

# OAK VALLEY UNION ELEMENTARY SCHOOL DISTRICT

## REGULAR MEETING of the GOVERNING BOARD

Tuesday, June 9, 2020

### AGENDA

**TIME:** 4:00pm **PLACE:** Teleconferencing via Zoom

<https://us04web.zoom.us/j/73317051513?pwd=QnlEc2xsbWZRS3ExVXZ6OWthVmlOU0U09>

**Meeting ID:** 741 7880 6580

**Password:** 0VHzMQ

### CALL TO ORDER AND ROLL CALL

### BOARD MEMBERS:

Mr. Doug Mederos, President

Mr. John Mendonca, Clerk

Mr. Joey Benevedes, Trustee

Mr. Mark Nunes, Trustee

Mr. Joseph Meneses, Trustee

### PLEDGE OF ALLEGIANCE

### (1.0) APPROVAL OF MINUTES

1. The minutes of the regular meeting held on May 26, 2020 are presented for Board approval.

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

### (2.0) QUESTIONS FROM THE FLOOR AND INTRODUCTIONS OF GUESTS

At this time, any person wishing to speak to any item not on the agenda for this meeting may be granted **(5) minutes** to speak to the Board with a maximum time of 15 minutes per item, unless otherwise extended by the board.  
(Action cannot be taken on anything that is not already on the agenda).

### (3.0) CORRESPONDENCE: None

### (4.0) ADMINISTRATATORS' REPORTS

1. *Superintendent's Report*
  - A. *Educational Platform*
  - B. *Re-Opening Guidelines*
2. *Principal's Report*

### (5.0) BUSINESS SERVICES

- 1.) Approve authorization to pay vouchers as presented.

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

- 2.) Approve budget revisions as presented.

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

**(6.0) DISTRICT ADMINISTRATION**

- 1.) Approval of MOU for TCOE Migrant Services Plan B for the 20-21SY  
Costs: \$0

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

- 2.) Approval of the Legal Services Agreement for the TCOE Legal Services Consortium (master agreement between TCOE and Lozano Smith)  
Costs: \$6,658.84 for the year  
Funding Source: General Fund

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

- 3.) Approval of Inter-District Renewals for 20-21 SY  
Costs: \$0

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

- 4.) Approval of Board Policy Updates March 2020 and April 2020  
Costs: None

BP 3471	Parcel Taxes	
BP 3551	Food Service Operations/Cafeteria Fund	Option 2
AR 3551	Food Service Operations/Cafeteria Fund	
BP 4112.2	Certification	
E 4112.9	Employee Notification	
4212.9	Employee Notification	
4312.9	Employee Notification	
BP 5141.52	Suicide Prevention	
AR 5141.52	Suicide Prevention	
BP 5144.1	Suspension and Expulsion/Due Process	Option 2
AR 5144.1	Suspension and Expulsion/Due Process	
BP 4113.5	Working Remotely	
BP 4213.5	Working Remotely	
BP 4313.5	Working Remotely	
BP 6157	Distance Learning	

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

- 5.) Approval of Resolution No. 2020-04 Authorization for County Superintendent of School to make year-end Budget Transfers

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

- 6.) Approval of Resolution No. 2020-05 Authorizing Inter-fund Loan for Cash Flow Purposes

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

- 7.) Approval of Resolution No. 2020-06 Authorizing Inter-fund Transfers in Accordance with the Budget

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

- 8.) Approval of Resolution No. 2020-07 Authorizing Inter-fund Loan for Cash Flow Purposes

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

- 9.) Hold Public Hearing for the 2020-2021 Oak Valley UESD Budget

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

**(7.0) ORGANIZATIONAL BUSINESS**

(Consideration of any item any member of the Board wishes to place on the Agenda for the next meeting.)

**(8.0) ADJOURNMENT**

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (     )

**ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING**

**June 23, 2020 @ 4:00 PM Virtually via Zoom**

This agenda may be made available in an appropriate alternative format for a person with a disability, upon request. If a disability-related modification or accommodation, including auxiliary aids or services, is needed, please contact **Heather Pilgrim, Ed.S., Superintendent**, at least one week in advance of the meeting, at **688-2909**. Requests made closer to the meeting may not be able to be accommodated.

1.1

# OAK VALLEY UNION ELEMENTARY SCHOOL DISTRICT

## REGULAR MEETING of the GOVERNING BOARD

Tuesday, May 26, 2020

### Minutes

**TIME: 4:00pm**    **PLACE: Teleconferencing via Zoom**  
<https://us04web.zoom.us/j/73317051513?pwd=QnlEc2xsbWZRS3ExVXZ6OWthVml0UT09>

**Meeting ID: 739 9687 9271**

**Password: 3GMHV0**

### **CALL TO ORDER AND ROLL CALL @ 4:08**

#### **BOARD MEMBERS:**

Mr. Doug Mederos, President	Present virtually
Mr. John Mendonca, Clerk	Present
Mr. Joey Benevedes, Trustee	Present
Mr. Mark Nunes, Trustee	Present
Mr. Joseph Meneses, Trustee	Present

#### **PLEDGE OF ALLEGIANCE**

#### **(1.0) APPROVAL OF MINUTES**

1. The minutes of the regular meeting held on May 12, 2020 are presented for Board approval.

Motion by \_\_\_ JAM \_\_\_ Second \_\_\_ MN \_\_\_ ACTION ( 5-0 )

#### **(2.0) QUESTIONS FROM THE FLOOR AND INTRODUCTIONS OF GUESTS**

At this time, any person wishing to speak to any item not on the agenda for this meeting may be granted **(5) minutes** to speak to the Board with a maximum time of 15 minutes per item, unless otherwise extended by the board.

**(Action cannot be taken on anything that is not already on the agenda).**

*A visitor on Zoom introduced themselves as a parent, Jessica Dooley. She wanted to express her concern over the instructional work that was provided by Distance Learning and that she would like to be informed on how the district will move forward in August 2020 and will the instructional work be at a higher rigor? Supt Pilgrim explained that a document will be sent home to parents explaining the Educational Platform for the fall.*

#### **(3.0) CORRESPONDENCE: None**

#### **(4.0) ADMINISTRATATORS' REPORTS**

##### ***1. Superintendent's Report***

##### ***A. Update on COVID 19, instructional program, and budget forecast***

Supt Pilgrim reviewed updates from the Supt zoom meetings and the anticipation of the re-opening guideline that should be out soon. A request for a re-opening plan was given. A lot of unknowns on how we



will reopen because we are mandated by the state to abide by the Executive Order of social distancing at this point unless the direction changes.

2. ***Principal's Report***

A. ***Graduation***

Principal Baxter gave details on how the graduation ceremony took place. Parents seemed to be pleased and thankful. A video will be available on June 3.

B. ***Facilities update***

Garden fencing should be completed in the next couple of weeks. Sewage tank will be emptied soon. Grounds is getting backlogged. District will hire a replacement grounds person soon.

(5.0) **BUSINESS SERVICES**

- 1.) Approve authorization to pay vouchers as presented.

Motion by \_\_\_MN\_\_\_ Second \_\_\_JB\_\_\_ ACTION ( 5-0 )

- 2.) Approve budget revisions as presented. NONE

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION ( )

(6.0) **DISTRICT ADMINISTRATION**

- 1.) Approval of STEAM Lab proposal.

Costs: \$23,087.50

Funding Source: REAP Federal Funds

*Supt Pilgrim described her vision for the STEAM lab that she would like to create in the upper computer lab. Mainly it would be used to support the middle school students' access to STEAM electives. It will be managed by a STEAM Lab Manager who is an instructional aid so kinder-5 grade could also use it during scheduled visits.*

Motion by \_\_\_JAM\_\_\_ Second \_\_\_JB\_\_\_ ACTION ( 5-0 )

- 2.) Approval of ERATE consulting services with Infinity Communications and Consulting.

Costs: \$3,700 annually for three years. Contract thru June 30, 2023.

Funding Source: General Fund

*Supt Pilgrim explained that this is an annual contract. Costs went up approximately \$200 from the previous year. Contract needed in order to access our ERATE funds.*

Motion by \_\_\_JB\_\_\_ Second \_\_\_JAM\_\_\_ ACTION ( 5-0 )

- 3.) Approval of TCOE Library Media Services.

Costs: \$4,900 for one year, July1, 2020-June 30, 2021

Funding Source: LCAP

*Supt Pilgrim stated that this is an annual contract and more and more teachers are using it because it helps with distance learning.*

Motion by \_\_\_ JAM \_\_\_ Second \_\_\_ MN \_\_\_ ACTION ( 5-0 )

- 4.) Statement of Need approval for Substitute Teachers for 20-21SY.

Costs: None

*Supt Pilgrim stated that this is an annual tasks in order for the district to use substitutes.*

Motion by \_\_\_ JAM \_\_\_ Second \_\_\_ MN \_\_\_ ACTION ( 5-0 )

- 5.) Approval of Declaration of Need Form for 2020-21SY

Costs: None

*Supt Pilgrim explained that this is an annual task just in case we have to employ a teacher on a permit or waiver.*

Motion by \_\_\_ MN \_\_\_ Second \_\_\_ JB \_\_\_ ACTION ( 5-0 )

- 6.) Approval of Business Support Services Agreement with TCOE

Costs: \$19,916 for one year, July1, 2020-June 30, 2021

Funding Source: General Fund

*Supt Pilgrim explained that this is the annual contract for Rachel Nunez who manages our budget.*

Motion by \_\_\_ JAM \_\_\_ Second \_\_\_ MN \_\_\_ ACTION ( 5-0 )

- 7.) Approval of Resolution No. 2020-03 ordering regular Governing Board Member Elections and the specifications of that order.

Costs: None

*AYES: Mederos, Nunes, Benevedes, Meneses, Mendonca*

*NOES: none*

Motion by \_\_\_ JAM \_\_\_ Second \_\_\_ JB \_\_\_ ACTION ( 5-0 )

#### **(7.0) ORGANIZATIONAL BUSINESS**

(Consideration of any item any member of the Board wishes to place on the Agenda for the next meeting.)

#### **(8.0) ADJOURNMENT @ 5:50pm**

Motion by \_\_\_ MN \_\_\_ Second \_\_\_ JB \_\_\_ ACTION ( 5-0 )

#### **ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING**

**June 9, 2020 @ 4:00 PM Virtually via Zoom**

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*Oak Valley Union Elementary School District*  
**Educational Landscape**

Heather Pilgrim, Ed.S., Superintendent

June 2020

**How we deliver our instruction to our children has changed but the standard and rigor will not.**



**What will Fall 2020 look like at Oak Valley?**

The following will describe four scenarios that Oak Valley will be prepared to initiate at any point depending on the level of “openness” in our state. The scenarios will describe the instructional day as well as the instructional program. Grading for all scenarios will return to traditional grading, not Credit/No Credit.

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*Scenario A: The most desired situation in which students come to school 5 days a week and will be in effect August 12, 2020 as long as the "shelter in" place and "no gathering" requirement has been lifted.*

## Traditional School Program

\*Safety precautions will be in place

How do we mend the instructional loss that has taken place from March to June 2020?

1. Continue with grade level standards so that students continue to be exposed to grade appropriate content. Identify the essential standards to focus on for this year.
2. Identify the prerequisite skills needed for successful access to the grade level standards and diagnose students on only those skills to identify where the learning gaps are.
3. Adapt pacing guides to include those skills needed by the students and weave them into the instructional year. This is referred to as acceleration which is a more favorable strategy versus remediation.
4. Lean on materials that provide equity for students and offers more collaboration. The district has purchased a new program called IXL. IXL is an online supplemental program that offers students practice with grade level standards as well as intervention/enrichment opportunities. IXL also provides students with access to our adopted math and ELA/ELD curriculum online so the student can navigate between both. The student gets their learning needs met at their level.
5. Consistent formative assessments take place weekly to ensure teachers are fully aware of student learning levels. Appropriate program placement in IXL and the Guided Reading program takes place.

*Scenario B: Students come to school twice a week, independently learn at home twice a week, and learn virtually once a week. If "shelter in place" and "no gathering" is still in effect then only 50% of our students are on campus at one time.*

## Hybrid School Program

\*Safety precautions will be in place

How do we ensure the instructional loss that has taken place from March to June 2020 doesn't continue if our students are in a Hybrid School Program?

1. Using the infrastructure provided in Scenario A, the Traditional School Program, students will be provided with the standards based instructional program two days a week in the classroom with direct teaching taking place. Student group A come Tuesday/Thursday, Student Group B come Wednesday/Friday.
2. Independent work at home will take place two other days of the week (either Tuesday/Thursday or Wednesday/Friday depending on your group assignment). Work will continue to be standards based practice of what was learned in class utilizing the IXL program. The work provided will have rigor and will be purposeful.
3. All students will be home on Monday learning virtually. Direct teaching will take place via recorded video lessons accessed online, as well as collaborative Zoom sessions to answer questions or to provide collaboration groups work time.
4. Consistent formative assessments take place weekly to ensure teachers are fully aware of student learning levels. Appropriate program placement in IXL and the Guided Reading program takes place.

*Scenario C: Students are required to be at home due to a "shelter in place" requirement by the Governor. This scenario, if used, will be only used temporarily due to a resurgence of COVID19. As restrictions are lifted, we would most likely return to Scenario B first, and then Scenario A.*

## Virtual School Program

How do we ensure the instructional loss doesn't continue to grow when in Scenario C?

1. The Virtual School Program will consist of direct teaching of grade level standards provided by the teachers in a recorded format and available online, as well as regularly scheduled Zoom collaboration time with the teachers each day.
2. Individual learning plans will be provided to every student based on the instructional pacing calendar, student learning needs that are identified through a diagnostic assessment in ELA, math, writing, and reading.
3. The student and teacher will monitor the students progress of the Individual Learning Plan and attainment of learning standards through a virtual weekly meeting.
4. Small groups of students will come to the school site to receive Guided Reading instruction, math intervention, and writing intervention, using social distancing norms.

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*Scenario D: Alternative to Scenario A and B. Parents can choose to keep their child home despite the district being in Scenario A or B. Parents choose this option because they have concerns over health and safety.*

## Independent Study

Students receive the same course work that is provided to the students in class but independently work on it at home. Classroom teacher assigns the work and grades the completed work.

30 Oak Valley Union Elementary School | Tulare County Office of Education  
Accounts Payable Final PreList - 5/28/2020 6:38:28PM

5/28/2020  
6:38:28PM

\*\*\* FINAL \*\*\*

Batch No 317

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013671	AT & T	PV-200494	5/15/2020		60793		010-00000-0-00000-72000-59000-0-0000	\$82.28			
							PHONE LINE SERVICE				
								<b>Total Check Amount:</b>			
013390	ENVIRO CLEAN	PV-200495	5/13/2020		126634		010-73880-0-00000-82000-43000-0-0000	\$1,820.98			
							COVID-19 SPRAYER/BLOWER AND H/K SUPPLIES	\$245.66			
	ENVIRO CLEAN		5/13/2020		126634		010-00000-0-00000-82000-43000-0-0000	\$2,066.64			
								<b>Total Check Amount:</b>			
014035	FIRST QUALITY PRODUCE	PV-200496	5/18/2020		352762		130-53100-0-00000-37000-47000-0-0000	\$672.75			
							FRUIT AND VEGETABLES				
								<b>Total Check Amount:</b>			
013417	MARTIN BUSINESS FORMS	PV-200497	5/18/2020		46544		010-00000-0-00000-72000-58000-0-0000	\$130.00			
							PRINTING RETURN ADDRESS ON 2500 ENVELOPES				
								<b>Total Check Amount:</b>			
012481	OAK VALLEY UNION SCHOOL DIST	PV-200498	5/21/2020		NONE		010-00000-0-00000-72000-59000-0-0000	\$330.00			
							6 ROLLS FOREVER STAMPS-MAIL STU REPORT CARDS				
								<b>Total Check Amount:</b>			
011872	PRODUCERS DAIRY FOODS INC.	PV-200499	5/14/2020		8840/8421		130-53100-0-00000-37000-47000-0-0000	\$549.68			
							MILK AND MILK PRODUCTS	\$910.44			
	PRODUCERS DAIRY FOODS INC.		5/14/2020		8840/8421		130-53100-0-00000-37000-47000-0-0000	\$1,460.12			
								<b>Total Check Amount:</b>			
013708	WIZIX TECHNOLOGY GROUP, INC.	PV-200500	5/8/2020		158285/86		010-73880-0-11100-10000-56000-0-0000	\$235.23			
							COPIERS USAGE/ STUDENT PACKETS	\$516.60			
	WIZIX TECHNOLOGY GROUP, INC.		5/8/2020		158285/86		010-00000-0-11100-10000-56000-0-0000	\$751.83			
								<b>Total Check Amount:</b>			

5.1



30 Oak Valley Union Elementary School | Tulare County Office of Education  
Accounts Payable Final PreList - 5/28/2020 6:

**\*\*\*  
FINAL  
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**Batch No 317**

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit	
											Total District Payment Amount:	\$5,493.62

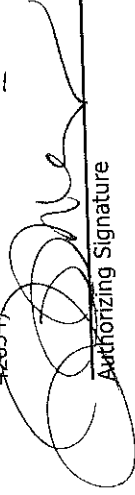
30 Oak Valley Union Elementary School | Tulare County Office of Education  
Accounts Payable Final PreList - 5/28/2020 6:38:28PM

5/28/2020  
6:38:28PM

\*\*\* FINAL \*\*\*  
Batch No 317

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
Batch No 317								Total Accounts Payable:		
								\$5,493.62		

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 5,493.62 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634)

 Date 6.2.2020

Authorizing Signature

Fund Summary		Total
010		\$3,360.75
130		\$2,132.87
Total		\$5,493.62

6/4/2020 11:42:06PM  
Tulare County Office of Education  
Accounts Payable Final PreList - 6/4/2020 11:42:06PM

\*\*\* FINAL \*\*\*  
Batch No 318

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check Account Code	Amount	Flag	EFT
013075	CALIF. TURF EQUIPT. & SUP., INC	PV-200501	6/3/2020		458130	010-00000-0-00000-82000-43000-0-0000 EXMARK BLADES (3) REPLACEMENTS	\$77.36		
						<b>Total Check Amount:</b>	<b>\$77.36</b>		
013551	CAVES AND ASSOCIATES	PV-200502	6/1/2020		20-130	010-00000-0-00000-72000-58000-0-0000 COSTING CLASSIFIED SALARY SCHEDULE	\$612.50		J
						<b>Total Check Amount:</b>	<b>\$612.50</b>		
013390	ENVIRO CLEAN	PV-200503	6/2/2020		6814/6912	010-73880-0-00000-82000-43000-0-0000 COVID19 DISINFECTANT/ H/K SUPPLIES	\$307.09		
	ENVIRO CLEAN		6/2/2020		6814/6912	010-00000-0-00000-82000-43000-0-0000	\$1,311.26		
						<b>Total Check Amount:</b>	<b>\$1,618.35</b>		
013760	EWING IRRIGATION PRODUCTS, INC	PV-200504	6/3/2020		11771281	010-00000-0-00000-82000-43000-0-0000 2.5 GAL. RANGER PRO	\$73.94		
						<b>Total Check Amount:</b>	<b>\$73.94</b>		
014035	FIRST QUALITY PRODUCE	PV-200505	5/22/2020		353134	130-53100-0-00000-37000-47000-0-0000 FRUIT AND VEGETABLES	\$664.80		
						<b>Total Check Amount:</b>	<b>\$664.80</b>		
014052	GUTIERREZ, GABRIELA	PV-200506	6/4/2020		NONE	010-00000-0-00000-72000-52000-0-0000 REIMB FOR COFFEE END OF YEAR STAFF MEETING	\$35.90		
						<b>Total Check Amount:</b>	<b>\$35.90</b>		
013678	MID VALLEY DISPOSAL	PV-200507	5/31/2020		1862368	010-00000-0-00000-82000-55000-0-0000 MONTHLY TRASH SERVICE PRO RATED	\$450.15		
						<b>Total Check Amount:</b>	<b>\$450.15</b>		
013152	OFFICE DEPOT	PV-200508	5/18/2020		4001/7001/9001	010-00000-0-11100-10000-43000-0-0000 TONER/ADMIN, INST SUPPLIES	\$60.43		
	OFFICE DEPOT		5/18/2020		4001/7001/9001	010-00000-0-00000-72000-43000-0-0000	\$362.15		
						<b>Total Check Amount:</b>	<b>\$422.58</b>		

6/4/2020 11:42:06PM  
30 Oak Valley Union Elementary School | Tulare County Office of Education  
Accounts Payable Final PreList - 6/4/2020 11:42:06PM

\*\*\* FINAL \*\*\*

Batch No 318

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check Account Code	Amount	Flag	EFT
013829	SISC III	PV-200510	6/1/2020		JUNE	010-00000-0-00000-00000-95028-0-0000	\$942.40	G	
						HEALTH INS FOR EMPLOYEES/RETIREE/BOARD	\$57,843.09	G	
						010-00000-0-00000-00000-95024-0-0000	\$58,785.49		
						Total Check Amount:	\$501.00		
014051	SJVAPCD	PV-200509	5/18/2020		S151408	010-00000-0-00000-82000-58000-0-0000	\$501.00		
						19/20 ANNUAL AIR TOXIC ASSESSMENT FOR HOT SPOTS	\$501.00		
						Total Check Amount:	\$85.90		
013683	SMART & FINAL	PV-200511	5/13/2020		NONE	130-53100-0-00000-37000-47000-0-0000	\$85.90		
						FOOD PRODUCTS	\$85.90		
						Total Check Amount:	\$360.00		
013927	SMITH SIGN & DECAL, INC.	PV-200512	5/26/2020		4906	010-11000-0-11100-10000-58000-0-0000	\$360.00		
						STUDENT RECOGNITION OV BANNERS FOR 2020	\$360.00		
						Total Check Amount:	\$442.55		
013502	SOUTHWEST SCHOOL & OFFICE SUPP	PV-200513	5/13/2020		NONE	010-00000-0-11100-10000-43000-0-0000	\$442.55		
						CLASSROOM SUPPLIES	\$442.55		
						Total Check Amount:	\$19.95		
013676	SPARKLETTIS	PV-200514	5/17/2020		051720	010-00000-0-00000-82000-58000-0-0000	\$19.95		
						WATER COOLER SUPPLIER	\$19.95		
						Total Check Amount:	\$4,486.66		
012222	SYSCO	PV-200515	5/19/2020		MAY	130-53100-0-00000-37000-47000-0-0000	\$4,486.66		
						FOOD PRODUCTS	\$4,486.66		
						Total Check Amount:	\$3,160.38	M	
013932	U.S. BANK CORPORATE PAYMENT	PV-200517	5/25/2020		NONE	010-73880-0-00000-82000-43000-0-0000	\$3,160.38	M	
						COVID-19/LCAP/INST, OP SUPPLIES	\$444.14	M	
						010-00000-0-00000-82000-43000-0-0000	\$276.38	M	
						010-07200-0-11100-10000-43000-0-0304	\$19.99	M	
						010-00000-0-00000-72000-58000-0-0000	\$794.45	M	
						010-90102-0-11100-10000-43000-0-0000			

6/4/2020  
11:42:06PM

# Tulare County Office of Education

30 Oak Valley Union Elementary School

Accounts Payable Final PreList - 6/4/2020 11:42:06PM

\*\*\* FINAL \*\*\*

Batch No 318

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013932	U.S. BANK CORPORATE PAYMENT	PV-200517	5/25/2020		NONE		010-00000-0-11100-10000-43000-0-0000	\$163.26		M
							COVID-19/LCAP/INST, OP SUPPLIES			
							Total Check Amount:	\$4,858.60		
								\$212.27		
							010-00000-0-11100-10000-56000-0-0000			
							LANIER LEASE AGREEMENT			
							Total Check Amount:	\$212.27		
								\$295.00		
							010-00000-0-00000-72000-59000-0-0000			
							1 GIG WAN USAC 90% DISCOUNT			
							Total Check Amount:	\$295.00		
013710	USBANCORP EQUIPT. FINANCE, INC	PV-200516	5/22/2020		415079755					
013862	VAST NETWORKS	PV-200518	6/1/2020		22058					

Accounts Payable Final PreList - 6/4/2020 11:42:06PM

\*\*\* FINAL \*\*\*

Batch No 318

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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Total District Payment Amount: \$74,003.00

**Accounts Payable Final PreList - 6/4/2020 11:42:06PM**

\*\*\* FINAL \*\*\*

Batch No 318

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
Batch No 318										
								Total Accounts Payable:		
								\$74,003.00		

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 74,003.00 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature

Date

Fund Summary		Total
010		\$68,765.64
130		\$5,237.36
Total		\$74,003.00



# MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO  
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

6.1

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: \_\_\_\_\_  
Printed Name

Signature

District: \_\_\_\_\_

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

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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*

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# Tulare County Office of Education

*Committed to Students, Support & Service*

**Tim A. Hire**  
County  
Superintendent  
of Schools

P.O. Box 5091  
Visalia, California  
93278-5091

(559) 733-6300  
tcoe.org

**Administration**  
(559) 733-6301  
fax (559) 627-5219

**Business Services**  
(559) 733-6474  
fax (559) 737-4378

**Human Resources**  
(559) 733-6306  
fax (559) 627-4670

**Instructional Services**  
(559) 302-3633  
fax (559) 739-0310

**Special Services**  
(559) 730-2910  
fax (559) 730-2511

*Main Locations*

**Administration  
Building & Conference  
Center**  
6200 S. Mooney Blvd.  
Visalia

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
11535 Ave. 264  
Visalia

May 29, 2020

To: School District Superintendents

From: Fernie Marroquin, Ed.D., Assistant Superintendent

Subject: Tulare County Schools Legal Consortium

Enclosed is a copy of the Legal Services Agreement for the Tulare County Office of Education Legal Services Consortium (the master agreement between TCOE and Lozano Smith).

The rate for 2020-2021 is calculated as follows:

- \$4,000 per district base fee
- \$4.25 per unit of ADA as of the 2018-2019 CALPADS Fall 1 Enrollment Count
- 5% fixed administrative fee (including all expenses incurred for travel, database access, mailing services, word processing, parking, meals, mileage, faxes, telephone and photocopies)

This calculation was established as part of the first Master Agreement in 2015 and remains unchanged.

The amount calculated for your district is found on the enclosed fee schedule, Tulare County Consortium 2020-2021. Half of the sum will be transferred from your district's general fund after July 15, 2020 and the remaining half will be transferred after January 15, 2021.

The Agreement permits a district to terminate its participation by giving sixty (60) days written notice to the Tulare County Superintendent of Schools and Lozano Smith, however, that district continues to be liable for its share of the cost of the legal services through the end of the fiscal year. For planning purposes, if a district intends to terminate its participation in the Agreement, we request that you provide notice no later than February 1, 2021.

The resolution approved by your district's governing board 2016-17 remains in effect. The language in the resolution allows the agreement to be extended to continue for each fiscal year thereafter unless terminated.

Please feel free to contact me at 559-733-6474 with any questions or concerns you may have pertaining to this matter.

FM/sd

Enclosures

cc: Jody Arriaga, Director – Internal Business Services

## Tulare County Consortium 2020-2021

District Name	Enrollment	Retainer	Option (\$4.25) + \$4,000	5% Admin. Fee	Option + Admin. Fee
Allensworth Elementary	88	\$ 4,000.00	\$ 4,374.00	\$ 218.70	\$ 4,592.70
Alpaugh Unified	323	\$ 4,000.00	\$ 5,372.75	\$ 268.64	\$ 5,641.39
Alta Vista Elementary	574	\$ 4,000.00	\$ 6,439.50	\$ 321.98	\$ 6,761.48
Buena Vista Elementary	215	\$ 4,000.00	\$ 4,913.75	\$ 245.69	\$ 5,159.44
Burton Elementary	4,887	\$ 4,000.00	\$ 24,769.75	\$ 1,238.49	\$ 26,008.24
Columbine Elementary	202	\$ 4,000.00	\$ 4,858.50	\$ 242.93	\$ 5,101.43
Cutler-Orosi Joint Unified	4,151	\$ 4,000.00	\$ 21,641.75	\$ 1,082.09	\$ 22,723.84
Dinuba Unified	6,659	\$ 4,000.00	\$ 32,300.75	\$ 1,615.04	\$ 33,915.79
Ducor Union Elementary	168	\$ 4,000.00	\$ 4,714.00	\$ 235.70	\$ 4,949.70
Earlimart Elementary	1,704	\$ 4,000.00	\$ 11,242.00	\$ 562.10	\$ 11,804.10
Eleanor Roosevelt Community Learning	270	\$ 4,000.00	\$ 5,147.50	\$ 257.38	\$ 5,404.88
Exeter Unified	2,730	\$ 4,000.00	\$ 15,602.50	\$ 780.13	\$ 16,382.63
Farmersville Unified	2,559	\$ 4,000.00	\$ 14,875.75	\$ 743.79	\$ 15,619.54
Hope Elementary	241	\$ 4,000.00	\$ 5,024.25	\$ 251.21	\$ 5,275.46
Hot Springs Elementary	19	\$ 4,000.00	\$ 4,080.75	\$ 204.04	\$ 4,284.79
Kings River Union Elementary	444	\$ 4,000.00	\$ 5,887.00	\$ 294.35	\$ 6,181.35
Liberty Elementary	665	\$ 4,000.00	\$ 6,826.25	\$ 341.31	\$ 7,167.56
Lindsay Unified	4,121	\$ 4,000.00	\$ 21,514.25	\$ 1,075.71	\$ 22,589.96
Monson-Sultana Joint Union Elementary	459	\$ 4,000.00	\$ 5,950.75	\$ 297.54	\$ 6,248.29
Oak Valley Union Elementary	551	\$ 4,000.00	\$ 6,341.75	\$ 317.09	\$ 6,658.84
Outside Creek Elementary	103	\$ 4,000.00	\$ 4,437.75	\$ 221.89	\$ 4,659.64
Palo Verde Union Elementary	594	\$ 4,000.00	\$ 6,524.50	\$ 326.23	\$ 6,850.73
Pixley Union Elementary	1,019	\$ 4,000.00	\$ 8,330.75	\$ 416.54	\$ 8,747.29
Pleasant View Elementary	471	\$ 4,000.00	\$ 6,001.75	\$ 300.09	\$ 6,301.84
Porterville Unified	14,205	\$ 4,000.00	\$ 64,371.25	\$ 3,218.56	\$ 67,589.81
Richgrove Elementary	589	\$ 4,000.00	\$ 6,503.25	\$ 325.16	\$ 6,828.41
Rockford Elementary	339	\$ 4,000.00	\$ 5,440.75	\$ 272.04	\$ 5,712.79
Saucelito Elementary	78	\$ 4,000.00	\$ 4,331.50	\$ 216.58	\$ 4,548.08
Sequoia Union Elementary	358	\$ 4,000.00	\$ 5,521.50	\$ 276.08	\$ 5,797.58
Springville Union Elementary	320	\$ 4,000.00	\$ 5,360.00	\$ 268.00	\$ 5,628.00
Stone Corral Elementary	130	\$ 4,000.00	\$ 4,552.50	\$ 227.63	\$ 4,780.13
Strathmore Union Elementary	779	\$ 4,000.00	\$ 7,310.75	\$ 365.54	\$ 7,676.29
Sundale Union Elementary	826	\$ 4,000.00	\$ 7,510.50	\$ 375.53	\$ 7,886.03
Sunnyside Union Elementary	368	\$ 4,000.00	\$ 5,564.00	\$ 278.20	\$ 5,842.20
Terra Bella Union Elementary	883	\$ 4,000.00	\$ 7,752.75	\$ 387.64	\$ 8,140.39
Three Rivers Union Elementary	131	\$ 4,000.00	\$ 4,556.75	\$ 227.84	\$ 4,784.59
Tipton Elementary	549	\$ 4,000.00	\$ 6,333.25	\$ 316.66	\$ 6,649.91
Traver Joint Elementary	232	\$ 4,000.00	\$ 4,986.00	\$ 249.30	\$ 5,235.30
Tulare City	9,588	\$ 4,000.00	\$ 44,749.00	\$ 2,237.45	\$ 46,986.45
Tulare Joint Union High	5,621	\$ 4,000.00	\$ 27,889.25	\$ 1,394.46	\$ 29,283.71
Visalia Unified	29,107	\$ 4,000.00	\$ 127,704.75	\$ 6,385.24	\$ 134,089.99
Waukena Joint Union Elementary	207	\$ 4,000.00	\$ 4,879.75	\$ 243.99	\$ 5,123.74
Woodlake Unified	2,118	\$ 4,000.00	\$ 13,001.50	\$ 650.08	\$ 13,651.58
Woodville Union Elementary	433	\$ 4,000.00	\$ 5,840.25	\$ 292.01	\$ 6,132.26
<b>Totals:</b>	<b>100,078</b>	<b>\$ 176,000.00</b>	<b>\$ 601,331.50</b>	<b>\$ 30,066.58</b>	<b>\$ 631,398.08</b>

Tulare County Office of Education			\$ 80,000.00	\$ 4,000.00	\$ 84,000.00
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<b>Annual</b>		
\$ 681,331.50	\$ 34,066.58	\$ 715,398.08



**LEGAL SERVICES AGREEMENT  
FOR THE  
TULARE COUNTY OFFICE OF EDUCATION  
LEGAL SERVICES CONSORTIUM**

This agreement ("Agreement") is effective July 1, 2016 between the Tulare County Office of Education ("TCOE") for school districts and TCOE participating in the Tulare County Office of Education Legal Services Consortium (each a "Client" and together the "Clients") and the law firm of Lozano Smith, LLP ("Lozano Smith" or "Attorney") collectively, the "Parties."

WHEREAS, the Tulare County Office of Education Legal Services Consortium ("Consortium") has selected Lozano Smith as the preferred provider of legal services for each Client electing to participate as a member of the Consortium; and

WHEREAS, this Agreement shall serve as the master agreement for participating Clients.

NOW, THEREFORE, the Client and Attorney agree as follows:

1. Fees and Payment for Legal Services. For July 1, 2016 to June 30, 2017, each Client payment for basic legal services is calculated on \$4,000 per Client plus \$4.25 per Client unit of ADA as of the 2014-15 CALPADS Fall 1 Enrollment Count plus a 5 % fixed admin fee which includes all expenses incurred for travel, database access, mailing services, word processing, parking, meals, mileage, faxes, telephone and photocopies. Beginning on July 1, 2017, and each fiscal year thereafter, subject to approval of the Tulare County Superintendent of Schools ("County Superintendent") and provided there is no termination pursuant to section 2 below by Client, Attorney may adjust the rates for basic legal services. Any adjustment shall take into account the CALPADS Fall 1 Enrollment Count for the most accurate determination of the Client unit of ADA. For individualized, complex, or specialized services only ("specialized services"), Client shall be separately billed by Lozano Smith and fees earned at a blended hourly rate of \$235 for all attorneys through June 30, 2018, subject to any adjustment thereafter provided there is no termination by Client. Payment for specialized services shall be made within thirty (30) days of such billing or be subject to an interest charge of 1% per month not to exceed 10% per annum. Notice of any future proposed rate change for either basic legal services or for specialized services shall be given at least 120 days before the end of a fiscal year and shall only take effect in the subsequent fiscal year unless the Agreement is terminated by Client. The County Superintendent will coordinate and administer the Agreement for basic legal services on behalf of the Clients. For basic legal services only, the County Superintendent is authorized to bill and receive, and each Client shall pay to the County Superintendent, its pro rata share pursuant to the above fee calculation. Client shall pay to TCOE its pro rata share of the total fee specified in two (2) equal biannual installments. For each fiscal year, the first payment by Client to TCOE shall be due on or before July 15; and the second payment from Client to TCOE shall be due on or before January 15. The County Superintendent shall remit the total of the pro rata share of the Clients' payment to Attorney two times per year by August 30 and January 30 of the school fiscal year (July 1 – June 30).

2. Term. The term of July 1, 2016 through June 30, 2017 is extended from year to year, on a fiscal year basis ending on June 30, unless terminated. Any Client member may terminate the Agreement for the subsequent fiscal year by providing at least sixty (60) days written notice before the end of each fiscal year to the Attorney and County Superintendent. The County Superintendent or Attorney may also terminate the Agreement by providing at least sixty (60) days written notice before the end of each fiscal year. Unless a sixty (60) day notice is given as provided herein, the Agreement shall be renewed from year-to-year on a fiscal year basis.

4. Supersession. This Agreement supersedes the previous Agreement effective July 1, 2015 and any previous legal agreements entered in by individual clients prior to July 1, 2015.

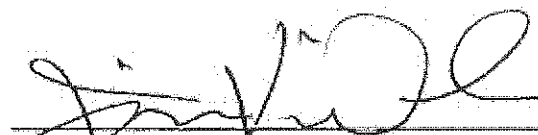
5. Joint Representation. From time to time, joint representation by Attorney may be more effective for Client representation. In order to comply with the Rules of Professional Conduct, Client may be requested, and may consent, to any such joint representation after a written disclosure of any potential conflict of interest. Nothing herein shall require a Client to provide any such consent unless joint representation is desired.

6. Execution in Counterparts; Copies. The Agreement may be signed on separate signature pages by the County Superintendent and Attorney. Copies of signatures shall have the same force and effect as original signatures. School district members of the Consortium may adopt the Agreement and become Clients of Attorney by approval of a resolution, effective July 1, 2016, in the form attached hereto as Exhibit C and incorporated herein by this reference.

SO AGREED.

TULARE COUNTY OFFICE OF  
EDUCATION

LOZANO SMITH, LLP

  
James Vidak  
Superintendent of Schools  
Date: 5-24-16

  
Karen M. Rezendes  
Managing Partner  
Date: May 19, 2016

**LEGAL SERVICES FOR THE  
TULARE COUNTY OFFICE OF EDUCATION LEGAL SERVICES CONSORTIUM**

Lozano Smith offers the following legal services arrangement for the Tulare County Office of Education Legal Services Consortium.

**FEE ARRANGEMENT**

Legal Services Consortium member districts agree to pay Lozano Smith a base annual retainer amount for basic legal services and an amount based upon each member's ADA. The basic legal services included under this option include general legal advice to all member districts via phone, email and written opinions regarding personnel and union issues, board governance, student matters (including special education), and general education law, including contract review and advice, until the matter becomes individualized, complex or specialized.

Individualized, complex and specialized services are classified as, and are not limited to, the following:

- off-site meetings, i.e. not at the law firm's office or at TCOE with Lozano Smith attorneys other than the on-site attorney,
- School Board/County Office Board meetings,
- investigations,
- labor negotiations and grievance processing,
- Public Records Act production document reviews and related research and representation,
- when it becomes necessary to contact opposing counsel or labor representatives and the matter is of an ongoing nature,
- student expulsions and student inter-district attendance appeals,
- special education, including student file reviews, pre-IEP meetings, IEP meetings, mediations and preparation for and representation at due process hearings,
- defense of personal injury or property damages or similar claims,
- highly specialized areas of the law which include but are not limited to workers' compensation, civil rights issues, charter school, voter rights, bankruptcy, intellectual property, school construction financing, tax and bond counsel work, and
- all aspects of litigation and administrative proceedings including but not limited to all preparation and discovery work and related settlement negotiations.

For legal services beyond the basic legal services provided under this option, member districts will be billed at the blended hourly rate of \$235 for all attorneys. When a matter has progressed beyond the basic legal services, Lozano Smith will create a separate billing number for the matter.

#### **COST AND EXPENSES**

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A 5% fee covering all expenses incurred for travel, database access, mailing services, word processing, parking, meals, mileage, faxes, telephone and photocopies will be billed monthly in place of itemized costs and expenses.

#### **ONSITE SERVICES**

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Lozano Smith will provide onsite services up to three days per week at the Tulare County Office of Education (TCOE). To further save Tulare County Office of Education additional costs, Lozano Smith will not charge for travel time associated with having an attorney on-site. In addition, because Lozano Smith maintains an office in Fresno, we only charge for travel from that office when travel is required.





**BILLING PRACTICES AND COST PREVENTIVE MEASURES FOR THE  
TULARE COUNTY OFFICE OF EDUCATION LEGAL SERVICES CONSORTIUM**

**BILLING PRACTICES**

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Lozano Smith's standard billing practice is to issue statements on a monthly basis. These statements identify dates of services rendered, identification of parties rendering services, an explanation of services, and the amount of time spent on each date. Our attorneys routinely work with clients to develop detailed and effective case management plans to ensure that the client is aware of the status of pending matters. Lozano Smith has the ability to issue statements at a matter level and/or by the department of the district asking for the service. All work that is covered under the State mandated cost program is tracked separately to ease the process for our clients to obtain reimbursement from the State.

A minimum billing increment is both crucial for clients and should be expected by attorneys. That's why Lozano Smith's practice is to bill in *1/10 (.10) hour increments, allowing for maximum efficiency in the use of attorney time*. This is our standard practice and would apply to work performed outside the flat fee for the onsite basic legal services retainer. Lozano Smith's billing increment reduces financial costs, and especially with respect to brief phone calls and emails.

**COST PREVENTIVE MEASURES**

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**Tulare County Listserv**

Lozano Smith and consortium clients have found an email listserv to be extremely valuable for all members to receive periodic updates regarding routine and common legal inquiries. Lozano Smith proposes to routinely distribute legal updates and general memos to the listserv. For example, if one district inquires about an issue of general concern, Lozano Smith will provide the memo and guidance to all districts. This process will greatly assist with cost containment for consortium members and help ensure uniform legal advice for Tulare County districts.

**Monthly Superintendent Meetings**

At no additional charge, a Lozano Smith attorney may attend the monthly superintendent meetings. Lozano Smith will attend these meetings during the onsite days and will present on topics as requested by the Legal Services Consortium.

**Development of Superintendent Advisory Group**

Lozano Smith proposes the development of a superintendent legal advisory group to develop workshop topics and ensure responsiveness and accountability for the consortium services. Participation in these meetings may be accomplished via conference call or in-person. A function of this advisory group should be to ensure consistency of advice throughout the County, determine topics that should be addressed with legal opinions for the entire



Consortium, and provide feedback to Lozano Smith on the services provided. Attendance at these meetings by Lozano Smith is at no charge to the consortium.

#### **Annual Board of Trustee Meetings**

For no additional charge, Lozano Smith proposes to conduct a workshop at the County's Annual Trustees Association Meeting. The workshops would cover the most pressing issues impacting board of trustees, including effective governance, Brown Act, Public Records Act, Conflicts of Interest, eCommunications and/or Form 700 or mutually agreeable topics.

#### **Workshops**

Lozano Smith agrees to provide three (3) workshops per year at no additional charge to consortium members. Suggested topics could include: (1) Effective Governance, (2) Annual Legal Update, and (3) Special Education.

The current Tulare County Labor and Employment Consortium workshop series structure will remain as is.

#### **Additional Cost-Preventive Measures**

Building capacity within your District's staff is a key priority for Lozano Smith, and one that lends to our unwavering belief and commitment in cost containment through preventive law. We believe that our clients receive maximum value by anticipating and preventing legal problems, rather than simply responding when problems arise. Not only that, but an ultimate goal of ours is limiting a client's need to call upon Lozano Smith on issues that may be handled internally with proper and consistent training. In addition to the proposed workshops, Lozano Smith will provide the following at no cost to the District:

- Annual Brown Act Handbooks
- Developer Fee Handbook with annual updates
- Yearly Webinar series on Facilities and Business, Labor & Employment and Student Topics
- Email Retention Policy Guidelines
- Client News Briefs
- Annual Notice to Parents/Guardians



		RN	GRADE	BP	#KIDS	NEW
ACEVES, JORDAN, JULIAN		X	5,3	R	2	
AGUIAR, BLAKE		X	7	R	1	
ALANIZ, VALERIE			6		1	
ALANIZ, FRANKIE		X	1	R	1	
ALVARADO, LEXI		X	6	R	1	
ALVAREZ, CLARISA	VISALIA	X	K	R	1	
AMADOR, EMMANUEL		X	3		1	
AMADOR, JOSHUA		X	6	R	1	
AMADOR, SEBASTIAN, NOAH		X	2,K	R	2	1
ANDRADE, JADEN, MATEO		X	1, TK	R	2	1
ANGUINAO TORRES, ELIJAH		X	1		1	
ARELLANO, DAMIEN, SCARLET, CHRISTOPHER		X	5,2,K	R	3	1
ARMOR, BRODY			3		1	1
ARROYO, KAYLANI, JOSE		X	7,5	R	2	
BANUELOS, SEBASTIAN		X	1	R	1	
BARBAS, MARIN, NOAH	EXIT THIS YEAR					
BAUTISTA, AZALEA		X	K	R	1	
BEALL, CHRISTOPHER, HUNTER		X	7,2	R	2	
BECERRA, LUCIANA	VISALIA	X	K	R	1	1
BERNARDO, KAYSN, MACIE KAY		X	6,2		2	
BERRA, JAYLA	WALKENA	X	1	R	1	
BEST, ZOLA, GEORGIA, SANCHEZ, BRAYLON		X	1,1,6	R	3	
CALANTES, REMI		X	4	R	1	
CAMPOS, KENIA, HILLARY		X	2,K	R	2	1
CANADA, EMILY		X	1	R	1	
CARDENAS, NATHAN			K	R	1	
CARDENAS, SOPHIA		X	3		1	
CARDOZA, LILLIANA		X	7	R	1	
CASILAS, LEVI, IRVING		X	6,4	R	2	
CASTRO, KEVIN, EDWIN, ADRIAN		X	7,4,2	R	3	
CAUDLE, CARSON		X	6	R	1	
CHAVEZ, EMILY	CORTEZ, ALEXANDER	X	4,2	R	2	
CHAVEZ, FERNANDA, ADRIAN	VISALIA	X	5,1	R	2	
CHORENO, JUSTIN, JAIME, SOLIS EVELYN, VICTORIA	BUENA VISTA	X	8,5,3,K	R	4	1
CIFUENTES, ZOE, VALENTINA		X	8,5	R	2	

CLARK, ARIANNA, JEFF		X	K,2	R	2	
CLARK, HAILEY, DAREN		X	5,3	R	2	
CLEMENTS, MADALYNN, MASON		X	6,4	R	2	
COX, JACOB	VISALIA	X	7	R	1	
CRUZ MACIAS, BRENDA			7		1	
CRUZ, AXEL		X	4	R	1	
DECAMPOS, DAVIN, COLLIN	EMPLOYEE CHILD	X	6,3	R	2	
DELEON, KARME, KENIA		X	5,K	R	2	2
DELGADO, KAMILA		X	K	R	1	1
DIAZ, CLARE						
DIAZ, JASON, HAILEY			6,5	R	2	
DIAZ, SCARLETT, ERICK		X	3,K	R	2	
DOCANTO, MAISIE	EMPLOYEE CHILD	X	6	R	1	
DONELSON, AYMERE			5	R	1	
DOOLEY, OWEN, SHANE	KIT CARSON	X	7,4	R	2	
DOWLING, EMIL, DARBI		X	8,4	R	2	
DURAN, JAXSON	EMPLOYEE CHILD	X	4	R	1	
EASTER, SHANE, CALEB		X	7,5	R	2	
ESCOBAR, IDA		X	K	R	1	1
HERRO BARBOZA, NATHANIEL, NADALIE	NAEVIA BARRIOS	X	5,4,2		3	
FIGUEROA, ISMAEL, GLADIZ			6,3		2	
FLORES, JOAQUIN		X	3		1	
FLORES, SAMANTHA, ANTHONY		X	6,4	R	2	
FREITAS, MADILYN	EMPLOYEE CHILD	X	2	R	1	
FUENTES, AUDEN		X	2	R	1	
FUENTES, VENCEN, ETHEN, CAEL		X	7,5,1		3	
GALANTE, REMINGTON		X	K		1	
GAMBOA, ANAIFAS, JONATHAN		X	3,5	R	2	
GARCIA, ISAAC TRINIDAD		X	7		1	
GARCIA, YOVANNI, LESSLY		X	3,2	R	2	
GIL, LEYLA		X	5	R	1	
GOMEZ ALYSSA, IAN, AVERY		X	5,3,1	R	3	
GOMEZ MURILLO, IVANNA		X	1		1	
GOMEZ, DANIELLA		X	2	R	1	
GOMEZ, LESLIE, JOCELYN, JACQUELIN	WAUKENAW	X	5,4,3		3	
GOMEZ, MALIA		X	2	R	1	
GOMEZ, ROYCE			1	R	1	

GONZALEZ, ANTHONY		X	5	R	1	
GONZALEZ, DIAMOND, CAYIN		X	8,4	R	2	
GONZALEZ, MIA, ISAAC, DOMINIC		X	7,3,K	R	3	1
GONZALEZ, DIAMOND moved to 6x25						
GONZALEZ, RODOLPHO, AALIVAH		X	6,1	R	2	
GOODWIN, LUKE, VAUGHN		X	2,2	R	2	
GRANT, KYLER		X	TK	R	1	1
GUARDIOLA, LIVAH, DANIELA, GABRIELA		X	8,7,7	R	3	
GUERRERO, JOSEPH, MARIAH		X	7,5	R	2	
GUTIERREZ, JESSE		X	1	R	1	
GUZMAN, ALISANDRA, YZABELLA		X	7,5	R	2	
GUZMAN, ERIC, CARDENAS, CHRISTOPHER, CATTLEY	(WAUKENA)	X	7,5,TK		3	1
HAGOPIAN, REID	(PIXLEY)		2	R	1	
HENDERSON, KAECCYN, KYLAN		X	6,4	R	2	
HENDERSON, TREVEN, SHELBY		X	2,1	R	2	
HERNANDEZ, DAMIEN, EDWIN, ROSALIE		X	4,3,1		3	
HERNANDEZ, ISALAH		X	7	R	1	
HERNANDEZ, JAYDEN		X	3		1	
HERNANDEZ, KIMBERLY NICOLE, CHELSEA, JESUS		X	4,2,K	R	3	1
HERNANDEZ, LESLIE		X	8		1	
HUIZAR, APRIL		X	K	R	1	
IBANEZ, ELIZABETH		X	5	R	1	
IBARRA, AUBRIANNA		X	4	R	1	
IERONIMO, LORENZO, OCHOA, IZEAH		X	1,6	R	2	
JIMENEZ, ZOE		X	1	R	1	
JONES, BLAKE, HAILEY, WILLIAM		X	8,5,3	R	3	3
KRUEGER, EASTON		X	K	R	1	1
ACK, DAWSON, JEFF						
LANCASTER, BROOKELYN	EMPLOYEE CHILD (VISALLA)	X	5	R	1	
LIMA, ZAYLA, ZYRA, ZALIVAH		X	3,3,5	R	3	
LOPEZ, ALEJANDRO		X	8	R	1	
LOPEZ, ALEXIS, ARECHIAGA, GEMMA		X	6,3		2	
LOPEZ, ARYANNA		X	2		1	
LOPEZ, BROOKLYN		X	TK	R	1	1
LOPEZ, SARAH		X	K	R	1	1
LORD, CARSEN	START DATE 3/9/20	X	1	R	1	
MACHADO, SCARLETT		X	2		1	



MACIAS, JULIAN, RODOLFO		X	5,3		2	
MADRIGAL, JAYLENE		X	K	R	1	1
MADRIGAL, MIGUEL		X	7	R	1	
MAFFIA, VICTORIA, MADALYNN		X	3,TK	R	2	1
MANCILLAS, AMBERLYN		X	7		1	
MARTIN, ANAHI, NATHANIEL		X	5,2	R	2	
MARTIN, DEEGAN		X	K	R	1	1
MARTIN, RUBI	BUENA VISTA	X	8	R	1	
MARTIN, ADRIANA, CARLOS		X	8,4	R	2	
MARTIN, AMERICA	BUENA VISTA	X	8	R	1	
MARTIN, BRIAN		X	4	R	1	
MARTIN, JAXON		X	2		1	
MARTINEZ, RUIZ, IZABELLA		X	K	R	1	
MARTINEZ, ADRIAN		X	7	R	1	
MARTINEZ, ALEXA	BUENA VISTA	X	5	R	1	
MARTINEZ, ALEXIA, JUAN DIEGO		X	8,3	R	2	
MARTINEZ, KIARA, JAYDEN		X	K,K	R	2	2
MARTINEZ, JIMENA, MARIO		X	7,2	R	2	
MASTERSON, GAVIN		X	5	R	1	
MATA RUIZ, ARIELE, EMILY		X	7,4	R	2	
MATTOS CASH, KINSLEY	LAKESIDE	X	2,2	R	2	
MATTOS, COLE, LIAM	WAUKENA	X	7	R	1	
MATTOS, MASON	WAUKENA	X	7	R	1	
MAZE, MAYLEE		X	TK	R	1	1
WEEKS, ELLIAH TO FAR TO DRIVE, GOING TO KOHN						
MENESES, ESTELLA		X	TK		1	1
MENDEZ, CHRISTOPHER		X	5	R	1	
MERCADO, ADAM		X	3	R	1	
MERCADO, EVELYN, YOSELYN		X	5,2	R	2	
MIRAMONTES, RICHARD	VISALIA		4		1	
MIRANDA, IRIS STARR		X	8	R	1	
MIRON, ISABELLA		X	1	R	1	
MONJE, JULIE DY, BRIANA	WAUKENA	X	6,4	R	2	
MONTES, PERLA		X	4	R	1	
MORA, ADYSON		X	8		1	
MORENO, SAMUEL, DANIELLA		X	8,3	R	2	
MORGAN, FINN		X	5	R	1	

MORIN, DESMON		X	2	R	1	
MOVESIAN, MADELYN , MALORIE		X	8,6	R	2	
MUNOZ, AMELIA		X	K	R	1	1
MUSTIN, ELLA, KADE	EMPLOYEE CHILD	X	6,6	R	2	
NAVARRETE, ROLANDO		X	5	R	1	
NAVARRO, ALEX HAYDEN, LEVI		X	6,K	R	2	1
NUNES, PARKER, LEAH	EMPLOYEE CHILD	X	4,1	R	2	
OCAMPO, BRIANA, EMILY		X	6,4	R	2	
OROSCO, ELI	VISALIA	X	K	R	1	
ORTIZ, RICHARD, ANTONIA	VISALIA	X	7,5	R	2	
OVERACKER, KILEY		X	6	R	1	
PARNEILL, ELIJAH, KRISIDY	WAUKENA	X	8,4	R	2	
PARRA, LORENZO		X	TK	R	1	1
PARIAKER, DAVID, ELIJAH	VISALIA	X	8,7	R	1	
PEREZ, AARON	WAUKENA	X	3	R	1	
PEREZ, ALEXIA, KAYLEE		X	7,4	R	2	
PEREZ, EMILY		X	TK		1	1
PEREZ, SHEYLA		X	3	R	1	
PERRY, ISABELLE		X	2		1	
PERRYMAN MANRY, KYNDLEE		X	1		1	
PIMENTEL, SKYLA, CHELSEA		X	7,5		2	
PLASCENCIA, CHRISTIAN, CAMACHO, KAMILA			8,TK	R	2	1
PRECIADO, NEVAEH, FABIAN		X	7,5		2	1
QUILLES, KAYLA						
KIT CARSON						
QUINTERO, EMERY, CHANCE		X	8,6		2	
QUIRARTE, ANGELINA, ISABELLA, NATALIE		X	7,5,3	R	3	
RAMIREZ, CHRISTOPHER			8		1	
RAMIREZ, XIMENA		X	3	R	1	
RAMOS, CHRISTOPHER, DAVID	BUENA VISTA	X	7,4	R	2	
REDWINE, KAYLEE		X	K	R	1	
REGALADO, MATTHEW, KATHERINE		X	5,1	R	2	
REYNOSO, LINDSAY						
denied 2020						
REYNOSO, LINCOLN, YVETTE		X	K,K	R	2	2
RICKARD, KARSON		X	4		1	
ROBINSON, MARLEE, GAGE, LOLA		X	6,5,2		3	
ROCHA, MEMPHIS, JAXSON	EMPLOYEE CHILD	X	6,3	R	2	
ROCHA, LOGAN, RHEIT, CASSIUS		X	4,1,TK	R	3	1

RODRIGUEZ, ALEXANDER	X	7	R	1	
RODRIGUEZ, DAISY	X	2	R	1	
RODRIGUEZ, DIANGELO, ELIZABETH	X	5,3	R	2	
RODRIGUEZ, REINA	X	TK	R	1	1
RODRIGUEZ, ZACHARIAH	X	3	R	1	
ROGERS, BELA	X	6		1	
ROMEO, IGLESIAS					
ROSA, QUINT, ROWEN	X	5,3	R	2	
SAEPHAN, MASON	X	6		1	
SALAS, ALEXIA, SCARLET, LEVI	X	6,4,1	R	3	
SALAZAR, OLIVIA	X	TK	R	1	1
SANCHEZ, DANIEL	X	6	R	1	
SANDOVAL, MARISSA, DELGADO, ZACHARY, TAO, AUBREY	X	8,5,2		3	
SANTACRUZ, KANDICE ILLANNA MCKYNZIE	X	7,5	R	2	
SEGOVIANO, OSVALDO, YORDI	X	8,4	R	2	
SHAWN, GREYSON	X	4	R	1	
SILLS, SUMMER, AUTUMN, BLAKE	X	8,5,3	R	3	
SOTELO, OLIVIA	X	3	R	1	
SOTO, CHARLOTTE	X	K	R	1	1
SOTO, ZION, ZOEE	X	1,TK	R	2	1
STEWART, KAYDEN	X	3		1	
STOKES, DIEZARINA, MAGANA, HUNTER	X	4,2		2	
SWARM, KEVIN, KOLE	X	8,5	R	2	
TAVARES, MICHAEL, MALINDA, JOE	X	8,6,1		3	
TEJEDA, ARLETH, GARCIA ARMANDO, GARCIA LUIS	X	7,5,2		3	
TENNET, JD		5		1	
TODD, SLOANE, EVA	X	5,3	R	2	
TOPALIAN, JANMARIE, ALVIDREZ, BRYNLEE	X	6,TK	R	1	
TORRES ANYISAH	X	2		1	
TORRES, CASE	X	TK	R	1	1
TORRES, JAYZIAH	X	K	R	1	1
TRUJILLO, GEORGIE MARIE	X	4		1	
TRUJILLO, DAVID, JOCELYN	X	3,TK	R	2	1
VALDIVIA, ALEXIS	X	K	R	1	1
VALDIVIA, LESLIE, ISAAC	X	4,K	R	2	
VANBLANKENSTEIN, VICTORIA	X	TK	R	1	1
VASQUEZ, GABRIEL	X	6	R	1	



VASQUEZ, SAMANTHA, TYLER, MCKENZIE, RILEY		X	8,7,4,2	R	4	
VEGA, MARIA, GUILLERMO, ALTAIR, MAYRIN			7,5,4		4	
VEJAR, EMMIE		X	K	R	1	1
VELASQUEZ, EMILY			4	R	1	
VELASQUEZ, KENDRA		X	8	R	1	
VELAZQUEZ, JEREMIAH, AALIYAH		X	5,1	R	2	
VELIZ, MARTIN, MARGARITA		X	5,2	R	2	
VIEIRA, JETT, CREW		X	4,2	R	2	
VILLEGAS, SOPHIA		X	2		1	
WILLEY, LUK	EMPLOYEE CHILD		6	R	1	
YANEZ, VICTOR		X	TK	R	1	1
YANEZ, JOEL		X	7		1	
ZARAGOZA, MADDOX	VISALIA	X	1	R	1	
ZEPEDA, CLARISSA		X	2		1	
TOTAL INT DISTRICTS					354	48

# CSBA MANUAL MAINTENANCE SERVICE CHECKLIST – March 2020

District Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 0420.4	Charter School Authorization	N/A	
AR 0420.4	Charter School Authorization	N/A	
BP 0420.41	Charter School Oversight	N/A	
E 0420.41	Charter School Oversight	N/A	
BP 0420.42	Charter School Renewal	N/A	
BP 0420.43	Charter School Revocation	N/A	
BP 3471	Parcel Taxes	NEW POLICY	
BP 3551	Food Service Operations/Cafeteria Fund	OPTION 1: <input type="checkbox"/> OPTION 2: <input checked="" type="checkbox"/>	
AR 3551	Food Service Operations/Cafeteria Fund		
BP 4112.2	Certification		
E 4112.9 4212.9 4312.9	Employee Notification		
BP 5141.52	Suicide Prevention		
AR 5141.52	Suicide Prevention		
BP 5144.1	Suspension and Expulsion/Due Process	OPTION 1: <input type="checkbox"/> OPTION 2: <input checked="" type="checkbox"/>	
AR 5144.1	Suspension and Expulsion/Due Process		
BP 6172.1	Concurrent Enrollment in College Classes	N/A	
AR 6172.1	Concurrent Enrollment in College Classes	N/A	

Policy  
adopted:  
**Business and Noninstructional Operations**

CSBA MANUAL MAINTENANCE SERVICE  
March 2020  
BP 3471(a)

## **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)

BP 3471(b)

## **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>

Policy  
adopted:  
**Business and Noninstructional Operations**

CSBA MANUAL MAINTENANCE SERVICE  
March 2020  
BP 3551(a)

## **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

**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.

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)



## FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

### *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)*

BP 3551(e)

## FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

### 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.

## **FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

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.

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## **FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

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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## **FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

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

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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.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<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 4219.11 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 BP 0460 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

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**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 4236 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 4212.3 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 BP 4159 4259 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 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To all employees, with each paycheck	Labor Code 246	AR 4161.1 4361.1 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 (continued)</b>			
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 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 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 3551	BP 4157.1 4257.1 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 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 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 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 4261.8 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 E 4112.9(d) 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 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 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 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 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 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 (continued)</b>			
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 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 (continued)</b>			
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 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 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 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 (continued)</b>			
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 4212.42 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 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 4212.6 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 (continued)</b>			
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 4261.5 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 4219.23 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 4257.1 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 4212.5 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 4219.42 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 (continued)</b>			
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 4261.5 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; 2 CCR 11049, 11091	AR 4161.8 4261.8 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 4261.8 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>*

Policy  
adopted:  
Students

CSBA MANUAL MAINTENANCE SERVICE  
March 2020  
AR 5141.52(a)

## 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

AR 5141.52(b)

## **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)*

AR 5141.52(d)

## **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.

Regulation  
approved:  
**Students**

CSBA MANUAL MAINTENANCE SERVICE  
March 2020  
BP 5144.1(a)

## **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.

No student 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:  
**Students**

CSBA MANUAL MAINTENANCE SERVICE  
March 2020  
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))

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## **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))

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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

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#### **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))

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## **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,

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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.

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### **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)

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#### **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

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**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)

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## **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)

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### **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)

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### **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

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### **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)

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### **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.

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### **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))

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#### **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

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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

AR 5144.1(r)

**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

AR 5144.1(s)

#### **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

AR 5144.1(t)

### **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:

AR 5144.1(u)

### **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)

AR 5144.1(v)

#### **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)

AR 5144.1(w)

**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)*

AR 5144.1(x)

**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.

AR 5144.1(y)

**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)*

## CSBA MANUAL MAINTENANCE SERVICE CHECKLIST – April 2020

District Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 4113.5 4213.5 4313.5	Working Remotely	NEW POLICY	
BP 6157	Distance Learning	NEW POLICY	

## **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)*



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>*

Policy  
adopted:

CSBA MANUAL MAINTENANCE SERVICE  
April 2020

## **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)*

**RESOLUTION OF THE GOVERNING BOARD OF  
OAK VALLEY ELEMENTARY SCHOOL DISTRICT**

In the Matter of Authorization for County )  
Superintendent of Schools to make year end )  
Budget Transfers )

RESOLUTION NUMBER: 2020-04

**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 \_\_\_\_\_ fiscal year have been appropriately budgeted for.

**THEREFORE, BE IT RESOLVED** that, at the close of the 2019-20 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/Clerk 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.

6.6

**RESOLUTION OF THE GOVERNING BOARD OF  
OAK VALLEY ELEMENTARY SCHOOL DISTRICT**

In the Matter of Authorizing Inter-fund Loan for     )  
Cash Flow Purposes   )

RESOLUTION NUMBER. 2020-05

**WHEREAS**, the \_\_\_\_\_ 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 Oak Valley 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 2020-21 school year.

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

**Ayes:**

**Noes:**

**Abstentions:**

**Absent:**

Secretary/Clerk of said District Board

**RESOLUTION OF THE GOVERNING BOARD OF  
OAK VALLEY ELEMENTARY SCHOOL DISTRICT**

In the matter of Authorizing Inter-fund Transfers     )  
In Accordance with the Budget                             )     RESOLUTION NUMBER 2020-06

**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

**BEFORE THE BOARD OF TRUSTEES  
OF THE OAK VALLEY 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. 2020-07

**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 Director of Finance 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 Oak Valley Elementary School District;
3. In compliance with Article XIII, Section 36(e) of the California Constitution, the governing board of the Oak Valley 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, Heather Pilgrim, secretary of the governing board of the Oak Valley 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 9th day of June, 2020.

Date: June 9, 2020

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

2020-21 Education Protection Account  
Program by Resource Report  
Expenditures by Function - Detail

Oak Valley Elementary

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	471,714.18
Revenue Limit Sources	8010-8099	676,460.00
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>1,148,174.18</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>	<b>Function Codes</b>	
Instruction	1000-1999	726,988.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>726,988.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>421,186.18</b>

**Notice of Public Hearing on the 2020-2021 Proposed Budget For  
Oak Valley Union School District**

A public hearing on the 2020-2021 proposed budget will be held on June 9, 2020 at 4:00 p.m. before the governing board of the Oak Valley Union School District ("District"), in the Conference Room at 24500 Road 68, Tulare, California, as outlined below. Pursuant to the Governor's Executive Order N-56-20, the public hearing and adoption of the Local Control and Accountability Plan (LCAP) and budget overview for parents will be postponed until no later than December 15, 2020. Further, the governing board shall adopt, along with the budget, a written report to the community that explains the changes to program offerings that the District has made in response to school closures due to the COVID-19 emergency and the major impacts of such closures on students and families.

In compliance with public health directives due to COVID-19, in-person attendance at board meetings has been temporarily suspended. Members of the public may observe and participate in the board meeting and public hearing via Zoom which may be accessed at:

<https://us04web.zoom.us/j/74178806580?pwd=MEEdsd3kwSG8yMjMxMDUlcWQ3MXNmdz09>

The public may inspect the proposed budget at the District Office, 24500 Road 68 in Tulare, California, beginning June 4, 2020 and online at:

[www.oakvalleyschool.org/District/Department/94-Board](http://www.oakvalleyschool.org/District/Department/94-Board). Public comments on the budget may be submitted via email to [h.pilgrim@oakvalleyschool.org](mailto:h.pilgrim@oakvalleyschool.org), mailed, or hand-delivered to the District Office. Public comments must be received no later than Noon on the date of the meeting. Comments will be read into the record during the meeting, according to the time limits allotted to each speaker.

The budget shall not be finally adopted by the governing board of the district until after the public hearing has been held. Not later than five days after adoption or by July 1, 2020, whichever occurs first, the governing board of the district shall file the budget with the county superintendent of schools.

Date: **MAY 19 2020**



Tim A. Hire  
Tulare County Superintendent of Schools

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: District Office-24500 Road 68 Tulare CA

Date: June 04, 2020

Place: Conference Room- 24500 Road 68

Date: June 09, 2020

Time: 04:00 PM

Adoption Date: June 23, 2020

Signed: \_\_\_\_\_

Clerk/Secretary of the Governing Board  
(Original signature required)

Contact person for additional information on the budget reports:

Name: Heather Pilgrm

Telephone: 559.688.2908

Title: Superintendent

E-mail: H.pilgrim@oakvalleyschool.org

### 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?	n/a	
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)		
		• Management/supervisor/confidential? (Section S8C, Line 1)	n/a	
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	

July 1 Budget  
FINANCIAL REPORTS  
2020-21 Budget  
School District Certification

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

## MYP - UNRESTRICTED GENERAL FUND ASSUMPTIONS

District

Oak Valley Elementary

FISCAL YEAR 2020-2021

REPORT PERIOD Adopted Budget

6/3/2020

Description	Object codes	2020-21 Working	% Change	2021-22 Projection	% Change	2022-23 Projection	Comments		
A. REVENUES AND OTHER FINANCING SOURCES									
1. LCFF/Revenue Limit Sources	8010-8099	5,365,699	-4.28%	5,136,133	-0.64%	5,103,058			
2. Federal Revenues	8100-8299			-		-			
3. Other State Revenues				-		-			
a. Other State Apportionments (Not Included in LCFF)	8311			-		-			
b. Mandated Cost Reim	8550	17,637		17,637		17,637			
c. Lottery	8580	85,978		85,978		85,978			
d. Charter Block Grant	8590			-		-			
e. All Other State Revenue (Not Included in LCFF)	8590	2,000		2,000		2,000			
Total Other State Revenue	8300-8599	105,615	0.00%	105,615	0.00%	105,615			
4. Other Local Revenue									
a. Interest	8660	15,000		15,000		15,000			
b. All Other	8600-8799	5,000		5,000		5,000			
Total Other Local Revenue	8600-8799	20,000	0.00%	20,000	0.00%	20,000			
5. Other Financing Sources									
a. Transfers In	8900-8929			-		-			
b. Other Sources	8930-8979			-		-			
c. Contributions	8980-8999								
Title I	8980	(19,573)	5.00%	(20,552)	5.00%	(21,579)			
Title II	8980	(4,686)	5.00%	(4,920)	5.00%	(5,166)			
Title III	8980	(9,776)	5.00%	(10,266)	5.00%	(10,778)			
Routine Maintenance	8980	(297,035)	3.00%	(305,946)	3.00%	(315,124)			
Total Other Financing Sources		(331,070)	3.21%	(341,683)	3.21%	(352,648)			
6. Total Revenues and Other Financing Sources		5,160,244	-4.65%	4,920,065	-0.90%	4,876,023			
B. EXPENDITURES AND OTHER FINANCING USES									
1. Certificated Salaries			S&C		S&C				
Teachers	11000	2,038,985	2.00%	2,079,765	2.00%	2,121,360			
Substitute Teachers	11002	37,000		37,000		37,000			
Teacher - Auxiliary	11003			-		-			
Pupil Support	12000	60,000	2.00%	61,200	2.00%	62,424			
Supervisors & Administrators	13000	267,260	2.00%	262,405	2.00%	267,653			
Other Certificated	19000			-		-			
a. Total Base Salaries		2,393,245	1.97%	2,440,370	1.97%	2,488,437			
b. Step & Column in base				47,125		48,067			
c. Cost-of-living				-		-			
d. Other adj.				-		-			
e. Other adj. Staff Increases (Decreases)				-		-			
Total Certificated Salaries	1000-1999	2,393,245	1.97%	2,440,370	1.97%	2,488,437			
2. Classified Salaries			S&C		S&C				
Instructional	21000	164,160	2.00%	167,443	2.00%	170,792			
Substitute Instructional	21002	7,500		7,500		7,500			
Instructional Aides - Auxiliary	21003	5,000		5,000		5,000			
Support	22000	250,609	2.00%	255,621	2.00%	260,734			
Substitute Support	22002			-		-			
Support - Auxiliary	23003			-		-			
Supervisors & Administrators	23000			-		-			
Clerical, Technical & Office	24000	139,117	2.00%	141,899	2.00%	144,737			
Clerical, Technical & Office - Auxiliary	24003			-		-			
Other Classified	29000	62,405	2.00%	63,653	2.00%	64,926			
Work Study Stipends	29003			-		-			
a. Total Base Salaries		628,791	1.96%	641,117	1.96%	653,689			
b. Step & Column				12,326		12,572			
c. Cost-of-living				-		-			
d. Other adj.				-		-			
e. Other adj. Staff Increases (Decreases)				-		-			
Total Classified Salaries	2000-2999	628,791	1.96%	641,117	1.96%	653,689			
3. Employee Benefits									
STRS - Certificated	2020-21 16.150%	2021-22 16.020%	2022-23 18.100%	362,477	7.85%	390,947	15.21%	450,407	
STRS - Classified					0.00%		0.00%		
PERS - Certificated				30,803	5.00%	32,343	5.00%	33,960	
PERS - Classified	20.700%	22.840%	25.500%	129,125	13.40%	146,431	13.84%	166,691	
OASDI - Certificated				9,226	5.00%	9,687	5.00%	10,172	
OASDI - Classified	6.200%	6.200%	6.200%	38,799	2.45%	39,749	1.96%	40,529	
Medicare - Certificated & Classified	1.450%	1.450%	1.450%	43,786	2.05%	44,682	1.97%	45,561	
Alternative Retirement - Certificated & Classified					0.00%		0.00%		
H&W Certificated				491,736	3.00%	506,488	3.00%	521,683	
H&W Classified				167,690	3.00%	162,421	3.00%	167,293	
				(22,575)	5.00%	(23,703)	5.00%	(24,889)	
SUI - Certificated & Classified	0.050%	0.050%	0.050%	1,510	2.04%	1,541	1.97%	1,571	
WC - Certificated & Classified	1.4174%	1.4174%	1.4174%	42,798	2.05%	43,677	1.97%	44,537	WC RATE MUST BE ENTERED
OPEB - Certificated & Classified				27,927	5.00%	29,323	5.00%	30,790	
PERS Reduction Certificated & Classified					0.00%		0.00%		
Total Employee Benefits	3000-3999			1,313,302	5.35%	1,383,586	7.57%	1,488,304	
4. Books and Supplies									
Approved Textbooks	4100	30,000	1.73%	30,519	2.12%	31,166			
Books and Reference Materials	4200			-		-			
Material and Supplies	4300	184,089	1.73%	187,274	2.12%	191,244			
Non-Capitalized Equipment	4400	53,787	1.73%	54,718	2.12%	55,878			
Total Books and Supplies	4000-4999	267,876	1.73%	272,510	2.12%	278,287			
5. Services and Other Operating									
Travel and Conference	5200	16,500	1.73%	16,785	2.12%	17,141			
Dues and Memberships	5300	10,500	1.73%	10,682	2.12%	10,908			
Insurance	54xx	30,500	1.73%	31,028	2.12%	31,685			
Operations	55xx	130,000	1.73%	132,249	2.12%	135,053			
Rentals, Leases, Repairs	5600	48,000	1.73%	48,830	2.12%	49,866			
Transfers of Direct Costs	57xx			-		-			
Professional/Consulting Services	5800	303,400	1.73%	308,649	2.12%	315,192			
Communications	5900	6,000	1.73%	6,104	2.12%	6,233			
Total Services and Other Operating	5000-5999	544,900	1.73%	554,327	2.12%	566,078			
6. Capital Outlay									
Land	6100	83,413		83,413		83,413			
Buildings	6200								
Equipment	6400	165,000		165,000		165,000			
Total Capital Outlay	6000-6999	248,413		248,413		248,413			
7. Other Outgo (excluding Transfers of Indirect Cost obj 7100-7299, 7400-7499)									
All Other Transfers to County Office	7282	25,384		25,384		25,384			
All Other Transfers Out	7299								
Debt Services	7400-7499								

WC RATE MUST BE ENTERED



## MYP - UNRESTRICTED GENERAL FUND ASSUMPTIONS

District

Oak Valley Elementary

FISCAL YEAR 2020-2021

REPORT PERIOD Adopted Budget

6/3/2020

Description	Object codes	2020-21 Working	% Change	2021-22 Projection	% Change	2022-23 Projection	Comments
Total Other Outgo - Excluding Indirect	7100-7299, 7400-7499	25,384		25,384		25,384	
8. Other Outgo - Transfers of Indirect Cost							
Indirect Costs	7310	(4,174)	0.00%	(4,174)	0.00%	(4,174)	
Indirect Costs Interfund							
Cafeteria	7350	(13,456)	0.00%	(13,456)	0.00%	(13,456)	
State Preschool	7350		0.00%		0.00%		
Total Other Outgo - Transfer of Indirect Cost	7300-7399	(17,630)	0.00%	(17,630)	0.00%	(17,630)	
9. Other Financing Uses							
a. Transfers Out	7600-7629	76,675		78,259		79,922	
b. Other Uses	7630-7699						
10. Total Expenditures and Other Financing Uses		5,480,956	2.65%	5,626,336	3.28%	5,810,885	
C. NET INCREASE (DECREASE) IN FUND BALANCE		(320,712)		(706,270)		(934,862)	
D. Fund Balance							
Beginning Fund Balance		3,580,832		3,260,120		2,553,849	
Ending Fund Balance		3,260,120		2,553,849		1,618,987	
Committed Funds		1,000		1,000		1,000	
Assigned Funds							
Other Reserves of the General Fund							
Reserved for LCFF Increase							
Special Reserve Fund 170							
District's Available Reserve Amounts		3,259,120		2,552,849		1,617,987	
District's Available Reserve Percentage		52.04%		39.75%		24.43%	

## MYP - UNRESTRICTED GENERAL FUND ASSUMPTIONS

District

Oak Valley Elementary

FISCAL YEAR 2020-2021

REPORT PERIOD Adopted Budget

6/3/2020

Description	Object codes	2020-21 Working	% Change	2021-22 Projection	% Change	2022-23 Projection	Comments
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## OTHER ASSUMPTION DETAILS

Please provide information concerning assumptions made by the district. (i.e. furlough changes, program additions/terminations, one-time expenditures/funding)

1							
2							
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## MYP - RESTRICTED GENERAL FUND ASSUMPTIONS

District

FISCAL YEAR

REPORT PERIOD

Description	Object codes	2020-21 Working	% Change	2021-22 Projection	% Change	2022-23 Projection	Comments
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>							
1. LCFF/Revenue Limit Sources	8010-8099		0.00%		0.00%		
2. Federal Revenues							
a. Special Education	8181			-		-	
b. Interagency Contracts				-		-	
Migrant	8285			-		-	
Sp. Ed Preschool	8285			-		-	
c. NCLB/IASA				-		-	
Title I	8290	75,711		75,711		75,711	
Title II	8290	9,713		9,713		9,713	
Title III	8290	15,577		15,577		15,577	
Title IV	8290	10,000		10,000		10,000	
Title V	8290	37,879		37,879		37,879	
d. Other Federal	8290			-		-	
Total Federal Revenues	8100-8299	148,880	0.00%	148,880	0.00%	148,880	
3. Other State Revenues							
a. Other State Apportionments (Not Included in LCFF)	8311			-		-	
b. Lottery-Restricted	8560	30,345		30,345		30,345	
c. All other	8590			-		-	
Common Core Standards Implementation	8590			-		-	
CSIS	8590			-		-	
STRS On-Behalf (Resource 76900)	8590	269,756		269,756		269,756	*A STRS On-Behalf Expenditure should be included with the same amount.
Total Other State Revenues	8300-8599	300,101	0.00%	300,101	0.00%	300,101	
4. Other Local							
a. All Other Local Revenue	8600-8799	1,750		1,750		1,750	
b. Transfers of Apportionment From County Office	8792			-		-	
Total Other Local Revenues	8600-8799	1,750	0.00%	1,750	0.00%	1,750	
5. Other Financing Sources							
a. Transfers In	8900-8929			-		-	
b. Other Sources	8930-8979			-		-	
c. Contributions	8980-8999						
Title I	8980	19,573	5.00%	20,552	5.00%	21,579	
Title II	8980	4,686	5.00%	4,920	5.00%	5,168	
Title III	8980	9,776	5.00%	10,265	5.00%	10,778	
Routine Maintenance	8980	297,035	3.00%	305,946	3.00%	315,124	
Total Other Financing Sources		331,070	3.21%	341,683	3.21%	352,648	
6. Total Revenues and Other Financing Sources		781,801	1.36%	792,414	1.38%	803,379	
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>							
1. Certificated Salaries							
Teachers	11000	12,000	2.00%	12,240	2.00%	12,485	
Substitute Teachers	11002			-		-	
Teacher - Auxiliary	11003			-		-	
Pupil Support	12000			-		-	
Supervisors & Administrators	13000			-		-	
Other Certificated	19000			-		-	
a. Total Base Salaries		12,000		12,240		12,485	
b. Step & Column in base				240		245	
c. Cost-of-living				-		-	
d. Other adj.				-		-	
d. Other adj. Staff Increases (Decreases)				-		-	
Total Certificated salaries	1000-1999	12,000	2.00%	12,240	2.00%	12,485	
2. Classified Salaries							
Instructional	21000	83,726	2.00%	85,401	2.00%	87,109	
Substitute Instructional	21002			-		-	
Instructional Aides - Auxiliary	21003			-		-	
Support	22000	94,648	2.00%	96,541	2.00%	98,472	
Substitute Support	22002			-		-	
Support - Auxiliary	23003			-		-	
Supervisors & Administrators	23000			-		-	
Clerical, Technical & Office	24000			-		-	
Clerical, Technical & Office -Auxiliary	24003			-		-	
Other Classified	29000			-		-	
Work Study Stipends	29003			-		-	
a. Base Salaries		178,374	2.00%	181,941	2.00%	185,580	
b. Step & Column in base				3,567		3,639	
c. Cost-of-living				-		-	
d. Other adj.				-		-	
d. Other adj. Staff Increases (Decreases)				-		-	
Total Classified Salaries	2000-2999	178,374	2.00%	181,941	2.00%	185,580	
3. Employee Benefits							
STRS - Certificated	2020-21 16.150% 2021-22 16.020% 2022-23 18.100%	1,938	1.18%	1,961	15.24%	2,260	
STRS - Classified			0.00%		0.00%		
STRS On-Behalf (Resource 76900)		269,756	0.00%	269,756	0.00%	269,756	*STRS On-Behalf Expenditure this should match revenue.
PERS - Certificated			0.00%		0.00%		
PERS - Classified	20.700% 22.840% 25.500%	36,924	12.54%	41,555	13.68%	47,323	
OASDI - Certificated			0.00%		0.00%		
OASDI - Classified	6.200% 6.200% 6.200%	11,059	2.00%	11,280	2.00%	11,506	
Medicare - Certificated & Classified	1.450% 1.450% 1.450%	2,780	2.02%	2,816	2.00%	2,872	
Alternative Retirement - Certificated & Classified			0.00%		0.00%		
H&W Certificated				-		-	
H&W Classified		32,293	3.00%	33,262	3.00%	34,260	
SUI - Certificated & Classified	0.050% 0.050% 0.050%	95	2.20%	97	2.00%	99	
WC - Certificated & Classified	1.4174% 1.4174% 1.4174%	2,698	2.01%	2,752	2.00%	2,807	WC RATE MUST BE ENTERED
OPEB - Certificated & Classified		1,756	5.00%	1,844	5.00%	1,936	
PERS Reduction Certificated & Classified			0.00%		0.00%		
Total Employee Benefits	3000-3999	359,279	1.68%	365,323	2.05%	372,819	
4. Books and Supplies							
Approved Textbooks	4100	20,000	1.73%	20,346	2.12%	20,777	
Books and Reference Materials	4200			-		-	
Material and Supplies	4300	58,474	1.73%	59,486	2.12%	60,747	
Non-Capitalized Equipment	4400	10,000	1.73%	10,173	2.12%	10,389	
Total Books and Supplies	4000-4999	88,474	1.73%	90,006	2.12%	91,913	
5. Services and Other Operating Subagreements for Services	5100						

## MYP - RESTRICTED GENERAL FUND ASSUMPTIONS

District

FISCAL YEAR

REPORT PERIOD

Description	Object codes	2020-21 Working	% Change	2021-22 Projection	% Change	2022-23 Projection	Comments
Travel and Conference	5200			-		-	
Dues and Memberships	5300			-		-	
Insurance	54xx			-		-	
Operations	55xx			-		-	
Rentals, Leases, Repairs	5600	60,000	1.73%	61,038	2.12%	62,332	
Transfers of Direct Costs	57xx			-		-	
Professional/Consulting Services	5800	79,500	1.73%	80,875	2.12%	82,590	
Communications	5900			-		-	
Total Services and Other Operating	5000-5999	139,500	1.73%	141,913	2.12%	144,922	
6. Capital Outlay							
Land	6100						
Buildings	6200						
Equipment	6400						
Total Capital Outlay	6000-6999	-		-		-	
7. Other Outgo (excluding Transfers of Indirect Cost obj 7100-7299, 7400-7499)							
Debt service	7400-7499						
Total Other Outgo - Excluding Indirect	7100-7299, 7400-7499	-		-		-	
8. Other Outgo - Transfers of Indirect Cost							
Indirect Costs	7310	4,174	0.00%	4,174	0.00%	4,174	
Total Other Outgo - Transfer of Indirect Cost	7300-7399	4,174	0.00%	4,174	0.00%	4,174	
9. Other Financing Uses							
a. Transfers Out	7600-7629						
b. Other Uses	7630-7699						
10. Total Expenditures and Other Financing Uses		781,801	1.76%	795,597	2.05%	811,892	
C. NET INCREASE (DECREASE) IN FUND BALANCE		-	(0)	(3,183)	(0)	(8,513)	
D. Fund Balance							
Beginning Fund Balance		138,156		138,156		134,973	
Ending Fund Balance		138,156		134,973		126,460	

MYP - RESTRICTED GENERAL FUND ASSUMPTIONS

District

FISCAL YEAR  
REPORT PERIOD

Description	Object codes	2020-21 Working	% Change	2021-22 Projection	% Change	2022-23 Projection	Comments
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OTHER ASSUMPTION DETAILS  
Please provide information concerning assumptions made by the district. (i.e. furlough changes, program additions/terminations, one-time expenditures/funding)

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**Flow Projection**  
 District: 30 - Oak Valley  
 Fund: 0100 - General F  
 Fiscal Year: 2020  
 Current Year Actuals Thru: Apr 30 2020 12:0  
 (Thru Fiscal Month) 10  
 Budget As Of: May 30 2020 12:0

ENDING CASH PLUS ACCRUALS/ADJ.S

**Comments:**

District: 30 - Oak Valley Union

Fund: 0100 - General Fund

Cal Year: 2021

[illegible]

# Budget Comparison Report

BCR600

5/30/2020

Page

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For SACS Extract

8:42:18AM

by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>010 General Fund</b>						
<b>Revenues</b>						
<b>LCFF Sources</b>						
80110 LCFF State Aid - Current Year	\$4,971,658.00	\$0.00	\$4,971,658.00	\$4,404,889.00	\$0.00	\$4,404,889.00
80120 Education Protection Account	\$676,460.00	\$0.00	\$676,460.00	\$676,460.00	\$0.00	\$676,460.00
80410 Secured Rolls Tax	\$284,350.00	\$0.00	\$284,350.00	\$284,350.00	\$0.00	\$284,350.00
Total LCFF Sources	\$5,932,468.00	\$0.00	\$5,932,468.00	\$5,365,699.00	\$0.00	\$5,365,699.00
<b>Federal Revenues</b>						
82900 All Other Federal Revenue	\$0.00	\$167,035.00	\$167,035.00	\$0.00	\$148,880.00	\$148,880.00
Total Federal Revenues	\$0.00	\$167,035.00	\$167,035.00	\$0.00	\$148,880.00	\$148,880.00
<b>Other State Revenues</b>						
85500 Mandated Cost Reimbursements	\$17,241.00	\$0.00	\$17,241.00	\$17,637.00	\$0.00	\$17,637.00
85600 State Lottery Revenue	\$82,026.00	\$28,950.00	\$110,976.00	\$85,978.00	\$30,345.00	\$116,323.00
85900 All Other State Revenue	\$2,000.00	\$289,623.00	\$291,623.00	\$2,000.00	\$269,756.00	\$271,756.00
Total Other State Revenues	\$101,267.00	\$318,573.00	\$419,840.00	\$105,615.00	\$300,101.00	\$405,716.00
<b>Other Local Revenues</b>						
86600 Interest	\$13,500.00	\$0.00	\$13,500.00	\$15,000.00	\$0.00	\$15,000.00
86990 All Other Local Revenue	\$25,000.00	\$3,500.00	\$28,500.00	\$5,000.00	\$1,750.00	\$6,750.00
Total Other Local Revenues	\$38,500.00	\$3,500.00	\$42,000.00	\$20,000.00	\$1,750.00	\$21,750.00
Total Revenues	\$6,072,235.00	\$489,108.00	\$6,561,343.00	\$5,491,314.00	\$450,731.00	\$5,942,045.00
<b>Expenditures</b>						
<b>Certificated Salaries</b>						
11000 Certificated Teachers' Salaries	\$2,106,058.50	\$14,070.00	\$2,120,128.50	\$2,038,985.00	\$12,000.00	\$2,050,985.00
11002 Substitute Teachers	\$24,132.00	\$0.00	\$24,132.00	\$37,000.00	\$0.00	\$37,000.00
12000 Certificated Pupil Support Salaries	\$0.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00
13000 Certificated Supervisors and Administrators Salaries	\$245,950.00	\$0.00	\$245,950.00	\$257,260.00	\$0.00	\$257,260.00



## For SACS Extract

## Budget Comparison Report

8:42:18AM

by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>010 General Fund</b>						
19000 Other Certificated Salaries	\$4,078.00	\$0.00	\$4,078.00	\$0.00	\$0.00	\$0.00
Total Certificated Salaries	\$2,380,218.50	\$14,070.00	\$2,394,288.50	\$2,393,245.00	\$12,000.00	\$2,405,245.00
<b>Classified Salaries</b>						
21000 Classified Instructional Salaries	\$185,066.00	\$81,325.00	\$266,391.00	\$164,160.00	\$83,726.00	\$247,886.00
21002 Substitute Instructional Aides	\$0.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00
21003 Instructional Aides - Auxiliary	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
22000 Classified Support Salaries	\$249,103.00	\$87,700.00	\$336,803.00	\$250,609.00	\$94,648.00	\$345,257.00
24000 Clerical, Technical and Office Staff Salaries	\$126,585.00	\$0.00	\$126,585.00	\$139,117.00	\$0.00	\$139,117.00
29000 Other Classified Salaries	\$58,248.00	\$0.00	\$58,248.00	\$62,405.00	\$0.00	\$62,405.00
Total Classified Salaries	\$619,002.00	\$169,025.00	\$788,027.00	\$628,791.00	\$178,374.00	\$807,165.00
<b>Employee Benefits</b>						
31010 State Teachers' Retirement System, certificated positions	\$377,628.00	\$272,162.00	\$649,790.00	\$362,477.00	\$271,694.00	\$634,171.00
32010 Public Employees Retirement System, certificated positions	\$28,800.00	\$0.00	\$28,800.00	\$30,803.00	\$0.00	\$30,803.00
32020 Public Employees' Retirement System, classified positions	\$115,989.00	\$32,800.00	\$148,789.00	\$129,125.00	\$36,924.00	\$166,049.00
33012 OASDI, Certificated Positions	\$8,985.00	\$0.00	\$8,985.00	\$9,226.00	\$0.00	\$9,226.00
33013 Medicare, Certificated Positions	\$33,965.00	\$204.03	\$34,169.03	\$34,711.00	\$174.00	\$34,885.00
33022 OASDI, classified positions	\$38,245.00	\$10,590.00	\$48,835.00	\$38,799.00	\$11,059.00	\$49,858.00
33023 Medicare, classified positions	\$9,012.00	\$2,500.00	\$11,512.00	\$9,075.00	\$2,586.00	\$11,661.00
34010 Health & Welfare Benefits, certificated positions	\$468,595.00	\$0.00	\$468,595.00	\$491,736.00	\$0.00	\$491,736.00
34020 Health & Welfare Benefits, classified positions	\$154,928.00	\$31,111.00	\$186,039.00	\$157,690.00	\$32,293.00	\$189,983.00
34021 Abatement of H&W, classified positions	(\$18,097.00)	\$0.00	(\$18,097.00)	(\$22,574.70)	\$0.00	(\$22,574.70)
35010 State Unemployment Insurance, certificated positions	\$1,173.00	\$7.05	\$1,180.05	\$1,197.00	\$6.00	\$1,203.00
35020 State Unemployment Insurance, classified positions	\$315.00	\$87.00	\$402.00	\$313.00	\$89.00	\$402.00
36010 Worker's Compensation Insurance, certificated positions	\$31,823.00	\$179.35	\$32,002.35	\$33,929.00	\$170.00	\$34,099.00
36020 Worker's Compensation Insurance, classified positions	\$8,338.00	\$2,182.00	\$10,520.00	\$8,869.00	\$2,528.00	\$11,397.00
37010 OPEB, Allocated, certificated positions	\$21,861.00	\$130.06	\$21,991.06	\$22,064.00	\$111.00	\$22,175.00
37020 OPEB, Allocated, classified positions	\$5,794.00	\$1,566.00	\$7,360.00	\$5,863.00	\$1,645.00	\$7,508.00
Total Employee Benefits	\$1,287,354.00	\$353,518.49	\$1,640,872.49	\$1,313,302.30	\$359,279.00	\$1,672,581.30
<b>Books and Supplies</b>						

## For SACS Extract

by Fund

8:42:18AM

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>010 General Fund</b>						
41000 Approved Textbooks and Core Curricula Materials	\$28,585.00	\$20,000.00	\$48,585.00	\$30,000.00	\$20,000.00	\$50,000.00
43000 Materials and Supplies	\$270,581.00	\$92,035.51	\$362,616.51	\$184,089.00	\$58,474.00	\$242,563.00
44000 Non-Capitalized Equipment	\$52,000.00	\$9,975.00	\$61,975.00	\$53,787.00	\$10,000.00	\$63,787.00
Total Books and Supplies	\$351,166.00	\$122,010.51	\$473,176.51	\$267,876.00	\$88,474.00	\$356,350.00
Services, Other Operating Expenses						
52000 Travel and Conferences	\$17,000.00	\$0.00	\$17,000.00	\$16,500.00	\$0.00	\$16,500.00
53000 Dues and Memberships	\$10,500.00	\$0.00	\$10,500.00	\$10,500.00	\$0.00	\$10,500.00
54500 Other Insurance	\$30,657.00	\$0.00	\$30,657.00	\$30,500.00	\$0.00	\$30,500.00
55000 Operation and Housekeeping Services	\$140,000.00	\$0.00	\$140,000.00	\$130,000.00	\$0.00	\$130,000.00
56000 Rentals, Leases, Repairs and Non-Capitalized Improvements	\$54,000.00	\$62,550.00	\$116,550.00	\$48,000.00	\$60,000.00	\$108,000.00
58000 Professional/Consulting Services and Operating Expenditures	\$460,296.00	\$88,720.00	\$549,016.00	\$302,400.00	\$79,500.00	\$381,900.00
58009 Pension Penalties & Interest	\$1,006.00	\$0.00	\$1,006.00	\$1,000.00	\$0.00	\$1,000.00
59000 Communications	\$9,100.00	\$0.00	\$9,100.00	\$6,000.00	\$0.00	\$6,000.00
Total Services, Other Operating Expenses	\$722,559.00	\$151,270.00	\$873,829.00	\$544,900.00	\$139,500.00	\$684,400.00
Capital Outlay						
61700 Land Improvements	\$83,413.00	\$0.00	\$83,413.00	\$83,413.00	\$0.00	\$83,413.00
64000 Equipment	\$173,821.00	\$0.00	\$173,821.00	\$165,000.00	\$0.00	\$165,000.00
Total Capital Outlay	\$257,234.00	\$0.00	\$257,234.00	\$248,413.00	\$0.00	\$248,413.00
Other Outgo						
71420 Other Tuition, Excess Costs, and/or Deficits Payments to COE	\$25,384.00	\$0.00	\$25,384.00	\$25,384.00	\$0.00	\$25,384.00
Total Other Outgo	\$25,384.00	\$0.00	\$25,384.00	\$25,384.00	\$0.00	\$25,384.00
Direct Support/Indirect Costs						
73100 Transfers of Indirect Costs	(\$3,553.00)	\$3,553.00	\$0.00	(\$4,174.00)	\$4,174.00	\$0.00
73500 Transfers of Indirect Costs - Interfund	(\$11,011.00)	\$0.00	(\$11,011.00)	(\$13,456.00)	\$0.00	(\$13,456.00)
Total Direct Support/Indirect Costs	(\$14,564.00)	\$3,553.00	(\$11,011.00)	(\$17,630.00)	\$4,174.00	(\$13,456.00)
Total Expenditures	\$5,628,353.50	\$813,447.00	\$6,441,800.50	\$5,404,281.30	\$781,801.00	\$6,186,082.30
Excess (Deficiency) of Revenues	\$443,881.50	(\$324,339.00)	\$119,542.50	\$87,032.70	(\$331,070.00)	(\$244,037.30)

## For SACS Extract

## Budget Comparison Report

8:42:18AM

by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>010 General Fund</b>						
Other Financing Sources/Uses						
Transfers Out						
76120 Between General Fund and Special Reserve Fund	\$45,000.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$45,000.00
76190 Other Authorized Interfund Transfers Out	\$25,000.00	\$0.00	\$25,000.00	\$31,675.00	\$0.00	\$31,675.00
Total Transfers Out	\$70,000.00	\$0.00	\$70,000.00	\$76,675.00	\$0.00	\$76,675.00
Contributions						
89800 Contributions from Unrestricted Resources	(\$314,459.00)	\$314,459.00	\$0.00	(\$331,070.00)	\$331,070.00	\$0.00
Total Contributions	(\$314,459.00)	\$314,459.00	\$0.00	(\$331,070.00)	\$331,070.00	\$0.00
Total Other Financing Sources/Uses	(\$384,459.00)	\$314,459.00	(\$70,000.00)	(\$407,745.00)	\$331,070.00	(\$76,675.00)
Net Increase (Decrease) in Fund	\$59,422.50	(\$9,880.00)	\$49,542.50	(\$320,712.30)	\$0.00	(\$320,712.30)
Beginning Balance						
Assets						
91100 Cash in County Treasury	\$3,718,606.16	\$148,468.09	\$3,867,074.25	\$3,580,831.93	\$138,156.17	\$3,718,988.10
91110 Fair Value Adjustment to Cash in County Treasury	\$29,001.03	\$0.00	\$29,001.03	\$0.00	\$0.00	\$0.00
91300 Revolving Cash Account	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
92001 Accounts Receivable Clearing	\$20,036.59	\$22,798.08	\$42,834.67	\$0.00	\$0.00	\$0.00
92004 Due From Employees - Payroll Corrections	\$248.37	\$0.00	\$248.37	\$0.00	\$0.00	\$0.00
Total Assets	\$3,768,892.15	\$171,266.17	\$3,940,158.32	\$3,580,831.93	\$138,156.17	\$3,718,988.10
Liabilities						
95009 County Wide Liabilities - by COE	\$10,094.00	\$0.00	\$10,094.00	\$0.00	\$0.00	\$0.00
95010 Accounts Payable Clearing	\$52,052.33	\$19,080.00	\$71,132.33	\$0.00	\$0.00	\$0.00
95013 Deferred Wages Payable	\$180,551.83	\$0.00	\$180,551.83	\$0.00	\$0.00	\$0.00
95025 State Unemployment Insurance Payable	\$429.42	\$0.00	\$429.42	\$0.00	\$0.00	\$0.00
95030 Use Tax Payable	\$3,949.19	\$0.00	\$3,949.19	\$0.00	\$0.00	\$0.00
95051 Outlawed Employee Refunds & Voluntary Deductions	\$41.48	\$0.00	\$41.48	\$0.00	\$0.00	\$0.00
96100 Due to Other Funds	\$364.47	\$0.00	\$364.47	\$0.00	\$0.00	\$0.00
96500 Unearned Revenue	\$0.00	\$4,150.00	\$4,150.00	\$0.00	\$0.00	\$0.00

## For SACS Extract

## Budget Comparison Report

by Fund

8:42:18AM

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>010 General Fund</b>						
Total Liabilities						
Total Beginning Balance	\$247,482.72	\$23,230.00	\$270,712.72	\$0.00	\$0.00	\$0.00
Adjusted Beginning Balance	\$3,521,409.43	\$148,036.17	\$3,669,445.60	\$3,580,831.93	\$138,156.17	\$3,718,988.10
	\$3,521,409.43	\$148,036.17	\$3,669,445.60	\$3,580,831.93	\$138,156.17	\$3,718,988.10
Ending Balance						
Assets						
91100 Cash in County Treasury	\$3,579,831.93	\$138,156.17	\$3,717,988.10	\$3,259,119.63	\$138,156.17	\$3,397,275.80
91300 Revolving Cash Account	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
Total Assets	\$3,580,831.93	\$138,156.17	\$3,718,988.10	\$3,260,119.63	\$138,156.17	\$3,398,275.80
Total Ending Balance	\$3,580,831.93	\$138,156.17	\$3,718,988.10	\$3,260,119.63	\$138,156.17	\$3,398,275.80
Components of Ending Fund Balance						
Fund Balance, Nonspendable						
97110 Nonspendable Revolving Cash	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
97200 Reserve for Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fund Balance, Nonspendable	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
Fund Balance, Unassigned						
97890 Reserve for Economic Uncertainties	\$260,106.79	\$0.00	\$260,106.79	\$250,510.29	\$0.00	\$250,510.29
97900 Undesignated/Unappropriated	(\$420,080.20)	(\$21,263.00)	(\$441,343.20)	(\$572,222.59)	\$0.00	(\$572,222.59)
97910 Beginning Fund Balance	\$3,521,409.43	\$148,036.17	\$3,669,445.60	\$3,580,831.93	\$138,156.17	\$3,718,988.10
Total Fund Balance, Unassigned	\$3,361,436.02	\$126,773.17	\$3,488,209.19	\$3,259,119.63	\$138,156.17	\$3,397,275.80
Budgetary and Other Accounts						
98100 Estimated Revenue	(\$5,656,310.00)	(\$721,143.00)	(\$6,377,453.00)	\$0.00	\$0.00	\$0.00
98200 Appropriations	\$5,874,705.91	\$732,526.00	\$6,607,231.91	\$0.00	\$0.00	\$0.00
98300 Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Budgetary and Other Accounts	\$218,395.91	\$11,383.00	\$229,778.91	\$0.00	\$0.00	\$0.00
Total Components of Ending Fund Balance	\$3,580,831.93	\$138,156.17	\$3,718,988.10	\$3,260,119.63	\$138,156.17	\$3,398,275.80

## Budget Comparison Report

For SACS Extract

8:42:18AM

by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>130 Cafeteria Special Revenue Fund</b>						
<b>Revenues</b>						
<b>Federal Revenues</b>						
82200 Child Nutrition Programs	\$0.00	\$270,956.00	\$270,956.00	\$0.00	\$270,956.00	\$270,956.00
Total Federal Revenues	\$0.00	\$270,956.00	\$270,956.00	\$0.00	\$270,956.00	\$270,956.00
<b>Other State Revenues</b>						
85200 Child Nutrition	\$0.00	\$19,338.00	\$19,338.00	\$0.00	\$19,338.00	\$19,338.00
Total Other State Revenues	\$0.00	\$19,338.00	\$19,338.00	\$0.00	\$19,338.00	\$19,338.00
<b>Other Local Revenues</b>						
86340 Food Service Sales	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00	\$250.00
86600 Interest	\$0.00	\$355.72	\$355.72	\$0.00	\$300.00	\$300.00
86620 Net Increase (Decrease) in the Fair Value of Investments	\$0.00	\$140.00	\$140.00	\$0.00	\$100.00	\$100.00
86990 All Other Local Revenue	\$0.00	\$6,877.01	\$6,877.01	\$0.00	\$3,500.00	\$3,500.00
Total Other Local Revenues	\$0.00	\$7,622.73	\$7,622.73	\$0.00	\$4,150.00	\$4,150.00
Total Revenues	\$0.00	\$297,916.73	\$297,916.73	\$0.00	\$294,444.00	\$294,444.00
<b>Expenditures</b>						
<b>Classified Salaries</b>						
22000 Classified Support Salaries	\$0.00	\$69,500.00	\$69,500.00	\$0.00	\$73,732.00	\$73,732.00
22002 Substitute Classified Support	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
22003 Classified Support Salaries - Auxiliary	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
24000 Clerical, Technical and Office Staff Salaries	\$0.00	\$9,750.00	\$9,750.00	\$0.00	\$20,476.00	\$20,476.00
Total Classified Salaries	\$0.00	\$79,250.00	\$79,250.00	\$0.00	\$99,208.00	\$99,208.00
<b>Employee Benefits</b>						
32020 Public Employees' Retirement System, classified positions	\$0.00	\$14,636.00	\$14,636.00	\$0.00	\$20,536.00	\$20,536.00
33022 OASDI, classified positions	\$0.00	\$5,165.00	\$5,165.00	\$0.00	\$6,151.00	\$6,151.00
33023 Medicare, classified positions	\$0.00	\$1,225.00	\$1,225.00	\$0.00	\$1,439.00	\$1,439.00

## For SACS Extract

## Budget Comparison Report

8:42:18AM

by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>130 Cafeteria Special Revenue Fund</b>						
34020 Health & Welfare Benefits, classified positions	\$0.00	\$15,955.00	\$15,955.00	\$0.00	\$16,147.00	\$16,147.00
35020 State Unemployment Insurance, classified positions	\$0.00	\$43.00	\$43.00	\$0.00	\$50.00	\$50.00
36020 Worker's Compensation Insurance, classified positions	\$0.00	\$1,075.00	\$1,075.00	\$0.00	\$1,406.00	\$1,406.00
37020 OPEB, Allocated, classified positions	\$0.00	\$787.00	\$787.00	\$0.00	\$915.00	\$915.00
Total Employee Benefits	\$0.00	\$38,886.00	\$38,886.00	\$0.00	\$46,644.00	\$46,644.00
Books and Supplies						
43000 Materials and Supplies	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$15,000.00	\$15,000.00
44000 Non-Capitalized Equipment	\$0.00	\$522.00	\$522.00	\$0.00	\$1,000.00	\$1,000.00
47000 Food	\$0.00	\$165,500.00	\$165,500.00	\$0.00	\$180,000.00	\$180,000.00
Total Books and Supplies	\$0.00	\$191,022.00	\$191,022.00	\$0.00	\$196,000.00	\$196,000.00
Services, Other Operating Expenses						
52000 Travel and Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
56000 Rentals, Leases, Repairs and Non-Capitalized Improvements	\$0.00	\$200.00	\$200.00	\$0.00	\$500.00	\$500.00
58000 Professional/Consulting Services and Operating Expenditures	\$0.00	\$5,267.73	\$5,267.73	\$0.00	\$5,000.00	\$5,000.00
Total Services, Other Operating Expenses	\$0.00	\$5,467.73	\$5,467.73	\$0.00	\$5,500.00	\$5,500.00
Direct Support/Indirect Costs						
73500 Transfers of Indirect Costs - Interfund	\$0.00	\$11,011.00	\$11,011.00	\$0.00	\$13,456.00	\$13,456.00
Total Direct Support/Indirect Costs	\$0.00	\$11,011.00	\$11,011.00	\$0.00	\$13,456.00	\$13,456.00
Total Expenditures	\$0.00	\$325,636.73	\$325,636.73	\$0.00	\$360,808.00	\$360,808.00
Excess (Deficiency) of Revenues	\$0.00	(\$27,720.00)	(\$27,720.00)	\$0.00	(\$66,364.00)	(\$66,364.00)
Other Financing Sources/Uses						
Transfers In						
89160 To Cafeteria Fund, From General Fund	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$31,675.00	\$31,675.00
Total Transfers In	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$31,675.00	\$31,675.00
Total Other Financing Sources/Uses	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$31,675.00	\$31,675.00
Net Increase (Decrease) in Fund	\$0.00	(\$2,720.00)	(\$2,720.00)	\$0.00	(\$34,689.00)	(\$34,689.00)

## For SACS Extract

## Budget Comparison Report

8:42:18AM

by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>130 Cafeteria Special Revenue Fund</b>						
<u>Beginning Balance</u>						
<u>Assets</u>						
91100 Cash in County Treasury	(\$364.47)	\$3,356.58	\$2,992.11	\$0.00	\$35,072.02	\$35,072.02
91110 Fair Value Adjustment to Cash in County Treasury	\$0.00	\$22.44	\$22.44	\$0.00	\$0.00	\$0.00
91200 Cash in Bank(s)	\$0.00	\$73.86	\$73.86	\$0.00	\$0.00	\$0.00
92001 Accounts Receivable Clearing	\$0.00	\$39,507.96	\$39,507.96	\$0.00	\$0.00	\$0.00
93100 Due From Other Funds	\$364.47	\$0.00	\$364.47	\$0.00	\$0.00	\$0.00
93200 Stores	\$0.00	\$2,229.14	\$2,229.14	\$0.00	\$0.00	\$0.00
<b>Total Assets</b>	<b>\$0.00</b>	<b>\$45,189.98</b>	<b>\$45,189.98</b>	<b>\$0.00</b>	<b>\$35,072.02</b>	<b>\$35,072.02</b>
<u>Liabilities</u>						
95010 Accounts Payable Clearing	\$0.00	\$7,397.96	\$7,397.96	\$0.00	\$0.00	\$0.00
<b>Total Liabilities</b>	<b>\$0.00</b>	<b>\$7,397.96</b>	<b>\$7,397.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Beginning Balance</b>	<b>\$0.00</b>	<b>\$37,792.02</b>	<b>\$37,792.02</b>	<b>\$0.00</b>	<b>\$35,072.02</b>	<b>\$35,072.02</b>
<b>Adjusted Beginning Balance</b>	<b>\$0.00</b>	<b>\$37,792.02</b>	<b>\$37,792.02</b>	<b>\$0.00</b>	<b>\$35,072.02</b>	<b>\$35,072.02</b>
<u>Ending Balance</u>						
<u>Assets</u>						
91100 Cash in County Treasury	\$0.00	\$35,072.02	\$35,072.02	\$0.00	\$383.02	\$383.02
<b>Total Assets</b>	<b>\$0.00</b>	<b>\$35,072.02</b>	<b>\$35,072.02</b>	<b>\$0.00</b>	<b>\$383.02</b>	<b>\$383.02</b>
<b>Total Ending Balance</b>	<b>\$0.00</b>	<b>\$35,072.02</b>	<b>\$35,072.02</b>	<b>\$0.00</b>	<b>\$383.02</b>	<b>\$383.02</b>
<u>Components of Ending Fund Balance</u>						
<u>Fund Balance, Nonspendable</u>						
97200 Reserve for Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Fund Balance, Nonspendable</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>
<u>Fund Balance, Unassigned</u>						
97900 Undesignated/Unappropriated	\$0.00	\$3,429.17	\$3,429.17	\$0.00	(\$34,689.00)	(\$34,689.00)

## For SACS Extract

## Budget Comparison Report

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by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>130 Cafeteria Special Revenue Fund</b>						
97910 Beginning Fund Balance						
Total Fund Balance, Unassigned	\$0.00	\$37,792.02	\$37,792.02	\$0.00	\$35,072.02	\$35,072.02
	\$0.00	\$41,221.19	\$41,221.19	\$0.00	\$383.02	\$383.02
Budgetary and Other Accounts						
98100 Estimated Revenue	\$0.00	(\$340,364.17)	(\$340,364.17)	\$0.00	\$0.00	\$0.00
98200 Appropriations	\$0.00	\$334,215.00	\$334,215.00	\$0.00	\$0.00	\$0.00
98300 Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Budgetary and Other Accounts	\$0.00	(\$6,149.17)	(\$6,149.17)	\$0.00	\$0.00	\$0.00
Total Components of Ending Fund Balance	\$0.00	\$35,072.02	\$35,072.02	\$0.00	\$383.02	\$383.02



## For SACS Extract

## Budget Comparison Report

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by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>170 Special Reserve Fund for Other than Capital Outlay Projects</b>						
Revenues						
Other Local Revenues						
86600 Interest	\$2,452.72	\$0.00	\$2,452.72	\$2,400.00	\$0.00	\$2,400.00
86620 Net Increase (Decrease) in the Fair Value of Investments	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
Total Other Local Revenues	\$4,452.72	\$0.00	\$4,452.72	\$4,400.00	\$0.00	\$4,400.00
Total Revenues	\$4,452.72	\$0.00	\$4,452.72	\$4,400.00	\$0.00	\$4,400.00
Excess (Deficiency) of Revenues	\$4,452.72	\$0.00	\$4,452.72	\$4,400.00	\$0.00	\$4,400.00
Net Increase (Decrease) in Fund	\$4,452.72	\$0.00	\$4,452.72	\$4,400.00	\$0.00	\$4,400.00
Beginning Balance						
Assets						
91100 Cash in County Treasury	\$127,305.49	\$0.00	\$127,305.49	\$132,712.93	\$0.00	\$132,712.93
91110 Fair Value Adjustment to Cash in County Treasury	\$954.72	\$0.00	\$954.72	\$0.00	\$0.00	\$0.00
Total Assets	\$128,260.21	\$0.00	\$128,260.21	\$132,712.93	\$0.00	\$132,712.93
Total Beginning Balance	\$128,260.21	\$0.00	\$128,260.21	\$132,712.93	\$0.00	\$132,712.93
Adjusted Beginning Balance	\$128,260.21	\$0.00	\$128,260.21	\$132,712.93	\$0.00	\$132,712.93
Ending Balance						
Assets						
91100 Cash in County Treasury	\$132,712.93	\$0.00	\$132,712.93	\$137,112.93	\$0.00	\$137,112.93
Total Assets	\$132,712.93	\$0.00	\$132,712.93	\$137,112.93	\$0.00	\$137,112.93
Total Ending Balance	\$132,712.93	\$0.00	\$132,712.93	\$137,112.93	\$0.00	\$137,112.93
Components of Ending Fund Balance						
Fund Balance, Unassigned						
97900 Undesignated/Unappropriated	\$8,452.72	\$0.00	\$8,452.72	\$4,400.00	\$0.00	\$4,400.00
97910 Beginning Fund Balance	\$128,260.21	\$0.00	\$128,260.21	\$132,712.93	\$0.00	\$132,712.93

**Budget Comparison Report**

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For SACS Extract

by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>170 Special Reserve Fund for Other than Capital Outlay Projects</b>						
Total Fund Balance, Unassigned	\$136,712.93	\$0.00	\$136,712.93	\$137,112.93	\$0.00	\$137,112.93
Budgetary and Other Accounts						
98100 Estimated Revenue	(\$4,000.00)	\$0.00	(\$4,000.00)	\$0.00	\$0.00	\$0.00
Total Budgetary and Other Accounts	(\$4,000.00)	\$0.00	(\$4,000.00)	\$0.00	\$0.00	\$0.00
Total Components of Ending Fund Balance	\$132,712.93	\$0.00	\$132,712.93	\$137,112.93	\$0.00	\$137,112.93

## Budget Comparison Report

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For SACS Extract

by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>200 Special Reserve Fund for Postemployment Benefits</b>						
Revenues						
Other Local Revenues						
86600 Interest	\$4,203.10	\$0.00	\$4,203.10	\$3,000.00	\$0.00	\$3,000.00
86620 Net Increase (Decrease) in the Fair Value of Investments	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Total Other Local Revenues	\$4,203.10	\$0.00	\$4,203.10	\$4,000.00	\$0.00	\$4,000.00
Total Revenues	\$4,203.10	\$0.00	\$4,203.10	\$4,000.00	\$0.00	\$4,000.00
Excess (Deficiency) of Revenues	\$4,203.10	\$0.00	\$4,203.10	\$4,000.00	\$0.00	\$4,000.00
Other Financing Sources/Uses						
Transfers In						
89120 Between General Fund and Special Reserve Fund	\$45,000.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$45,000.00
Total Transfers In	\$45,000.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$45,000.00
Total Other Financing Sources/Uses	\$45,000.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$45,000.00
Net Increase (Decrease) in Fund	\$49,203.10	\$0.00	\$49,203.10	\$49,000.00	\$0.00	\$49,000.00
Beginning Balance						
Assets						
91100 Cash in County Treasury	\$218,294.91	\$0.00	\$218,294.91	\$269,135.11	\$0.00	\$269,135.11
91110 Fair Value Adjustment to Cash in County Treasury	\$1,637.10	\$0.00	\$1,637.10	\$0.00	\$0.00	\$0.00
Total Assets	\$219,932.01	\$0.00	\$219,932.01	\$269,135.11	\$0.00	\$269,135.11
Total Beginning Balance	\$219,932.01	\$0.00	\$219,932.01	\$269,135.11	\$0.00	\$269,135.11
Adjusted Beginning Balance	\$219,932.01	\$0.00	\$219,932.01	\$269,135.11	\$0.00	\$269,135.11
Ending Balance						
Assets						
91100 Cash in County Treasury	\$269,135.11	\$0.00	\$269,135.11	\$318,135.11	\$0.00	\$318,135.11
Total Assets	\$269,135.11	\$0.00	\$269,135.11	\$318,135.11	\$0.00	\$318,135.11

# Budget Comparison Report

BCR600

5/30/2020

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by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>200 Special Reserve Fund for Postemployment Benefits</b>						
Total Ending Balance	\$269,135.11	\$0.00	\$269,135.11	\$318,135.11	\$0.00	\$318,135.11
Components of Ending Fund Balance						
Fund Balance, Unassigned						
97900 Undesignated/Unappropriated	\$96,900.81	\$0.00	\$96,900.81	\$49,000.00	\$0.00	\$49,000.00
97910 Beginning Fund Balance	\$219,932.01	\$0.00	\$219,932.01	\$269,135.11	\$0.00	\$269,135.11
Total Fund Balance, Unassigned	\$316,832.82	\$0.00	\$316,832.82	\$318,135.11	\$0.00	\$318,135.11
Budgetary and Other Accounts						
98100 Estimated Revenue	(\$47,697.71)	\$0.00	(\$47,697.71)	\$0.00	\$0.00	\$0.00
Total Budgetary and Other Accounts	(\$47,697.71)	\$0.00	(\$47,697.71)	\$0.00	\$0.00	\$0.00
Total Components of Ending Fund Balance	\$269,135.11	\$0.00	\$269,135.11	\$318,135.11	\$0.00	\$318,135.11

For SACS Extract

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## Budget Comparison Report

by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>251 Developer Fees Fund</b>						
Revenues						
Other Local Revenues						
86600 Interest	\$0.00	\$300.00	\$300.00	\$0.00	\$300.00	\$300.00
86620 Net Increase (Decrease) in the Fair Value of Investments	\$0.00	\$250.00	\$250.00	\$0.00	\$200.00	\$200.00
86810 Mitigation/Developer Fees	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
Total Other Local Revenues	\$0.00	\$10,550.00	\$10,550.00	\$0.00	\$10,500.00	\$10,500.00
Total Revenues	\$0.00	\$10,550.00	\$10,550.00	\$0.00	\$10,500.00	\$10,500.00
Expenditures						
Services, Other Operating Expenses						
58000 Professional/Consulting Services and Operating Expenditures	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
Total Expenditures	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
Excess (Deficiency) of Revenues	\$0.00	\$550.00	\$550.00	\$0.00	\$500.00	\$500.00
Net Increase (Decrease) in Fund	\$0.00	\$550.00	\$550.00	\$0.00	\$500.00	\$500.00
Beginning Balance						
Assets						
91100 Cash in County Treasury	\$0.00	\$11,426.37	\$11,426.37	\$0.00	\$13,269.53	\$13,269.53
91110 Fair Value Adjustment to Cash in County Treasury	\$0.00	\$85.69	\$85.69	\$0.00	\$0.00	\$0.00
92001 Accounts Receivable Clearing	\$0.00	\$1,207.47	\$1,207.47	\$0.00	\$0.00	\$0.00
Total Assets	\$0.00	\$12,719.53	\$12,719.53	\$0.00	\$13,269.53	\$13,269.53
Total Beginning Balance	\$0.00	\$12,719.53	\$12,719.53	\$0.00	\$13,269.53	\$13,269.53
Adjusted Beginning Balance	\$0.00	\$12,719.53	\$12,719.53	\$0.00	\$13,269.53	\$13,269.53
Ending Balance						
Assets						

**Budget Comparison Report**

BCR600

5/30/2020

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by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>251 Developer Fees Fund</b>						
91100 Cash in County Treasury	\$0.00	\$13,269.53	\$13,269.53	\$0.00	\$13,769.53	\$13,769.53
Total Assets	\$0.00	\$13,269.53	\$13,269.53	\$0.00	\$13,769.53	\$13,769.53
Total Ending Balance	\$0.00	\$13,269.53	\$13,269.53	\$0.00	\$13,769.53	\$13,769.53
<b>Components of Ending Fund Balance</b>						
Fund Balance, Nonspendable						
97200 Reserve for Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fund Balance, Nonspendable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance, Unassigned						
97900 Undesignated/Unappropriated	\$0.00	\$1,100.00	\$1,100.00	\$0.00	\$500.00	\$500.00
97910 Beginning Fund Balance	\$0.00	\$12,719.53	\$12,719.53	\$0.00	\$13,269.53	\$13,269.53
Total Fund Balance, Unassigned	\$0.00	\$13,819.53	\$13,819.53	\$0.00	\$13,769.53	\$13,769.53
<b>Budgetary and Other Accounts</b>						
98100 Estimated Revenue	\$0.00	(\$10,550.00)	(\$10,550.00)	\$0.00	\$0.00	\$0.00
98200 Appropriations	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00
98300 Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Budgetary and Other Accounts	\$0.00	(\$550.00)	(\$550.00)	\$0.00	\$0.00	\$0.00
Total Components of Ending Fund Balance	\$0.00	\$13,269.53	\$13,269.53	\$0.00	\$13,769.53	\$13,769.53

**Budget Comparison Report**

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For SACS Extract

by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>350 County School Facilities Fund - New Construction</b>						
<b>Revenues</b>						
Other Local Revenues						
86600 Interest	\$0.00	\$795.25	\$795.25	\$0.00	\$750.00	\$750.00
Total Other Local Revenues	\$0.00	\$795.25	\$795.25	\$0.00	\$750.00	\$750.00
Total Revenues	\$0.00	\$795.25	\$795.25	\$0.00	\$750.00	\$750.00
<b>Expenditures</b>						
Services, Other Operating Expenses						
58000 Professional/Consulting Services and Operating Expenditures	\$0.00	\$7,607.00	\$7,607.00	\$0.00	\$0.00	\$0.00
Total Services, Other Operating Expenses	\$0.00	\$7,607.00	\$7,607.00	\$0.00	\$0.00	\$0.00
Total Expenditures	\$0.00	\$7,607.00	\$7,607.00	\$0.00	\$0.00	\$0.00
Excess (Deficiency) of Revenues	\$0.00	(\$6,811.75)	(\$6,811.75)	\$0.00	\$750.00	\$750.00
Net Increase (Decrease) in Fund	\$0.00	(\$6,811.75)	(\$6,811.75)	\$0.00	\$750.00	\$750.00
<b>Beginning Balance</b>						
<b>Assets</b>						
91100 Cash in County Treasury	\$0.00	\$42,104.25	\$42,104.25	\$0.00	\$35,292.50	\$35,292.50
Total Assets	\$0.00	\$42,104.25	\$42,104.25	\$0.00	\$35,292.50	\$35,292.50
Total Beginning Balance	\$0.00	\$42,104.25	\$42,104.25	\$0.00	\$35,292.50	\$35,292.50
Adjusted Beginning Balance	\$0.00	\$42,104.25	\$42,104.25	\$0.00	\$35,292.50	\$35,292.50
<b>Ending Balance</b>						
<b>Assets</b>						
91100 Cash in County Treasury	\$0.00	\$35,292.50	\$35,292.50	\$0.00	\$36,042.50	\$36,042.50
Total Assets	\$0.00	\$35,292.50	\$35,292.50	\$0.00	\$36,042.50	\$36,042.50
Total Ending Balance	\$0.00	\$35,292.50	\$35,292.50	\$0.00	\$36,042.50	\$36,042.50
<b>Components of Ending Fund Balance</b>						

# Budget Comparison Report

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by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>350 County School Facilities Fund - New Construction</b>						
<b>Fund Balance, Nonspendable</b>						
97200 Reserve for Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Fund Balance, Nonspendable</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Fund Balance, Unassigned</b>						
97900 Undesignated/Unappropriated	\$0.00	(\$13,897.91)	(\$13,897.91)	\$0.00	\$750.00	\$750.00
97910 Beginning Fund Balance	\$0.00	\$42,104.25	\$42,104.25	\$0.00	\$35,292.50	\$35,292.50
<b>Total Fund Balance, Unassigned</b>	\$0.00	\$28,206.34	\$28,206.34	\$0.00	\$36,042.50	\$36,042.50
<b>Budgetary and Other Accounts</b>						
98100 Estimated Revenue	\$0.00	(\$520.84)	(\$520.84)	\$0.00	\$0.00	\$0.00
98200 Appropriations	\$0.00	\$7,607.00	\$7,607.00	\$0.00	\$0.00	\$0.00
98300 Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Budgetary and Other Accounts</b>	\$0.00	\$7,086.16	\$7,086.16	\$0.00	\$0.00	\$0.00
<b>Total Components of Ending Fund Balance</b>	\$0.00	\$35,292.50	\$35,292.50	\$0.00	\$36,042.50	\$36,042.50



## Budget Comparison Report

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For SACS Extract

by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>351 County School Facilities Fund - Modernization</b>						
Revenues						
Other Local Revenues						
86600 Interest	\$0.00	\$53.87	\$53.87	\$0.00	\$0.00	\$0.00
Total Other Local Revenues	\$0.00	\$53.87	\$53.87	\$0.00	\$0.00	\$0.00
Total Revenues	\$0.00	\$53.87	\$53.87	\$0.00	\$0.00	\$0.00
Excess (Deficiency) of Revenues	\$0.00	\$53.87	\$53.87	\$0.00	\$0.00	\$0.00
Net Increase (Decrease) in Fund	\$0.00	\$53.87	\$53.87	\$0.00	\$0.00	\$0.00
Beginning Balance						
Assets						
91100 Cash in County Treasury	\$0.00	\$4,354.86	\$4,354.86	\$0.00	\$4,408.73	\$4,408.73
Total Assets	\$0.00	\$4,354.86	\$4,354.86	\$0.00	\$4,408.73	\$4,408.73
Total Beginning Balance	\$0.00	\$4,354.86	\$4,354.86	\$0.00	\$4,408.73	\$4,408.73
Adjusted Beginning Balance	\$0.00	\$4,354.86	\$4,354.86	\$0.00	\$4,408.73	\$4,408.73
Ending Balance						
Assets						
91100 Cash in County Treasury	\$0.00	\$4,408.73	\$4,408.73	\$0.00	\$4,408.73	\$4,408.73
Total Assets	\$0.00	\$4,408.73	\$4,408.73	\$0.00	\$4,408.73	\$4,408.73
Total Ending Balance	\$0.00	\$4,408.73	\$4,408.73	\$0.00	\$4,408.73	\$4,408.73
Components of Ending Fund Balance						
Fund Balance, Unassigned						
97900 Undesignated/Unappropriated	\$0.00	\$107.74	\$107.74	\$0.00	\$0.00	\$0.00
97910 Beginning Fund Balance	\$0.00	\$4,354.86	\$4,354.86	\$0.00	\$4,408.73	\$4,408.73
Total Fund Balance, Unassigned	\$0.00	\$4,462.60	\$4,462.60	\$0.00	\$4,408.73	\$4,408.73
Budgetary and Other Accounts						

**Budget Comparison Report**

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by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>351 County School Facilities Fund - Modernization</b>						
98100 Estimated Revenue	\$0.00	(\$53.87)	(\$53.87)	\$0.00	\$0.00	\$0.00
Total Budgetary and Other Accounts	\$0.00	(\$53.87)	(\$53.87)	\$0.00	\$0.00	\$0.00
Total Components of Ending Fund Balance	\$0.00	\$4,408.73	\$4,408.73	\$0.00	\$4,408.73	\$4,408.73

# Budget Comparison Report

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by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>401 Special Reserve Fund for Capital Outlay Projects #2</b>						
Revenues						
Other Local Revenues						
86600 Interest	\$0.00	\$1.17	\$1.17	\$0.00	\$0.00	\$0.00
Total Other Local Revenues	\$0.00	\$1.17	\$1.17	\$0.00	\$0.00	\$0.00
Total Revenues	\$0.00	\$1.17	\$1.17	\$0.00	\$0.00	\$0.00
Excess (Deficiency) of Revenues	\$0.00	\$1.17	\$1.17	\$0.00	\$0.00	\$0.00
Net Increase (Decrease) in Fund	\$0.00	\$1.17	\$1.17	\$0.00	\$0.00	\$0.00
Beginning Balance						
Assets						
91100 Cash in County Treasury	\$0.00	\$94.90	\$94.90	\$0.00	\$96.78	\$96.78
91110 Fair Value Adjustment to Cash in County Treasury	\$0.00	\$0.71	\$0.71	\$0.00	\$0.00	\$0.00
Total Assets	\$0.00	\$95.61	\$95.61	\$0.00	\$96.78	\$96.78
Total Beginning Balance	\$0.00	\$95.61	\$95.61	\$0.00	\$96.78	\$96.78
Adjusted Beginning Balance	\$0.00	\$95.61	\$95.61	\$0.00	\$96.78	\$96.78
Ending Balance						
Assets						
91100 Cash in County Treasury	\$0.00	\$96.78	\$96.78	\$0.00	\$96.78	\$96.78
Total Assets	\$0.00	\$96.78	\$96.78	\$0.00	\$96.78	\$96.78
Total Ending Balance	\$0.00	\$96.78	\$96.78	\$0.00	\$96.78	\$96.78
Components of Ending Fund Balance						
Fund Balance, Unassigned						
97900 Undesignated/Unappropriated	\$0.00	\$2.34	\$2.34	\$0.00	\$0.00	\$0.00
97910 Beginning Fund Balance	\$0.00	\$95.61	\$95.61	\$0.00	\$96.78	\$96.78
Total Fund Balance, Unassigned	\$0.00	\$97.95	\$97.95	\$0.00	\$96.78	\$96.78

# Budget Comparison Report

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by Fund

	2019 - 2020 Working Thru 6/30/2020			2020 - 2021 Working Thru 7/1/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>401 Special Reserve Fund for Capital Outlay Projects #2</b>						
Budgetary and Other Accounts						
98100 Estimated Revenue	\$0.00	(\$1.17)	(\$1.17)	\$0.00	\$0.00	\$0.00
Total Budgetary and Other Accounts	\$0.00	(\$1.17)	(\$1.17)	\$0.00	\$0.00	\$0.00
Total Components of Ending Fund Balance	\$0.00	\$96.78	\$96.78	\$0.00	\$96.78	\$96.78

District: Oak Valley Elementary  
CDS #: 54-72017

## 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	\$3,259,119.63
17	Special Reserve Fund for Other Than Capital Outlay Projects	Form 17	\$137,112.93
Total Assigned and Unassigned Ending Fund Balances			\$3,396,232.56
District Standard Reserve Level		Form 01CS Line 10B-4	4%
Less District Minimum Recommended Reserve for Economic Uncertainties		Form 01CS Line 10B-7	\$250,510.29
Remaining Balance to Substantiate Need			\$3,145,722.27
Substantiation of Need for Fund Balances in Excess of Minimum Recommended Reserve for Economic Uncertainties			Amount
Fund	Descriptions		
010	Technology & Network Infrastructure		\$250,000.00
010	Water System Infrastructure		\$250,000.00
01	Cafeteria Equipment Upgrade		\$175,000.00
01	OPEB obligations		\$900,000.00
01	Resurfacing Parking Lot		\$175,000.00
01	Replace Auditorium Floor		\$170,000.00
01	School Safety Upgrades		\$135,000.00
01	Lower grade bathroom upgrades		\$175,000.00
01	Reserve for new district vehicles		\$120,000.00
01	Reserve for LCFF uncertainties		\$658,609.64
17	Reserve for a new bus		\$137,112.63
	Insert Lines above as needed		
Total of Substantiated Needs			\$3,145,722.27
Remaining Unsubstantiated Balance			\$0.00

## LCAP with cuts for 20-21SY

Goal 1 All students, including SPED and ELLs, are exposed to a well-rounded, broad range of curriculum, which include the CCSS, MAPA, CTE, as well as athletics, in order to prepare students for college and careers. State Priority 2.4.7		
Action 1	Core content professional development in literacy within the Guided Reading program. Efforts are directed towards supporting unduplicated and exceptional needs students. Software, apps, and license agreements for various online curriculum programs.	10,000
Action 2	Maintain full-time Technology Coordinator	30,000
Action 3	Maintain a part time instructional aide in the STEAM lab.	71,231 Jesse
Action 4	Maintain Art teacher to broaden course access to all students. Efforts are directed towards supporting unduplicated and exceptional needs students.	22,454 Melaine
Action 5	Maintain PE teacher to broaden course access by allowing 6th-8th grade teachers to focus on offering elective courses.	95,796 Danielle
Action 6	Purchase materials and supplies to maintain the elective/enrichment programs in order to prepare our unduplicated students for college and careers.	86,939 Godoy
Action 7		10,000 43000
Action 8	Provide enrichment through educational and college readiness field trips and assemblies to broaden the scope of students cultural experiences including students with exceptional needs.	58000
Action 9	Maintain 1:1 student to device level of technology by repairing and replacing devices as needed.	
<b>Total</b>		<b>326,420</b>

Goal 2	Parents are provided with the resources they need to support their child's growth and development, along with participating in a variety of activities both inside and outside the classroom, including participating in the decision-making process of the district. State Priority: 2, 5, 6			
Action 1	Provide the Family Latino Literacy project for our families in order to support our EL and SED students at home.			
Action 2	Create a Family Resource Center that will support our unduplicated families by offering access to a variety of health and human resources.	10,000	Supplies	
Action 3	Maintain parent Liaison to run the Family Resource Center	17,272	Diana	
Total		27,272		
Goal 3	Focus Goal: 80% of kinder thru 3rd grade students are reading on grade level. If students are struggling to meet this goal, MTSS is in place to meet the intervention needs of the student. State Priority: 2, 4, 5			
Action 1	Maintain part time instructional aides for Kinder-2nd grade. This support is directed towards supporting unduplicated and exceptional needs students.	170,606	Carrie, Susana, Raynette, Shelly, Desiree, Andrea, Janessa, Deyanara	
Action 2	Maintain an intervention aide for small group instruction for students who are behind in content area standards.	23,476	Ashley Hutchins	
Action 3	Maintain additional teachers hired in grades TK, 4th, 5th, and 6th to provide smaller class sizes in order to support the high risk needs of our unduplicated, EL's, and special need students.	389,367	Shawn, Fonseca, Nunes, Rocha	
Action 5	Provide summer school enrichment program to enhance literacy skills in our unduplicated students and students with special needs.	25,000		
Total		608,449		

Mariana, Ruth,  
Victoria, Jesaca Mireya

Gloria, Freitas Ana-PE

Zavala

Title 1

Title 3

Gen. Fund

Lottery

Cafeteria

<p>Students are highly engaged in a positive safe, learning environment that supports the socio-emotional needs of the students in order to achieve school readiness. State Priority: 1, 4, 5, 6</p>		
<p><b>Action 1</b> Advance school safety through increased video surveillance.</p>		43000
<p><b>Action 2</b> Provide a counselor/social worker in order to support the socio-emotional needs of our students.</p>		90,000
<p><b>Action 3</b> Provide assistance in order to provide a safe, strong learning environment.</p>		43000
<p><b>Total</b></p>		<b>90,000</b>
<p><b>Plan Total</b></p>		<b>1,052,141</b>
<p><b>S/C monies</b></p>		<b>1,142,530</b>
		-90,389
<p>-8%</p>		91,402
		1,051,128