5144 - Discipline)*

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

## **UNIFORM COMPLAINT PROCEDURES** (continued)

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

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

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 52075)

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

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

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

## **UNIFORM COMPLAINT PROCEDURES** (continued)

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

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

### **Health and Safety Complaints in California State Preschool Program**

In each license-exempt CSPP classroom, a notice shall be posted notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. (Education Code 8235.5)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint and shall contain a space to indicate whether the complainant desires a response to the complaint. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code 8235.5)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8235.5)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall report the

**UNIFORM COMPLAINT PROCEDURES** (continued)

resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled meeting. (Education Code 8235.5)

A complainant may file a written appeal of the district's decision to CDE in accordance with 5 CCR 4632. (Education Code 8235.5)

Any such appeal shall be filed within 30 days of receiving the decision.

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools.

**UNIFORM COMPLAINT PROCEDURES**

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

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

**UNIFORM COMPLAINT PROCEDURES**

**PRESCHOOL COMPLAINT FORM:  
UNIFORM COMPLAINT PROCEDURES**

Education Code 8235.5 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Contact information: (if response is requested)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School name/address: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

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

- The preschool does not have outdoor shade that is safe and in good repair.
- Drinking water is not accessible and/or readily available throughout the day.
- The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.
- Restroom facilities are not available only for preschoolers and kindergartners.
- The preschool program does not provide visual supervision of children at all times.
- Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.



**UNIFORM COMPLAINT PROCEDURES** (continued)

- Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

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Note: Education Code 8235.5 requires complaints identified above to be filed with the preschool administrator or designee. Districts should specify the names and/or locations in the spaces below.

Please file this complaint at the following location:

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(preschool administrator or designee)

---

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

---

(Signature)

---

(Date)

**WILLIAMS UNIFORM COMPLAINT PROCEDURES**

**Types of Complaints**

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

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

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

*(cf. 4112.22 - Staff Teaching English Learners)*

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

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

**WILLIAMS UNIFORM COMPLAINT PROCEDURES** (continued)

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

*Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
  - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

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

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

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

*Open restroom* means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES** (continued)

restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

*(cf. 3514 - Environmental Safety)*

*(cf. 3517 - Facilities Inspection)*

### **Forms and Notices**

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

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

### **Filing of Complaint**

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

### **Investigation and Response**

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

**WILLIAMS UNIFORM COMPLAINT PROCEDURES** (continued)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

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

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

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

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

*(cf. 1340 - Access to District Records)*

**Reports**

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

*Legal Reference: (see next page)*

**WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

*Legal Reference:*

EDUCATION CODE

234.1 *Prohibition of discrimination, harassment, intimidation, and bullying*

1240 *County superintendent of schools, duties*

17592.72 *Urgent or emergency repairs, School Facility Emergency Repair Account*

33126 *School accountability report card*

35186 *Williams uniform complaint procedures*

35292.5-35292.6 *Restrooms, maintenance and cleanliness*

48985 *Notice to parents in language other than English*

60119 *Hearing on sufficiency of instructional materials*

CODE OF REGULATIONS, TITLE 5

4600-4670 *Uniform complaint procedures*

4680-4687 *Williams uniform complaint procedures*

UNITED STATES CODE, TITLE 20

6314 *Title I schoolwide program*

*Management Resources:*

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

**ACCESS TO DISTRICT RECORDS**

The Governing Board recognizes the right of members of the public to have access to public records of the district. The district shall provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 3580 - District Records)*

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

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

*(cf. 5125 - Student Records)*

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

*(cf. 6162.5 - Student Assessment)*

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

*(cf. 9321 - Closed Session)*

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

*(cf. 4040 - Employee Use of Technology)*

*(cf. 9012 - Board Member Electronic Communications)*

The district may charge for copies of public records or other materials requested by individuals or groups, unless they are using their own personal equipment to reproduce the record. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

*Legal Reference: (see next page)*

## ACCESS TO DISTRICT RECORDS (continued)

### Legal Reference:

#### EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

35145 Public meetings

35170 Authority to secure copyrights

35250 Duty to keep certain records and reports

41020 Requirement for annual audit

42103 Publication of proposed budget; hearing

44031 Personnel file contents and inspections

44839 Medical certificates; periodic medical examination

49060-49079 Student records

49091.10 Parental review of curriculum and instruction

#### GOVERNMENT CODE

3547 Proposals relating to representation

6250-6270 California Public Records Act

6275-6276.48 California Public Records Act; other exemptions from disclosure

8310.3 California Religious Freedom Act

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Political Reform Act, public records; inspection and reproduction

#### CALIFORNIA CONSTITUTION

Article I, Section 3 Right of access to governmental information

#### CODE OF REGULATIONS, TITLE 5

430-438 Individual student records

#### COURT DECISIONS

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

Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282

Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

#### ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen. 186 (1981)

### Management Resources:

#### CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

#### CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

California Department of Justice Guidelines for Access to Public Records, October 2017

Management Resources continued: (see next page)



**ACCESS TO DISTRICT RECORDS** (continued)

*Management Resources: (continued)*

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

*The People's Business: A Guide to the California Public Records Act, rev. April 2017*

WEB SITES

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

California Office of the Attorney General: <https://oag.ca.gov>

Institute for Local Government: <http://www.cacities.org>

State Bar of California: <http://www.calbar.ca.gov>

**ACCESS TO DISTRICT RECORDS**

**Definitions**

*Public records* include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

*(cf. 3580 - District Records)*

*(cf. 9012 - Board Member Electronic Communications)*

*Writing* means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

*Member of the public* means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code 6252)

**Public Records**

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)

*(cf. 3100 - Budget)*

*(cf. 3460 - Financial Reports and Accountability)*

2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)

*(cf. 9324 - Minutes and Recordings)*

6. Meeting agendas (Government Code 54957.5)

*(cf. 9322 - Agenda/Meeting Materials)*

**ACCESS TO DISTRICT RECORDS** (continued)

7. Official communications between the district and other government agencies
8. District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law

*(cf. 0400 - Comprehensive Plans)*  
*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 0440 - District Technology Plan)*  
*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 3543 - Transportation Safety and Emergencies)*  
*(cf. 7110 - Facilities Master Plan)*

9. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

*(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)*

10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 6254, 6254.25)

*(cf. 3320 - Claims and Actions Against the District)*

11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

*(cf. 9270 - Conflict of Interest)*

12. Documents containing names, salaries, and pension benefits of district employees

13. Employment contracts and settlement agreements (Government Code 53262)

*(cf. 2121 - Superintendent's Contract)*  
*(cf. 4117.5/4217.5/4317.5 - Termination Agreements)*  
*(cf. 4141/4241 - Collective Bargaining Agreement)*

14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

Access to public records of the district shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access

**ACCESS TO DISTRICT RECORDS** (continued)

public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 6252.5, 6252.7)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 6254.29, 6254.3)

**Confidential Public Records**

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed to federal government authorities. (Education Code 234.7; Government Code 8310.3)

*(cf. 5145.13 - Response to Immigration Enforcement)*

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

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

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254, 6254.25)

3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

*(cf. 4112.5/4212.5/4312.5) - Criminal Record Check)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

**ACCESS TO DISTRICT RECORDS** (continued)

The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees may only be disclosed as follows: (Government Code 6254.3)

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, personal email address, or birth date, and the district shall remove the home address, home telephone number, and personal cell phone number from any mailing list of the district except a list used exclusively to contact the employee.

*(cf. 4140/4240/4340 - Bargaining Units)*

- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

4. Student records, except directory information and other records to the extent permitted by law and district policy

*(cf. 5125 - Student Records)*

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

*(cf. 5125.3 - Challenging Student Records)*

5. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)

*(cf. 6162.51 - State Academic Achievement Tests)*

6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative

**ACCESS TO DISTRICT RECORDS** (continued)

to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)

7. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code 6254)
8. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library; to persons authorized in writing, by the individual to whom the records pertain, to inspect the records; or by court order (Government Code 6254, 6267)

*(cf. 6163.1 - Library Media Centers)*

9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

*(cf. 9124 - Attorney)*

10. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)
11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 6253.5)

*(cf. 9223 - Filling Vacancies)*

12. Minutes of Board meetings held in closed session (Government Code 54957.2)

*(cf. 9321 - Closed Session)*

13. Computer software developed by the district (Government Code 6254.9)
14. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system (Government Code 6254.19)

**ACCESS TO DISTRICT RECORDS** (continued)

15. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

*(cf. 5141.6 - School Health Services)*

16. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes
17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

**Inspection of Records and Requests for Copies**

Any person may request a copy or inspection of any district record that is not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of the determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request

**ACCESS TO DISTRICT RECORDS** (continued)

4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

Without charging any fees or costs, the Superintendent or designee shall allow members of the public to use their own equipment on district premises to photograph or otherwise copy or reproduce a disclosable record as long as the means of copy or reproduction: (Government Code 6253)

1. Do not require the equipment to make physical contact with the record
2. Will not result in damage to the record
3. Will not result in unauthorized access to the district's computer systems or secured networks by using software, equipment, or any other technology capable of accessing, altering, or compromising the district's electronic records

The Superintendent or designee may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of the records, or to prevent the copying of records from being an unreasonable burden to the orderly function of the district and its employees. The Superintendent or designee may also impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records. (Government Code 6253)

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the



## **ACCESS TO DISTRICT RECORDS** (continued)

public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or programming to produce the record.

### **Assistance in Identifying Requested Records**

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

**ACCESS TO DISTRICT RECORDS** (continued)

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

**All Personnel**

BP 4112.9(a)

4212.9

**EMPLOYEE NOTIFICATIONS**

4312.9

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

*(cf. 3580 - District Records)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*Legal Reference:*

EDUCATION CODE

231.5 Sexual harassment policy

17612 Notification of pesticide use

22455.5 STRS information to potential members

22461 Postretirement compensation limitation

35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services

35171 Notice of regulations pertaining to certificated employee evaluations

37616 Notice of public hearing on year-round schedule

44031 Personnel file contents, inspection

44663-44664 Evaluation of certificated employees

44842 Reemployment notices, certificated employees

44896 Transfer of administrator or supervisor to teaching position

44916 Written statement of employment status

44929.21 Reelection or nonreelection of probationary employee after second year

44929.23 Reelection notice, districts with less than 250 ADA

44934 Notice of disciplinary action for cause

44934.1 Suspension or dismissal for egregious misconduct

44936 Notice of suspension or dismissal

44938 Notice of unprofessional conduct and opportunity to correct

44940.5-44941 Notification of suspension and intent to dismiss

44948.3 Dismissal of probationary employees

44948.5 Nonreelection procedures, districts under 250 ADA

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified, administrative or supervisory personnel

44954 Nonreelection of temporary employees

44955 Reduction in number of employees

45113 Notification of charges, classified employees

*Legal Reference continued: (see next page)*

**EMPLOYEE NOTIFICATIONS (continued)**

*Legal Reference: (continued)*

EDUCATION CODE (continued)

- 45117 Notice of layoff, classified employees
- 45169 Employee salary data, classified employees
- 45192 Industrial and accident leave
- 45195 Additional leave
- 46162 Notice of public hearing on block schedule
- 49013 Complaints regarding student fees
- 49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion
- 49414 Epinephrine auto-injectors
- 49414.3 Administration of opioid antagonist

CIVIL CODE

- 1798.29 District records, breach of security

GOVERNMENT CODE

- 1126 Incompatible activities of employees
- 8355 Certification of drug-free workplace, including notification
- 12950 Sexual harassment
- 21029 Retirement credit for period of military service
- 54957 Complaints against employees; right to open session
- 54963 Unauthorized disclosure of confidential information

HEALTH AND SAFETY CODE

- 1797.196 Automated external defibrillators; notification of use and locations
- 104420 Tobacco-free schools
- 120875 Information on AIDS, AIDS-related conditions, and hepatitis B
- 120880 Notification to employees re AIDS, AIDS-related conditions, and hepatitis B

LABOR CODE

- 245-249 Healthy Workplaces, Healthy Families Act of 2014
- 1034 Lactation accommodation
- 2800.2 Notification of availability of continuation health coverage
- 2810.7 Notice to participate in flexible spending account
- 3550-3553 Notifications re: workers' compensation benefits
- 5401 Workers' compensation; claim form and notice of potential eligibility

PENAL CODE

- 11105 Access to criminal history information
- 11105.2 Subsequent arrest notification
- 11165.7 Child Abuse and Neglect Reporting Act; notification requirement
- 11166.5 Employment; statement of knowledge of duty to report child abuse or neglect

UNEMPLOYMENT INSURANCE CODE

- 2613 Disability insurance; notice of rights and benefits

CODE OF REGULATIONS, TITLE 2

- 11023 Nondiscrimination in employment
- 11049 Notice of right to request pregnancy disability leave or transfer
- 11091 California Family Rights Act, designation notice
- 11096 Notice of right to request family care leave

CODE OF REGULATIONS, TITLE 5

- 4622 Uniform complaint procedures
- 80303 Reports of change in employment status, alleged misconduct

*Legal Reference continued: (see next page)*

**EMPLOYEE NOTIFICATIONS (continued)**

*Legal Reference: (continued)*

CODE OF REGULATIONS, TITLE 8

3204 *Employees exposed to bloodborne pathogens, access to exposure and medical records*

5191 *Chemical hygiene plan*

5194 *Hazard communication program*

CODE OF REGULATIONS, TITLE 13

1234 *Reports regarding school buses and bus drivers*

2480 *Vehicle idling, limitations*

UNITED STATES CODE, TITLE 38

4334 *Uniformed Services Employment and Reemployment Rights Act, notice requirement*

UNITED STATES CODE, TITLE 41

8101-8106 *Drug-Free Workplace Act*

CODE OF FEDERAL REGULATIONS, TITLE 29

825.300 *Family and Medical Leave Act; notice requirement*

CODE OF FEDERAL REGULATIONS, TITLE 34

84.205-84.210 *Drug-free workplace statement*

104.8 *Nondiscrimination*

106.9 *Dissemination of policy, nondiscrimination on basis of sex*

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 *Asbestos inspections, response actions and post-response actions*

763.93 *Asbestos management plans*

CODE OF FEDERAL REGULATIONS, TITLE 49

382.113 *Controlled substance and alcohol use and testing notifications*

382.303 *Post-accident information, procedures, and instructions*

382.601 *Controlled substance and alcohol use and testing notifications*

**All Personnel**

E 4112.9(a)

4212.9

**EMPLOYEE NOTIFICATIONS**

4312.9

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

| <b>When/Whom to Notify</b>   | <b>Education or Other Legal Code</b>        | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|--|---|--|---|
| <b>I. To All Employees</b>   |   |  |   |
| At the beginning of school year or upon employment                   | Education Code 231.5; Government Code 12950 | AR 4119.11<br>4219.11<br>4319.11                 | The district's policy on sexual harassment, legal remedies, complaints  |
| Annually to all employees, and 72 hours before pesticide application | Education Code 17612                        | AR 3514.2  | Use of pesticide product, active ingredients, Internet address to access information  |
| To all employees, prior to implementing year-round schedule          | Education Code 37616                        | BP 6117  | Public hearing on year-round program  |
| To all employees, prior to implementing alternative schedule         | Education Code 46162                        | BP 6112  | Public hearing on alternative schedule in secondary grades  |
| Annually to all employees  | Education Code 49013; 5 CCR 4622            | AR 1312.3<br>BP 0460<br>BP 3260                  | Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan |
| Annually to all employees  | Education Code 49414                        | AR 5141.21                                       | Request for volunteers to be trained to administer epinephrine auto-injectors   |
| At least once per year   | Education Code 49414.3                      | AR 5141.21                                       | Request for volunteers to be trained to administer opioid antagonist  |
| To all employees   | Government Code 1126                        | BP 4136<br>4236<br>4336                          | Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal                      |

E 4112.9(b)  
 4212.9  
 4312.9

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>  | <b>Education or Other Legal Code</b>                     | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|---|--|--|---|
| <b>I. To All Employees</b> (continued)  |  |  |   |
| To all employees  | Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210 | BP 4020<br>BP 4159<br>4259<br>4359               | District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs                                  |
| Upon employment   | Government Code 21029                                    | None   | Right to purchase PERS service credit for military service performed prior to public employment   |
| Upon placement of automated external defibrillator (AED) in school, and annually thereafter | Health and Safety Code 1797.196                          | AR 5141  | Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan  |
| To all employees, if the district receives Tobacco-Use Prevention Education funds           | Health and Safety Code 104420                            | AR 3513.3  | District's tobacco-free schools policy and enforcement procedures   |
| Annually to all employees, or more frequently if there is new information                   | Health and Safety Code 120875, 120880                    | BP 4119.43<br>4219.43<br>4319.43                 | AIDS and hepatitis B, including methods to prevent exposure   |
| To all employees, with each paycheck  | Labor Code 246   | AR 4161.1<br>4361.1<br>AR 4261.1                 | Amount of sick leave available  |
| Upon hire, in employee handbook, and upon request for parental leave                        | Labor Code 1034  | BP 4033  | The district's policy on lactation accommodation  |
| To covered employees and former employees   | Labor Code 2800.2<br>4354                                | AR 4154<br>4254                                  | Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage |
| To employees participating in a flexible spending account                                   | Labor Code 2810.7  | None   | Deadline to withdraw funds from account before the end of the plan year   |

E 4112.9(c)  
4212.9  
4312.9

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>   | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>   |
|--|--------------------------------------|--|--|
| <b>I. To All Employees</b> (continued)   |                                      |  |  |
| To every new employee, either at the time employee is hired or by end of first pay period  | Labor Code<br>3551                   | AR 4157.1<br>4257.1<br>4357.1                    | Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor                          |
| Prior to beginning employment  | Penal Code<br>11165.7, 11166.5       | AR 5141.4  | Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law   |
| Upon employment, and when employee goes on leave for specified reasons   | Unemployment Insurance Code<br>2613  | AR 4154<br>4254<br>4354                          | Disability insurance rights and benefits   |
| To all employees and job applicants  | 2 CCR 11023; 34 CFR 104.8, 106.9     | BP 0410<br>AR 4030                               | District's policy on nondiscrimination and related complaint procedures  |
| To all employees via employee handbook, or to each new employee  | 2 CCR 11091, 11095; 29 CFR 825.300   | AR 4161.8<br>4261.8<br>4361.8                    | Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act(CFRA); obligation to provide 30 days' notice of need for leave when possible |
| Annually to all employees  | 40 CFR 763.84, 763.93                | AR 3514  | Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress  |
| <b>II. To Certificated Employees</b>   |                                      |  |  |
| To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire | Education Code<br>22455.5            | AR 4121  | Criteria for membership in retirement system; right to elect membership at any time  |
| Upon employment of a retired certificated individual   | Education Code<br>22461              | AR 4117.14<br>4317.14                            | Postretirement earnings limitation or employment restriction; monthly report of compensation   |



E 4112.9(d)  
 4212.9  
 4312.9

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>  | <b>Education or Other Legal Code</b>       | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|---|--|--|---|
| <b>II. To Certificated Employees</b> (continued)  |  |  |   |
| To certificated employees   | Education Code 35171                       | AR 4115<br>BP 4315                               | District regulations related to performance evaluations   |
| 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated   | Education Code 44663                       | AR 4115  | Copy of employee's evaluation   |
| To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee         | Education Code 44664                       | AR 4115  | Notice and description of the unsatisfactory performance  |
| By May 30, if district issues reemployment notices to certificated employees  | Education Code 44842                       | AR 4112.1  | Request that the employee notify district of intent to remain in service next year                    |
| To certificated employees upon employment, and to nonpermanent employees in July of each school year  | Education Code 44916                       | AR 4112.1<br>AR 4121                             | Employment status and salary  |
| To probationary employee, by March 15   | Education Code 44929.21, 44929.23, 44948.5 | BP 4116  | Whether or not employee is reelected for next school year   |
| When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year | Education Code 44934, 44934.1, 44936       | BP 4118<br>AR 4118                               | Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice |
| To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice  | Education Code 44938                       | BP 4118  | Notice of deficiency and opportunity to correct   |

E 4112.9(e)  
 4212.9  
 4312.9

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>  | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|---|--------------------------------------|--|---|
| <b>II. To Certificated Employees</b> (continued)  |                                      |  |   |
| To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year | Education Code 44938                 | BP 4118  | Notice of deficiency and opportunity to correct   |
| To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings                                    | Education Code 44940.5               | AR 4118  | Notice of intent to dismiss 30 days from notice unless employee demands hearing                                 |
| To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees                     | Education Code 44948.3               | AR 4118  | Reasons for dismissal and opportunity to appeal   |
| By March 15 when necessary to reduce certificated personnel, with final notice by May 15  | Education Code 44949, 44955          | BP 4117.3  | Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination |
| On or before June 30, to temporary employee who served 75 percent of school year but will be released   | Education Code 44954                 | BP 4121  | District's decision not to reelect employee for following school year   |
| To teacher, when a student engages in or is reasonably suspected of specified acts  | Education Code 49079                 | AR 4158<br>4258<br>4358                          | Student has committed specified act that constitutes ground for suspension or expulsion                         |
| To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending  | 5 CCR 80303                          | AR 4117.7<br>4317.7                              | Contents of state regulation re: report to Commission on Teacher Credentialing                                  |
| <b>III. To Classified Employees</b>   |                                      |  |   |
| When classified employee is subject to disciplinary action for cause, in nonmerit district  | Education Code 45113                 | AR 4218  | Notice of charges, right to hearing, timeline for requesting hearing  |

E 4112.9(f)  
4212.9  
4312.9

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>  | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|---|--------------------------------------|--|---|
| <b>III. To Classified Employees</b> (continued)   |                                      |  |   |
| To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year                  | Education Code 45117                 | AR 4217.3  | Notice of layoff and reemployment rights  |
| To classified employees upon employment and upon each change in classification  | Education Code 45169                 | AR 4212  | Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek |
| To classified permanent employee whose leave is exhausted   | Education Code 45192, 45195          | AR 4261.1<br>AR 4261.11                          | Exhaustion of leave, opportunity to request additional leave  |
| To school bus drivers and school activity bus drivers prior to expiration of specified documents  | 13 CCR 1234                          | AR 3542  | Expiration date of driver's license, driver's certificate and medical certificate; need to renew          |
| To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter   | 13 CCR 2480                          | AR 3542  | Limitations on vehicle idling; consequences of not complying  |
| To school bus drivers, prior to district drug testing program and thereafter upon employment  | 49 CFR 382.113, 382.601              | AR 4112.42<br>4212.42<br>4312.42                 | Explanation of federal requirements for drug testing program and district's policy                        |
| To school bus drivers, prior to operating school bus  | 49 CFR 382.303                       | AR 4112.42<br>4212.42<br>4312.42                 | Post-accident information, procedures, and instructions   |
| <b>IV. To Administrative/Supervisory Personnel</b>  |                                      |  |   |
| To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract | Education Code 35031                 | BP 2121<br>BP 4312.1                             | Decision not to reelect or reemploy upon expiration of contract or term                                   |

E 4112.9(g)  
4212.9  
4312.9

**EMPLOYEE NOTIFICATIONS (continued)**

| <b>When/Whom to Notify</b>  | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|---|--------------------------------------|--|---|
| <b>IV. To Administrative/Supervisory Personnel (continued)</b>  |                                      |  |   |
| Upon request by administrative or supervisory employee transferred to teaching position                       | Education Code 44896                 | AR 4313.2  | Statement of the reasons for the release or reassignment  |
| By March 15 to employee who may be released/reassigned the following school year                              | Education Code 44951                 | AR 4313.2  | Notice that employee may be released or reassigned the following school year  |
| <b>V. To Individual Employees Under Special Circumstances</b>   |                                      |  |   |
| In the event of a breach of security of district records, to affected employees                               | Civil Code 1798.29                   | BP 3580  | Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies |
| Prior to placing derogatory information in personnel file   | Education Code 44031                 | AR 4112.6<br>4212.6<br>4312.6                    | Notice of derogatory information, opportunity to review and comment   |
| To employees who volunteer to administer epinephrine auto-injector  | Education Code 49414                 | AR 5141.21                                       | Defense and indemnification from civil liability by the district  |
| To employees returning from military leave of absence, within 30 days of return                               | Government Code 20997                | AR 4161.5<br>4261.5<br>4361.5                    | Right to receive PERS service credit for military service; application form   |
| 24 hours before Board meets in closed session to hear complaints or charges against employee                  | Government Code 54957                | BB 9321  | Employee's right to have complaints/charges heard in open session   |
| When taking disciplinary action against employee for disclosure of confidential information                   | Government Code 54963                | BP 4119.23<br>4219.23<br>4319.23                 | Law prohibiting disclosure of confidential information obtained in closed session   |
| Within one working day of work-related injury or victimization of crime                                       | Labor Code 3553, 5401                | AR 4157.1<br>4257.1<br>4357.1                    | Potential eligibility for workers' compensation benefits, claim form  |
| When adverse employment action is based on DOJ criminal history information or subsequent arrest notification | Penal Code 11105, 11105.2            | AR 4112.5<br>4212.5<br>4312.5                    | Copy of DOJ notification  |

E 4112.9(h)  
4212.9  
4312.9

**EMPLOYEE NOTIFICATIONS** (continued)

| <b>When/Whom to Notify</b>   | <b>Education or Other Legal Code</b>     | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>  |
|--|--|--|---|
| <b>V. To Individual Employees Under Special Circumstances</b> (continued)  |  |  |   |
| To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter                           | 8 CCR 3204                               | AR 4119.42<br>4219.42<br>4319.42                 | The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records  |
| To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation                               | 8 CCR 5191                               | AR 3514.1  | Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material   |
| To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area                | 8 CCR 5194                               | AR 3514.1  | Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights   |
| To employee eligible for military leave  | 38 USC 4334                              | AR 4161.5<br>4261.5<br>4361.5                    | Notice of rights, benefits, and obligations under military leave  |
| Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave | 29 CFR 825.300;<br>2 CCR 11049,<br>11091 | AR 4161.8<br>4261.8<br>4361.8                    | Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice |
| Whenever notice of eligibility for FMLA is provided to employee  | 29 CFR 825.300                           | AR 4161.8<br>4261.8<br>4361.8                    | Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations  |

**ASSIGNMENT**

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which they are qualified pursuant to their certification, preparation, professional experience, and aptitude.

*(cf. 4112.2 - Certification)*

*(cf. 4112.21 - Interns)*

*(cf. 4112.22 - Staff Teaching English Learners)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)*

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

**Assignment to Courses/Classes**

The Superintendent or designee shall assign teachers based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare the teacher to provide instruction in that subject.

When specifically authorized by law or regulation, the Superintendent or designee may, with the teacher's consent, assign a teacher to a position outside the teacher's credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Such assignments shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

*(cf. 3580 - District Records)*

If at any time a certificated employee is required by the district to accept an assignment which the employee believes is not legally authorized by the employee's credential, the employee shall notify the Superintendent or designee, in writing, of the misassignment. Within 15 working days, the Superintendent or designee shall notify the employee of the legality of the assignment. If no action is taken by the district, the employee shall provide written notification to the County Superintendent of Schools. No adverse action shall be taken against an employee who files a notice of misassignment. (Education Code 44258.9)

## **ASSIGNMENT** (continued)

### **Vacancies and Misassignments**

Annually, the district shall review potential misassignments and vacant positions throughout the district. Upon receiving notification from CTC of the availability of data regarding potential misassignments and vacant positions in the district, the Superintendent shall review the data within 60 days. When necessary, the Superintendent or designee may respond by submitting additional documentation to the County Superintendent showing that an employee is legally authorized for an assignment and/or that a position identified as vacant was miscoded and a legally authorized employee is assigned to the position. (Education Code 44258.9)

If the district subsequently receives, within 90 days of CTC's initial notification, a notification from the County Superintendent indicating that a certificated employee in the district is assigned to a position for which the employee has no legal authorization, the district shall correct the assignment within 30 calendar days. (Education Code 44258.9)

The district shall serve as the monitoring authority for teacher assignments in any charter school it has authorized, in accordance with Education Code 44258.9-44258.10.

*(cf. 0420.41 - Charter School Oversight)*

Any complaint alleging teacher misassignment or vacancy shall be filed and addressed through the district's procedures specified in AR 1312.4 - Williams Uniform Complaint Procedures.

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

The school accountability report card for each school shall include any assignment of teachers outside their subject areas of competence, misassignments, including misassignments of teachers of English learners, and the number of vacant teacher positions for the most recent three-year period. (Education Code 33126)

*(cf. 0510 - School Accountability Report Card)*

### **Equitable Distribution of Qualified and Experienced Teachers**

The Superintendent or designee shall identify and address the equitable distribution of highly qualified and experienced teachers among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. The Superintendent or designee shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

**ASSIGNMENT** (continued)

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

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

*(cf. 4111/4211/4311 - Recruitment and Selection)*

*(cf. 4114 - Transfers)*

*(cf. 4131 - Staff Development)*

*(cf. 4131.1 - Teacher Support and Guidance)*

*(cf. 6171 - Title I Programs)*

*Legal Reference:*

EDUCATION CODE

33126 School accountability report card

35035 Additional powers and duties of superintendent

35186 Complaint process

37616 Assignment of teachers to year-round schools

44225.6 Commission report to the legislature re: teachers

44250-44277 Credentials and assignments of teachers

44314 Subject matter programs, approved subjects

44824 Assignment of teachers to weekend classes

44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

80003-80005 Credential authorizations

80020-80020.5 Additional assignment authorizations

80335 Performance of unauthorized professional services

80339-80339.6 Unauthorized certificated employee assignment

UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plans

6601-6651 Teacher and Principal Training and Recruiting Fund

*Management Resources: (see next page)*



**ASSIGNMENT** (continued)

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California State Plan to Ensure Equitable Access to Excellent Educators*

*Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016*

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

*Administrator's Assignment Manual - Updates and Revisions, May 2014*

*The Administrator's Assignment Manual, rev. September 2007*

U.S. DEPARTMENT OF EDUCATION GUIDANCE

*Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016*

*Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006*

WEB SITES

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

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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

**ASSIGNMENT**

**Assignment to Departmentalized Classes Outside Credential Authorization**

Any holder of a credential other than an emergency permit may be assigned, with consent, to teach departmentalized classes in grades K-12 regardless of the designations on the teaching credential, provided that the teacher's subject matter knowledge is verified prior to the assignment. (Education Code 44258.3)

Procedures for verifying a teacher's subject matter knowledge shall be developed and implemented by the Superintendent or designee with the involvement of appropriate subject matter specialists, including curriculum specialists, resource teachers, classroom teachers certified to teach the subject, staff assigned to regional subject matter projects or curriculum institutes, or college faculty. (Education Code 44258.3)

Procedures to be used for this purpose shall specify: (Education Code 44258.3)

1. One or more of the following ways in which subject matter competence shall be assessed:
  - a. Observation by subject matter specialists
  - b. Oral interviews
  - c. Demonstration lessons
  - d. Presentation of curricular portfolios
  - e. Written examinations
2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of the district's course of study for the subject at the grade level to be taught.

*(cf. 4115 - Evaluation/Supervision)*

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code 44258.3, the Superintendent or designee shall notify the exclusive representative of the district's certificated employees. (Education Code 44258.3)

*(cf. 4140/4240/4340 - Bargaining Units)*

**ASSIGNMENT** (continued)

**Assignment to Elective Courses Outside Credential Authorization**

A full-time teacher with special skills and preparation outside the credential authorization may, with the teacher's consent and the prior approval of a district committee on assignments, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, mathematics, science, or social studies. (Education Code 44258.7)

The Superintendent or designee shall establish a committee on assignments, consisting of an equal number of teachers selected by teachers and school administrators selected by school administrators, to approve such assignments. (Education Code 44258.7)

Committee members shall serve a two-year term but may be reappointed using the same procedure as the initial appointment.

When determining whether a teacher is qualified for an assignment pursuant to Education Code 44258.7, the committee may consider the teacher's education, prior experience, observation by subject matter specialists, oral interviews, demonstration lessons, presentation of curricular portfolios, and/or written examinations.

Assignments approved by the committee shall be for a maximum of one school year, but may be extended by action of the committee upon application by the principal and teacher. (Education Code 44258.7)

**Assignment to Special Schedules**

The Superintendent or designee shall make every reasonable effort to accommodate the preferences of certificated staff when assigning them to schools with year-round or regular schedules. (Education Code 37616)

*(cf. 6117 - Year-Round Schedules)*

Full-time probationary or permanent classroom teachers employed by the district prior to implementation of weekend classes shall not, without their written consent, be required to teach for more than 180 full days during a school year or for more than the number of full days during the preceding school year, whichever is greater. No teacher shall be assigned to work on a Saturday or Sunday if the teacher objects in writing that such assignment would conflict with religious beliefs or practices. (Education Code 44824)

*(cf. 6176 - Weekend/Saturday Classes)*

Regulation  
approved:

CSBA MANUAL MAINTENANCE SERVICE  
May 2020

**All Personnel**

BP 4119.42(a)

4219.42

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**

4319.42

As part of its commitment to provide a safe and healthy work environment, the Governing Board recognizes the importance of protecting employees from possible infection due to contact with bloodborne pathogens, including, but not limited to, hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV). The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace.

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.6 - School Health Services)*

The exposure control plan shall be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7 and 8 CCR 3203. (8 CCR 5193)

*(cf. 4157/4257/4357 - Employee Safety)*

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall receive training and be offered the hepatitis B vaccination. (8 CCR 5193; 29 CFR 1910.1030)

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

In the event that an employee has an exposure incident, the district shall implement follow-up procedures in accordance with the exposure control plan. All such incidents shall be evaluated to determine whether changes need to be made in district practices.

*Legal Reference: (see next page)*

BP 4119.42(b)  
4219.42  
4319.42

## **EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

### *Legal Reference:*

#### GOVERNMENT CODE

3543.2 *Scope of bargaining*

#### LABOR CODE

142.3 *Authority of Cal/OSHA to adopt standards*

144.7 *Requirement to amend standards*

6401.7 *Injury and illness prevention program*

#### CODE OF REGULATIONS, TITLE 8

3203 *Injury and illness prevention program*

3204 *Access to employee exposure and medical records*

5193 *California bloodborne pathogens standards*

#### CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 *OSHA bloodborne pathogens standards*

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

*Frequently Asked Questions About the Bloodborne Pathogens Standard*

*A Best Practices Approach for Reducing Bloodborne Pathogens Exposure, 2001*

*Exposure Control Plan for Bloodborne Pathogens, 2001*

#### WEB SITES

*California Department of Industrial Relations, Occupational Safety and Health:*

*[http://www.dir.ca.gov/occupational\\_safety.html](http://www.dir.ca.gov/occupational_safety.html)*

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

*U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>*

**All Personnel**

AR 4119.42(a)

4219.42

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**

4319.42

**Definitions**

*Occupational exposure* means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193; 29 CFR 1910.1030)

*Exposure incident* means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. (8 CCR 5193; 29 CFR 1910.1030)

*Parenteral contact* means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. (8 CCR 5193; 29 CFR 1910.1030)

A *sharp* is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193)

A *sharps injury* is any injury caused by a sharp, including, but not limited to, cuts, abrasions, or needlesticks. (8 CCR 5193)

*Work practice controls* are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193; 29 CFR 1910.1030)

*Engineering controls* are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193; 29 CFR 1910.1030)

*Engineered sharps injury protection* is a physical attribute, such as a barrier, blunting, encapsulation, withdrawal, or other effective mechanism, built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193; 29 CFR 1910.1030)

*Personal protective equipment* is specialized clothing or equipment worn or used by an employee for protection against a hazard, such as gloves, gowns, laboratory coats, face shields or masks. (8 CCR 5193)

**Exposure Control Plan**

The district's written exposure control plan for bloodborne pathogens shall contain at least the following components: (8 CCR 5193; 29 CFR 1910.1030)

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials, which shall be made without regard to employees' use of personal protective equipment and shall include a list of:

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS** (continued)

- a. All job classifications in which all employees have occupational exposure
- b. Job classifications in which some employees have occupational exposure
- c. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #1b above

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.6 - School Health Services)*

2. The schedule and method of implementing each of the following in accordance with 8 CCR 5193 and this administrative regulation:
  - a. Methods of compliance required by 8 CCR 5193(d) and 29 CFR 1910.1030, including universal precautions, general and specific engineering and work practice controls, and personal protective equipment

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

- b. Hepatitis B vaccination
  - c. Bloodborne pathogen post-exposure evaluation and follow-up
  - d. Communication of hazards to employees through information and training
  - e. Recordkeeping, including medical records, training records, and a log of sharps injuries
3. The district's procedure for documenting the route(s) of exposure and the circumstances under which exposure incidents occurred
4. An effective procedure for gathering information about each exposure incident involving a sharp
5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents
6. An effective procedure for identifying currently available engineering controls and selecting such controls, as appropriate, for the procedures performed by employees in their work areas or departments

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS** (continued)

7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in an employee's care determines that the use of an engineering control would jeopardize the employee's safety or the success of a medical, dental, or nursing procedure involving the employee
8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193; 29 CFR 1910.1030)

1. Reflect new or modified tasks and procedures affecting occupational exposure
2. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens and, to the extent that sharps are used in the district, document consideration and implementation of appropriate commercially available needleless systems and needle devices and sharps with engineered sharps injury protection
3. Include new or revised employee positions with occupational exposure
4. Review and evaluate the exposure incidents which occurred since the previous update
5. Review and respond to information indicating that the exposure control plan is deficient in any area

The district's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e), 5193; 29 CFR 1910.1030)

**Preventive Measures**

The Superintendent or designee shall use engineering controls and work practice controls, as defined above, to eliminate or minimize employee exposure to bloodborne pathogens. Engineering controls and work practice controls shall be evaluated on a regular schedule and, as applicable, maintained, replaced, or updated to ensure their effectiveness. (8 CCR 5193; 29 CFR 1910.1030)

Whenever potential occupational exposure continues to exist after institution of engineering and work practice controls, the district shall provide, at no cost to the employee, appropriate personal protective equipment. (8 CCR 5193; 29 CFR 1910.1030)



## **EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

Employees shall observe universal precautions to prevent contact with blood or other potentially infectious materials, including, but not limited to, handwashing, proper use of personal protective equipment, and proper disposal or washing of contaminated garments or objects. (8 CCR 5193; 29 CFR 1910.1030)

Any use of needleless systems, needle devices, or non-needle sharps shall adhere to the specific requirements of 8 CCR 5193(d) and 29 CFR 1910.1030.

### **Pre-Exposure Hepatitis B Vaccination**

The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or vaccination is contraindicated for medical reasons. (8 CCR 5193; 29 CFR 1910.1030)

Employees who decline to accept the vaccination shall sign the hepatitis B declination statement. (8 CCR 5193; 29 CFR 1910.1030)

The Superintendent or designee may exempt from the pre-exposure hepatitis B vaccine designated first aid providers whose primary job assignment is not the rendering of first aid, provided that the district implements the procedures in its exposure control plan for providing hepatitis B vaccine to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials and provides appropriate follow-up for those who experience an exposure incident. (8 CCR 5193)

### **Training**

The Superintendent or designee shall ensure that all employees with occupational exposure participate in a training program at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. The training shall be offered during working hours and at no cost to the employee. (8 CCR 5193; 29 CFR 1910.1030)

The training shall address, at a minimum: (8 CCR 5193; 29 CFR 1910.1030)

1. The exposure control standard contained in 8 CCR 5193 and 29 CFR 1910.1030
2. The epidemiology and symptoms of bloodborne diseases

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS** (continued)

3. Modes of transmission of bloodborne pathogens
4. The district's exposure control plan and the means by which employees may obtain a copy of the written plan
5. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
6. The use and limitations of methods to prevent or reduce exposure, including appropriate engineering controls, administrative or work practice controls, and personal protective equipment
7. The types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
8. The basis for selecting personal protective equipment
9. The hepatitis B vaccine, including its efficacy, safety, and method of administration; the benefits of being vaccinated; and that the vaccine will be offered free of charge
10. Appropriate actions to take and persons to contact in an emergency or exposure incident involving blood or other potentially infectious materials
11. The post-exposure evaluation and follow-up that the district is required to provide for the employee following an exposure incident

Additional training shall be provided to affected employees whenever a change, such as the introduction or modification of tasks or procedures or the introduction of new engineering, administrative, or work practice controls, affects the employee's exposure. The additional training may be limited to addressing the new exposures created. (8 CCR 5193; 29 CFR 1910.1030)

Designated first aid providers shall receive training that includes the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193)

**Reporting Incidents**

All exposure incidents shall be reported as soon as possible to the Superintendent or designee.

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS** (continued)

Unvaccinated designated first aid providers must report any first aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first aid incident. (8 CCR 5193)

**Sharps Injury Log**

The Superintendent or designee shall establish and maintain a log recording each exposure incident involving a sharp. (8 CCR 5193; 29 CFR 1910.1030)

The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district. (8 CCR 5193)

The information recorded shall include the following, if known or reasonably available: (8 CCR 5193; 29 CFR 1910.1030)

1. Date and time of the exposure incident
2. Type and brand of sharp involved in the exposure incident
3. A description of the exposure incident, including:
  - a. Job classification of the exposed employee
  - b. Department or work area where the exposure incident occurred
  - c. The procedure that the exposed employee was performing at the time of the incident
  - d. How the incident occurred
  - e. The body part involved in the incident
  - f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during, or after the protective mechanism was activated
  - g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS** (continued)

- h. The employee's opinion about whether any other engineering, administrative, or work practice could have prevented the injury

**Post-Exposure Evaluation and Follow-up**

Following a report of an exposure incident, the Superintendent or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation, and follow-up. The Superintendent or designee shall, at a minimum: (8 CCR 5193; 29 CFR 1910.1030)

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred
2. Identify and document the source individual, unless that identification is not feasible or is prohibited by law
3. With the consent of the exposed employee, provide for the collection and testing of the employee's blood for hepatitis B, hepatitis C, and HIV serological status
4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
5. Provide for counseling and evaluation of reported illnesses

The Superintendent or designee shall provide the health care professional responsible for the employee's hepatitis B vaccination with a copy of 8 CCR 5193 and 29 CFR 1910.1030; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status. (8 CCR 5193; 29 CFR 1910.1030)

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (8 CCR 5193)

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS** (continued)

**Records**

Upon an employee's initial employment and at least annually thereafter, the Superintendent or designee shall inform employees with occupational exposure of the existence, location, and availability of related records; the person responsible for maintaining and providing access to records; and the employee's right of access to these records. (8 CCR 3204)

*(cf. 1340 - Access to District Records)*  
*(cf. 3580 - District Records)*  
*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

The district shall maintain a medical record of each employee with occupational exposure, including the employee's hepatitis B vaccination status, the results of any post-exposure medical examinations and follow-up procedures, a copy of the information provided to the health care professional, and a copy of the health care professional's written opinion. The medical record shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law. (8 CCR 5193; 29 CFR 1910.1030)

Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent or designee shall provide access to a record in a reasonable time, place, and manner, no later than 15 days after the request is made. (8 CCR 3204)

Records shall be maintained as follows: (8 CCR 3204, 5193; 29 CFR 1910.1030)

1. The medical records of each employee with occupational exposure shall be maintained for the duration of employment plus 30 years.
2. Training records shall be maintained for three years from the date of training.
3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.
4. Exposure records shall be maintained for at least 30 years.
5. Each analysis using medical or exposure records shall be maintained for at least 30 years.

**All Personnel**

E 4119.42

4219.42

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**

4319.42

**HEPATITIS B VACCINE DECLINATION**

In accordance with 8 CCR 5193 and 29 CFR 1910.1030, the district makes the hepatitis B vaccine available to employees who may reasonably be expected to have contact with blood or other potentially infectious materials in the performance of their duties. Any employee who declines this vaccine is required to read and sign the following statement:

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

\_\_\_\_\_  
Employee Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**All Personnel**

BP 4119.43(a)

4219.43

**UNIVERSAL PRECAUTIONS**

4319.43

In order to protect all employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the district. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

*(cf. 4157/4257/4357 - Employee Safety)*  
*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.24 - Specialized Health Care Services)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 6145.2 - Athletic Competition)*

The Superintendent or designee shall distribute to employees information provided by the California Department of Education (CDE) regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan of the employees. Information shall be distributed annually, or more frequently if there is new information supplied by CDE. (Health and Safety Code 120875, 120880)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

Information regarding universal precautions may be included in employee handbooks.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan for bloodborne pathogens or other safety procedures.

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

*Legal Reference: (see next page)*

## UNIVERSAL PRECAUTIONS (continued)

*Legal Reference:*

GOVERNMENT CODE

3543.2 *Scope of bargaining*

HEALTH AND SAFETY CODE

117600-118360 *Handling and disposal of regulated waste*

120875 *Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B*

120880 *Information to employees of school district*

LABOR CODE

6401.7 *Injury and illness prevention program*

CODE OF REGULATIONS, TITLE 8

3203 *Injury and illness prevention program*

5193 *California bloodborne pathogens standard*

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 *OSHA bloodborne pathogens standards*

*Management Resources:*

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

*Hepatitis B Questions and Answers for the Public*

WEB SITES

*American Federation of Teachers:* <https://www.aft.org>

*California Department of Industrial Relations, Occupational Safety and Health:*

[http://www.dir.ca.gov/occupational\\_safety.html](http://www.dir.ca.gov/occupational_safety.html)

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

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

*U.S. Department of Labor, Occupational Safety and Health Administration:* <http://www.osha.gov>



**All Personnel**

AR 4119.43(a)

4219.43

**UNIVERSAL PRECAUTIONS**

4319.43

**Definitions**

*Universal precautions* are an approach to infection control. All human blood and certain human body fluids, including, but not limited to semen, vaginal secretions, and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other bloodborne pathogens. (8 CCR 5193; 29 CFR 1910.1030)

*Occupational exposure* means reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193; 29 CFR 1910.1030)

A *sharp* is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193)

**Infection Control Practices**

For the prevention of infectious disease, the district shall:

1. Effectively maintain the worksite in a clean and sanitary condition, and implement an appropriate written schedule for cleaning and decontamination of the worksite

(cf. 4119.42/4219.42/4319.42 - *Exposure Control Plan for Bloodborne Pathogens*)

2. When necessary for employees with occupational exposure to bloodborne pathogens, provide appropriate personal protective equipment, such as gloves, masks, and outer garments, at no cost to the employee (8 CCR 5193)
3. Provide handwashing facilities which are readily accessible to employees, or, if not feasible, provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes

Any employee who has contact with blood or other body fluid, regardless of whether bloodborne pathogens are known to be present, shall:

1. Use personal protective equipment as appropriate.
2. Wash hands and other skin surfaces thoroughly with soap and running water:
  - a. Immediately or as soon as feasible following contact with blood or other potentially infectious materials
  - b. Immediately after removing gloves or other personal protective equipment

**UNIVERSAL PRECAUTIONS** (continued)

3. When handwashing facilities are not available, use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.
4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure to bloodborne pathogens.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs, or forceps to clean up broken glassware which may be contaminated.
7. Use effective techniques designed to minimize the risk of a sharps injury in all procedures involving the use of sharps.

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.24 - Specialized Health Care Services)*

8. Handle, store, treat, and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.
  - a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193.
  - b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

*(cf. 4157/4257/4357 - Employee Safety)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.6 - School Health Services)*

*(cf. 6145.2 - Athletic Competition)*

**All Personnel**

BP 4151(a)

4251

**EMPLOYEE COMPENSATION**

4351

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

*(cf. 3100 - Budget)*

*(cf. 3400 - Management of Districts Assets/Accounts)*

*(cf. 4000 - Concepts and Roles)*

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, 45268)

*(cf. 4121 - Temporary/Substitute Personnel)*

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4143/4243 - Negotiations/Consultation)*

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

*(cf. 4030 - Nondiscrimination in Employment)*

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

*(cf. 4140/4240/4340 - Bargaining Units)*

*(cf. 4312.1 - Contracts)*

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal district operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

## **EMPLOYEE COMPENSATION (continued)**

### **Overtime Compensation**

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, teachers, school administrators, and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

*(cf. 4300 - Administrative and Supervisory Personnel)*

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory time does not unduly disrupt district operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

*(cf. 3580 - District Records)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*Legal Reference: (see next page)*

## EMPLOYEE COMPENSATION (continued)

### *Legal Reference:*

#### EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45127-45133.5 Classified employees; work week; overtime provisions

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

#### GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

#### LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

#### CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

#### UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

#### UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

#### CODE OF FEDERAL REGULATIONS, TITLE 26

#### CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

#### COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

### *Management Resources:*

#### OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020

#### WEB SITES

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

Internal Revenue Service: <http://www.irs.gov>

School Services of California, Inc.: <http://www.sscal.com>

U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

**MENTAL HEALTH**

The Governing Board recognizes that students' emotional well-being and mental health contribute to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to build students' resiliency skills, help students cope with life challenges, and reduce the stigma associated with mental illness.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

*(cf. 6142.8 - Comprehensive Health Education)*

The Superintendent or designee shall provide school staff with information and training to recognize the early signs of an emerging mental health condition, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, and link students with effective services and supports. Such information may also be provided to parents/guardians and families.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 5141.52 - Suicide Prevention)*

**MENTAL HEALTH** (continued)

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

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

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

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

*Legal Reference: (see next page)*

**MENTAL HEALTH** (continued)

*Legal Reference:*

EDUCATION CODE

215-216 *Student suicide prevention*

234.6 *Posting suicide prevention policy on web site*

32280-32289.5 *Comprehensive safety plan*

49060-49079 *Student records*

49600 *Responsibilities of school counselors*

49602 *Confidentiality of student information*

49604 *Suicide prevention training for school counselors*

56171 *Duty to identify and assess children in private schools who need special education services*

56300-56385 *Identification, referral, and assessment for special education*

WELFARE AND INSTITUTIONS CODE

5698 *Emotionally disturbed youth; legislative intent*

5840-5840.8 *Prevention and early intervention programs*

5850-5886 *Children's Mental Health Services Act*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

794 *Rehabilitation Act of 1973, Section 504*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Nondiscrimination on the basis of disability*

CODE OF FEDERAL REGULATIONS, TITLE 34

34 CFR 300.1-300.818 *Individuals with Disabilities Education Act*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL CHILD TRAUMATIC STRESS NETWORK PUBLICATIONS

Child Trauma Toolkit for Educators, 2008

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <https://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <https://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Mental Health Services:

<http://www.dhcs.ca.gov/services/MH>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

*Management Resources: (see next page)*



**MENTAL HEALTH** (continued)

*Management Resources: (continued)*

WEB SITES (continued)

*National Association of School Psychologists: <https://www.nasponline.org>*

*National Child Traumatic Stress Network: <https://www.nctsn.org>*

*National Council for Behavioral Health, Mental Health First Aid:*

*<https://www.mentalhealthfirstaid.org>*

*National Institute for Mental Health: <http://www.nimh.nih.gov>*

*Suicide Prevention Lifeline: <https://suicidepreventionlifeline.org>*

*Suicide Prevention Resource Center: <https://www.sprc.org/about-suicide>*

*U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services*

*Administration: <http://www.samhsa.gov>*

**NONDISCRIMINATION/HARASSMENT**

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

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

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

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

**NONDISCRIMINATION/HARASSMENT** (continued)

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 1330 - Use of Facilities)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6145.2 - Athletic Competition)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 5145.2 - Freedom of Speech/Expression)*

**NONDISCRIMINATION/HARASSMENT** (continued)

**Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination  
48900.3 Suspension or expulsion for act of hate violence  
48900.4 Suspension or expulsion for threats or harassment  
48904 Liability of parent/guardian for willful student misconduct  
48907 Student exercise of free expression  
48950 Freedom of speech  
48985 Translation of notices  
49020-49023 Athletic programs  
49060-49079 Student records  
51500 Prohibited instruction or activity  
51501 Prohibited means of instruction  
60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime  
422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record  
4600-4670 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

*Legal Reference: (see next page)*

**NONDISCRIMINATION/HARASSMENT (continued)**

*Legal Reference: (continued)*

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Prohibition of discrimination based on age

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

*Management Resources:*

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

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

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

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Resolution Agreement Between the Arcadia Unified School District, U.S. Department of Education, Office for Civil Rights, and the U.S. Department of Justice, Civil Rights Division, (2013) OCR 09-12-1020, DOJ 169-12C-70

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, August 2003

WEB SITES

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

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

California Office of the Attorney General: <http://oag.ca.gov>

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

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

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

Policy  
adopted:

CSBA MANUAL MAINTENANCE SERVICE  
May 2020

**NONDISCRIMINATION/HARASSMENT**

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

\_\_\_\_\_ Superintendent \_\_\_\_\_  
(title or position)  
\_\_\_\_\_ 370 N Evans Rd. \_\_\_\_\_  
(address)  
\_\_\_\_\_ 559-752-4213 \_\_\_\_\_  
(telephone number)  
\_\_\_\_\_ sbettencourt@tipton.k12.ca.us \_\_\_\_\_  
(email)

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a

section on social media bullying that includes all of the references described in

AR 5145.3(b)

## **NONDISCRIMINATION/HARASSMENT** (continued)

Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)

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

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 5131.2 - Bullying)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)
  - a. The name and contact information of the district's Title IX coordinator, including the phone number and email address
  - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
  - c. A description of how to file a complaint of noncompliance under Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
    - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
    - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site

**NONDISCRIMINATION/HARASSMENT** (continued)

- (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
  - d. A link to the Title IX information included on the California Department of Education's (CDE) web site
5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

*(cf. 5145.6 - Parental Notifications)*

8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

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



shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

AR 5145.3(d)

## **NONDISCRIMINATION/HARASSMENT** (continued)

9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

11. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

### **Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

*(cf. 5131.5 - Vandalism and Graffiti)*

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

**NONDISCRIMINATION/HARASSMENT** (continued)

4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5125 - Student Records)*

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

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

*(cf. 5144 - Discipline)*

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

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

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

**Process for Initiating and Responding to Complaints**

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal

or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the

AR 5145.3(f)

## **NONDISCRIMINATION/HARASSMENT** (continued)

educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

### **Transgender and Gender-Nonconforming Students**

*Gender identity* of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

*Gender expression* means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

*Gender transition* refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

*Gender-nonconforming student* means a student whose gender expression differs from stereotypical expectations.

*Transgender student* means a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity

2. Disciplining or disparaging a student or excluding the student from participating in

AR 5145.3(g)

### **NONDISCRIMINATION/HARASSMENT** (continued)

- activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
  4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
  5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
  6. Using gender-specific slurs
  7. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. **Right to privacy:** A student's transgender or gender-nonconforming status is the student's private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's

information confidential. When disclosure of a student's gender identity is made to a

AR 5145.3(h)

## **NONDISCRIMINATION/HARASSMENT** (continued)

district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

*(cf. 1340 - Access to District Records)*

*(cf. 3580 - District Records)*

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as a transgender or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about

the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

AR 5145.3(i)

#### **NONDISCRIMINATION/HARASSMENT** (continued)

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6153 - School-Sponsored Trips)*

*(cf. 7110 - Facilities Master Plan)*

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. When a student presents government-issued documentation of a name and/or gender change or submits a request for a name and/or gender change through the process specified in Education Code 49070, the district shall update the student's records. (Education Code 49062.5, 49070)

*(cf. 5125 - Student Records)*

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

*(cf. 5125.3 - Challenging Student Records)*

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.

**NONDISCRIMINATION/HARASSMENT** (continued)

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

*(cf. 5132 - Dress and Grooming)*

Regulation  
approved:  
**Instruction**

CSBA MANUAL MAINTENANCE SERVICE  
May 2020  
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 work with parents/guardians and family members to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members 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 (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, 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)

BP 6020(b)

## **PARENT INVOLVEMENT** (continued)

*(cf. 6171 - Title I Programs)*

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 and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. 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. (20 USC 6318)

*(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, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

BP 6020(c)

**PARENT INVOLVEMENT** (continued)

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.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be 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)

*(cf. 5145.6 - Parental Notifications)*

*Legal Reference: (see next page)*

BP 6020(d)

## PARENT INVOLVEMENT (continued)

### *Legal Reference:*

#### EDUCATION CODE

11500-11505 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 School plan for student achievement, consolidated application programs

#### 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

7241-7246 Family engagement in education programs

#### 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

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

#### WEB SITES

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>

Policy  
adopted:  
**Instruction**

CSBA MANUAL MAINTENANCE SERVICE  
May 2020  
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 district's local control and accountability plan (LCAP) 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

## **PARENT INVOLVEMENT (continued)**

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 may:

- a. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
  - b. Identify funding and other resources, including community resources and services, that may be used to strengthen district and school parent/guardian and family engagement programs
  - c. 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 in facilitating the planning and implementation of related activities
  - d. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements
  - e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
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

*(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)*

## **PARENT INVOLVEMENT (continued)**

- 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 greater 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

*(cf. 0500 - Accountability)*

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

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)

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## **PARENT INVOLVEMENT (continued)**

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)

The Superintendent or designee may:

- a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians
  - b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups
  - c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration
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)

The Superintendent or designee may:

- 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

In addition, the district shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in item #7 of the section "School-Level Policies for Title I Schools" below. (20 USC 6318)

## **PARENT INVOLVEMENT (continued)**

### **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. The school 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 state academic standards

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5123 - Promotion/Acceleration/Retention)*

- 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. The district shall respond to any such suggestions as soon as practicably possible.



## PARENT INVOLVEMENT (continued)

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

*(cf. 1240 - Volunteer Assistance)*

*(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

## PARENT INVOLVEMENT (continued)

7. Promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:
  - a. Assist parents/guardians in understanding such topics as the state academic 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

**PARENT INVOLVEMENT** (continued)

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 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 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)

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**CEREMONIES AND OBSERVANCES**

The Governing Board recognizes the importance of having students observe holidays, celebrate events of cultural or historical significance, and acknowledge the contributions of outstanding individuals in society. On days designated by the Board, staff shall provide students with appropriate commemorative exercises so that they may acquire the knowledge, skills, and principles essential for informed, responsible citizenship in a democratic society.

*(cf. 6111 - School Calendar)*  
*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*  
*(cf. 6142.94 - History-Social Science Instruction)*  
*(cf. 6142.3 - Civic Education)*  
*(cf. 6142.4 - Service Learning/Community Service Classes)*

District schools shall be closed on the holidays specified in Education Code 37220 and on any other day designated as a holiday by the Board. The Board may, by adoption of a resolution, revise the date upon which schools close in observance of any holiday except Veterans Day, which shall be celebrated on its actual date. (Education Code 37220)

In addition, the Board may, through the adoption of a resolution, authorize the display of symbolic flags or banners in support of specific awareness months.

*(cf. 6144 - Controversial Issues)*

*Legal Reference:*

EDUCATION CODE

37220-37222.20 *Holidays and commemorative events*

44015.1 *Week of the School Administrator*

45203 *Paid holidays, classified employees*

45460 *Classified School Employee Week*

52720-52730 *Patriotic exercises and instruction*

GOVERNMENT CODE

430-439 *Display of flags*

3540-3549.3 *Meeting and negotiating*

UNITED STATES CODE, TITLE 4

6 *Time and occasion for display of flag*

7 *Position and manner of display of flag*

UNITED STATES CODE, TITLE 36

106 *Constitution Day and Citizenship Day*

106 Note *Educational program on the U.S. Constitution*

COURT DECISIONS

*Newdow v. Rio Linda Union School District*, 597 F.3d 1007, 1012 (9th Cir. 2010)

*West Virginia State Board of Education et al v. Barnette et al* (1943) 319 U.S. 624

**CEREMONIES AND OBSERVANCES** (continued)

*Management Resources:*

WEB SITES

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

California Department of Education, History/Social Science Instructional Materials:

<http://www.cde.ca.gov/ci/hs/im>

**CEREMONIES AND OBSERVANCES**

**Holidays**

District schools shall be closed on the following holidays: (Education Code 37220)

|                                |  |
|--------------------------------|--|
| New Year's Day                 | January 1  |
| Dr. Martin Luther King Jr. Day | Third Monday in January or the Monday or Friday of the week in which January 15 occurs |
| Lincoln Day                    | The Monday or Friday of the week in which February 12 occurs                           |
| Washington Day                 | Third Monday in February   |
| Memorial Day                   | Last Monday in May   |
| Independence Day               | July 4   |
| Labor Day                      | First Monday in September  |
| Veterans Day                   | November 11  |
| Thanksgiving Day               | The Thursday in November designated by the President                                   |
| Christmas Day                  | December 25  |

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

In addition, schools shall be closed on any day designated by the Governor or President for a holiday, any special or limited holiday on which the Governor provides that the schools shall close, and any other day designated as a holiday by the Governing Board and/or negotiated with employee organizations. (Education Code 37220)

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday. If any of the above holidays occurs under federal law on a date different from that indicated above, the Governing Board may close the schools on the date recognized by federal law instead of on the date above. (Education Code 37220)

*(cf. 6111 - School Calendar)*

**CEREMONIES AND OBSERVANCES** (continued)**Commemorative Exercises**

District schools shall hold exercises in accordance with law to commemorate the following special days: (Education Code 37220, 37221, 45460)

|                                       |   |
|---------------------------------------|---|
| U.S. Constitution and Citizenship Day | On or near September 17   |
| Dr. Martin Luther King, Jr. Day       | The Friday before the day schools are closed for this holiday     |
| Abraham Lincoln's Birthday            | The school day before the day schools are closed for this holiday |
| Susan B. Anthony Day                  | February 15   |
| George Washington's Birthday          | The Friday preceding the third Monday in February                 |
| Black American Day                    | March 5   |
| Conservation, Bird, and Arbor Day     | March 7   |
| Classified Employee Week              | Third week in May   |

Commemorative exercises shall be integrated into the regular educational program to the extent feasible.

*(cf. 6142.94 - History-Social Science Instruction)*

*(cf. 6142.3 - Civic Education)*

**Patriotic Exercises**

Each school shall conduct patriotic exercises daily, which may include the Pledge of Allegiance to the Flag of the United States and/or instruction that promotes understanding of the concepts of "pledge," "allegiance," "republic," and "indivisible" and understanding of the importance of the pledge as an expression of patriotism, love of country, and pride in the United States. (Education Code 52720, 52730)

At elementary schools, such exercises shall be conducted at the beginning of each school day. (Education Code 52720)

At secondary schools, such exercises shall be conducted during the homeroom period.

**CEREMONIES AND OBSERVANCES** (continued)

A student may choose not to participate in the flag salute or Pledge of Allegiance for personal reasons.

**Display of Flag**

The flag of the United States and the flag of California shall be displayed during business hours at the entrance or on the grounds of every district school and on or near the district office. At all times, the national flag shall be placed in the position of first honor. (Government Code 431, 436; 4 USC 6)

When displayed on a building or on a flagstaff in the open, the national flag shall be displayed only from sunrise to sunset unless properly illuminated during the hours of darkness. The flag should not be displayed during inclement weather unless an all-weather flag is used. (4 USC 6)

The national flag shall fly at half-staff on the following occasions: (4 USC 7)

1. For 30 days from the death of the President or a former President
2. For 10 days from the death of the Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives
3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, former Vice President, or the Governor of a state
4. On the day of death and the following day for a Member of Congress
5. On Memorial Day, until noon only
6. On Peace Officers Memorial Day (May 15), unless it falls on Armed Forces Day
7. Upon a proclamation from the Governor in the event of the death of a present or former official of the state government or a member of the Armed Forces from the state who has died while serving on active duty
8. On other occasions by order of the President and in accordance with presidential instructions or orders



